

# **WHITE TOWNSHIP BOARD OF EDUCATION**

## **REGULAR SESSION MEETING**

### **MINUTES**

**MONDAY**

**JUNE 27, 2016**

**7:30 PM**

The Regular Meeting of the White Township Board of Education was held on the above date in the White Township Municipal Building, Belvidere, NJ with the following members in attendance at roll call: Mrs. Rowe, Mr. Boehm, Mr. Rader, Mr. Panetta, Mrs. Martowicz, Mrs. Sroka, Ms. Lee and Mrs. Nikolopoulos. Michael Slattery, Superintendent, Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 9 members of the public. Mrs. Lensi was unable to attend.

Mrs. Rowe opened the meeting at 7:30 p.m. and stated that the meeting had been duly advertised and the public properly notified through notification to The Express-Times, Star Ledger and the White Township Municipal Clerk in accordance with the Open Public Meetings Act.

### **APPROVE MEETING MINUTES**

A motion was made by Mr. Panetta and seconded by Mrs. Martowicz to approve the minutes as submitted from the May 23, 2016 Reappointment and Regular Session Meeting and Executive Session. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

### **OPEN PUBLIC COMMENT**

Mrs. Parke noted that she came to the April and May Board meetings looking for a list of chaperones for the 8<sup>th</sup> grade trip to Washington and wasn't given the list until days before the trip and then only after threatening to bring child endangerment charges against the district. Mrs. Parke also noted that she was made to feel uncomfortable at her own daughter's graduation because a student who had threatened and bullied students was allowed to participate in the ceremony. Mrs. Parke further noted that the round of substitutes utilized by the district is horrible. Mrs. Parke alleged that one of the substitutes on the 8<sup>th</sup> grade class trip inappropriately touched one of the students and left his group to go to a different location. Mrs. Rowe asked Mrs. Parke if she brought this very serious allegation to the attention of administration as soon as she was made aware of it. Mrs. Parke said she had not and won't deal with the Administration at the school. Mrs. Rowe asked Mr. Slattery to investigate the allegations.

### **CORRESPONDENCE & ANNOUNCEMENTS**

Mrs. Huff announced one additional buildings and grounds motion for the Board's consideration this evening. Mrs. Huff noted a letter from the NJ Division of Field Services approving the QSAC district improvement plan (DIP) in the area of instruction and program.

### **COMMITTEE REPORTS**

### **PERSONNEL**

#### **Block Motion - Personnel**

A motion was made by Mr. Rader and seconded by Mrs. Nikolopoulos to approve the following agenda items #1 through #4. Motion carried as follows: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Martowicz – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

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#### **Block Motion - Personnel - continued**

1. Approve a Request for a Maternity/Disability Leave of Absence

To approve a request from Amy Stumpe for a maternity/disability leave of absence to commence on or about October 17, 2016 followed by an unpaid leave of absence in accordance with the New Jersey Family Leave Act upon completion of her maternity/disability leave and ending approximately March 27, 2017.

2. Approve Payment of Unused Sick Time upon Retirement

To approve the payment of 227 days of unused sick time @ \$37.50/day for a total of \$8,512.50 to Kerie Pohlidal per the negotiated agreement.

3. Approve Summer Child Study Team Hours

To approve up to 50 summer Child Study Team hours as needed for the period July 1 – August 30, 2016 for Marlene Saraiva at her 2016-17 hourly rate of \$55.94\*.

\*Salary remains at the 2014-2015 rate until settlement of the WTEA contract agreement.

4. Approve Kindergarten Summer Orientation Program

To approve the Kindergarten Summer Orientation program for three days, August 29-31, at a cost for the staff as follows:

Krista Schaarschmidt	\$39.57*/hour – not to exceed 12 hours
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Pat Sypniewski	\$55.17*/hour – not to exceed 12 hours
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Ashley Kithcart	\$37.49*/hour – not to exceed 12 hours
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\*Salary remains at the 2014-2015 rate until settlement of the WTEA contract agreement.

#### **TRANSPORTATION**

No updates.

#### **POLICY**

No updates.

#### **FINANCE**

Mrs. Rowe noted that the Committee met and discussed Mrs. Huff's recommendations for disposition of end of year surplus. Mrs. Rowe noted that the group is recommending a deposit into the tuition reserve account and one into the capital reserve account as listed on the motions. Mrs. Rowe further noted that both the Personnel Committee and the Finance Committee discussed the feasibility of moving away from a shared Superintendent and returning to an administrative model of a lone CSA. Mrs. Rowe noted that the Committee is recommending continuation of the shared Superintendent and full-time Principal due to the many tasks set forth by AchieveNJ. A single administrator would be hard pressed to maintain the frequency of mandated observations, evaluations and student growth objective requirements along with attending to the other tasks set forth by both job descriptions, including HIB Coordinator responsibilities. Ms. Lee expressed concern that what was promised was not done. Ms. Lee noted that information regarding the possibility of a change in the current shared service arrangement was to go to all Board members for review. Ms. Lee noted that Board members not on those Committees didn't receive minutes from the Committee meetings or other information as promised. Mrs. Rowe noted that notes from the Committee meeting will be sent out to the full Board.

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### **Block Motion – Finance**

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Panetta to approve the following agenda items #1 through #11. Motion carried as follows: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Martowicz – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

#### 1. Approve May 2016 Board Secretary's Report and Report of Cash Balances

To approve the May 2016 Board Secretary's Report and Report of Cash Balances in agreement. After review of the School Business Administrator's monthly financial reports and upon consultation with the Business Administrator and Superintendent, this Board of Education does hereby certify that as of May 31, 2016, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(a), and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

#### 2. Approve June 2016 Bills List

To approve the payment of the June 2016 bills in the total amount of \$644,206.44 for all funds.

#### 3. Approve May 2016 Cafeteria Bills

To approve the payment of the May 2016 Cafeteria bills in the amount of \$22,897.34.

#### 4. Approval to Pay Carryover 2015-2016 Bills Prior to July Board of Education Meeting

To authorize the Business Administrator to pay carryover bills from fiscal year 2015-2016 that may be received in late June and July 2016 prior to the July 25, 2016 Board of Education meeting, said bills to be submitted for final approval at the July 25, 2016 regular meeting.

#### 5. Approve Budget Transfers

To approve budget transfers for May 2016 in the amount of \$99,915.75.

#### 6. Approve a Tuition Contract with Allegro School for the 2016-2017 School Year and ESY 2016

To approve a tuition contract with Allegro School for one student (ID#6955332929) to attend for the period July 1, 2016 – June 30, 2017 at a total tuition cost of \$96,810 and the cost of the personal aide of \$29,400.

#### 7. Approve Staff Travel

To approve the following staff travel:

- Marlene Saraiva to attend a Summer Inclusion Conference at Montclair State University on June 29, 2016. The cost for the registration is \$150 and mileage reimbursement not to exceed \$35.
- Alison Walsh to attend Orton Gillingham Training at Florham Park School District on August 15 – 19, 2016. The cost for the registration is \$900 and mileage reimbursement not to exceed \$40.

#### 8. Approval to Transfer Current Surplus Funds to Tuition Reserve Account

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

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### Block Motion – Finance - continued

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into a Tuition Reserve account at year end, and

WHEREAS, the White Township Board of Education has determined that an amount not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the White Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

#### 9. Approval to Transfer Current Surplus Funds to Capital Reserve Account

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the White Township Board of Education has determined that an amount not to exceed \$75,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the White Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

#### 10. Approve a Contract Addendum with Maschio's Food Services, Inc. for the 2016-2017 School Year

To approve a contract addendum with Maschio's Food Services, Inc. for Food Service Management for the 2016-2017 school year with a management fee of \$7,788 (\$778.80 per month for ten months) and a guaranteed no cost or breakeven food service operation, including the management fee. In the event that program costs exceed total revenues (from all sources), Maschio's shall be responsible for any losses (shortfalls) incurred.

#### 11. Approve the Lunch Prices for the 2016-2017 School Year

To approve the lunch prices for the 2016-2017 school year as follows:

Student Lunch	\$2.75
Adult Lunch	\$3.50

## CURRICULUM

Mrs. Nikolopoulos expressed concern about a change to third and fourth grade schedules which will have students changing classes in the fall. Mrs. Rowe asked that the item be added to the next Curriculum Committee meeting agenda.

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### **BUILDINGS & GROUNDS**

Mrs. Nikolopoulos reviewed items that were discussed at the last Committee meeting including installation of a climbing wall in the cafeteria by the PTO, timing of receipt of future use of facility requests, the County's discussion of a GXP security proposal, PTO moving forward with the buddy bench memorial, weekend Farmer's Market.

Mr. Panetta asked that Mrs. Huff hold the payment to the sidewalk vendor until his concerns with the completion of the project are addressed.

### **Motion – Buildings and Grounds**

A motion was made by Mr. Rader and seconded by Mr. Panetta to approve the following agenda item #1 and the additional motion #2. Motion carried as follows: Ayes – 8, Nays -0, Abstentions – 0.

#### **1. Approve a Use of Facility Request from Work Family Connection**

To approve a use of facility request from Work Family Connection for use of the cafeteria for their Before and After care program for the 2016-2017 school year.

#### **2. Approve a Use of Facility Request**

To approve a use of facility request from the BHS Cheerleaders to use the parking lot for a carwash fundraiser on July 17, 2016.

### **PUBLIC RELATIONS**

Mr. Boehm updated the group on the Webmaster position, Facebook page and the development of a monthly staff recognition "White Spotlight".

### **BHS BOARD MEMBER**

No update.

### **SHARED SERVICES LIAISON COMMITTEE**

No update.

### **GOALS & OBJECTIVES**

Mr. Slattery noted that he reached out to our NJSBA field service representative for dates they would be available to facilitate goal setting.

### **OLD BUSINESS**

Mr. Slattery reminded the group that based on the results of the district's QSAC review we were required to develop a district improvement plan (DIP) in the area of instruction and program. Mr. Slattery reiterated that our plan has been approved and that Warren County staff will be conducting an interim review of our progress in December.

### **NEW BUSINESS**

Mr. Panetta noted that on September 10<sup>th</sup>, opening day of soccer, there will be a memorial ceremony for Connor Barbaro and a renaming of the fields.

Mr. Rader wondered if there would be any interest in starting an Archery Team. Mr. Rader noted other districts have done so with minimal cost.

Mr. Slattery asked members to check their availability for the summer board meetings. We already have two members who will be unable to attend the July meeting and we want to assure that we will have a quorum for those meetings.

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**NEW BUSINESS – continued**

Mrs. Rowe reminded members to complete and submit their Board Self Evaluations by June 30<sup>th</sup>.

**APPROVE SUPERINTENDENT’S REPORT**

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Panetta to approve the Superintendent’s Report for the period May 23 – June 10, 2016. Motion carried as follows: Ayes -8, Nays – 0, Abstentions – 0.

**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mr. Panetta and seconded by Mr. Rader to acknowledge receipt of one HIB investigation deemed a HIB incident for the period May 23 – June 10, 2016. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

A motion was made by Mr. Rader and seconded by Mr. Panetta to convene to Executive Session at 8:35 p.m. to discuss the CSA evaluation. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Be it resolved by the White Township Board of Education that it shall meet in closed session this evening to discuss the CSA evaluation.

The board will publicly disclose information pertaining to the topics discussed as soon thereafter and once the reasons for non-disclosure no longer exist.

The topics to be discussed are within the exemptions that are permitted to be discussed in private session pursuant to P.L. 1975c chapter 321.

A motion was made by Mrs. Martowicz and seconded by Mrs. Nikolopoulos to adjourn the Executive Session at 9:45 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**ADJOURNMENT**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Sroka to adjourn the meeting at 9:57 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Respectfully submitted,

Dawn Huff  
Business Administrator  
Board Secretary