

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**FEBRUARY 27, 2017**

**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: Mr. Boehm, Mr. Rader, Mr. Panetta, Mrs. Nikolopoulos, Mrs. Lensi, Mrs. Sroka, Mr. Orchard and Ms. Lee. Michael Slattery, Superintendent, Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as one member of the public.

Mr. Boehm opened the meeting at 7:31 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 Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the minutes as submitted from the January 30, 2017 Regular Session Meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **CORRESPONDENCE & ANNOUNCEMENTS**

Mr. Slattery explained correspondence from the Department of Education regarding the District Improvement Plan. Mrs. Huff noted that the March 20<sup>th</sup> board meeting will be held in the School Library. Mr. Boehm reported on a recent Board Leadership Regional Training Conference which he attended. Mr. Boehm noted that what he took away from the conference was the idea that Board meetings should be centered on student achievement and that he would like to see our Board focus more on student achievement in the coming year.

#### **ACCEPT BOARD MEMBER RESIGNATION**

A motion was made by Mr. Panetta and seconded by Mrs. Nikolopoulos to accept the resignation of Kathleen Martowicz effective February 27, 2017. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **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: Ayes – 8, Nays – 0, Abstentions – 0.

##### **1. Approve a Field Experience**

To approve Allyson Penna, current East Stroudsburg University student, to observe a class for up to nine (9) hours.

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

2. Approve Additional Substitutes

To approve Kayla Oakes as a substitute teacher and Benjamin Laubach as a substitute custodian for the remainder of the 2016-2017 school year.

3. Approve a Revised County-Wide Substitute List

To approve a revised County-Wide Substitute List for the 2016-2017 school year.

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

To approve a request from Erika Puskas for a maternity/disability leave of absence to commence on or about May 5, 2017 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 November 27, 2017.

#### **TRANSPORTATION**

No report.

#### **POLICY**

Ms. Lee noted the Committee met and discussed the following: no concerns with this evening's policies for second read, new batch of special education policies for consideration will be coming out next week; bus discipline should be handled by an Administrator or school personnel with the proper certification; concerns with the manner in which cafeteria discipline is being handled; in conjunction with a discussion of recess, support for incorporating overall wellness in current student activities to benefit student achievement and social well-being.

#### **Block Motion – Policy**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Sroka to approve the following agenda items #1 through # 6. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy & Regulation #1510 – Americans with Disabilities Act

To approve a second reading of policy & regulation #1510 – Americans with Disabilities Act

2. Approve a Second Reading of Policy #2415.30 – Title 1 – Educational Stability for Children in Foster Care

To approve a second reading of policy #2415.30 – Title 1 – Educational Stability for Children in Foster Care

3. Approve a Second Reading of Policy & Regulation #2418 – Section 504 of the Rehabilitation Act of 1973 – Students

To approve a second reading of policy & regulation #2418 – Section 504 of the Rehabilitation Act of 1973 – Students

4. Approve a Second Reading of Policy & Regulation #5116 – Education of Homeless Children

To approve a second reading of policy & regulation #5116 – Education of Homeless Children

5. Approve a Second Reading of Policy #5330.04 – Administering an Opioid Antidote

To approve a second reading of policy #5330.04 – Administering an Opioid Antidote

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### Block Motion – Policy - continued

#### 6. Approve a Second Reading of Policy & Regulation #8330 – Students Records

To approve a second reading of policy & regulation #8330 – Student Records

### FINANCE

### Block Motion – Finance

A motion was made by Mrs. Lensi and seconded by Mr. Panetta to approve the following agenda items #1 through #7. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes and Mr. Boehm – yes.

#### 1. Approve January 2017 Board Secretary’s Report and Treasurer’s Report

To approve the January 2017 Board Secretary’s Report and Treasurer’s Report 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 January 31, 2017, 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 February 2017 Bills List

To approve the payment of the February 2017 bills in the total amount of \$1,122,203.26 for all funds.

#### 3. Approve January 2017 Cafeteria Bills

To approve the payment of the January 2017 Cafeteria bills in the amount of \$6,614.14

#### 4. Approve the Warren County Special Services School District Rates for the 2017-2018 School Year

To approve the Warren County Special Services School District tuition, related services and staff rates for the 2017-2018 School Year.

#### 5. Approve Budget Transfers

To approve budget transfers for January 2017 in the amount of \$27,466.13.

#### 6. Approve Resolution for Participation in Coordinated Transportation with Warren County Special Services School District for 2017-2018

WHEREAS, the White Township School District Board of Education desires to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus a 4% administration fee as presented to the White Township School District Board of Education as calculated by the billing formula adopted by the WCSSSD’s Board of Education, does approve its participation in said coordinated transportation for 2017-2018 in accordance with the terms and conditions of the contract as offered by WCSSSD for 2017-2018.

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#### **Block Motion – Finance - continued**

##### 7. Approve Staff/Board Member Travel

To approve the following travel:

- Michele Lee, Mark Boehm and Aaron Orchard to attend a NJSBA Public Relations Forum, Friday, April 7 from 9:00 a.m. – 1:30 p.m. The registration fee is \$75 per person and mileage reimbursement not to exceed \$65.

#### **CURRICULUM**

##### **Block Motion – Curriculum**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the following agenda items #1 through #2. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

##### 1. Approve a Grade 1 Field Trip

To approve a field trip for approximately 28 grade 1 students to Centenary College Theater, Hackettstown, NJ on April 12, 2017. This trip will be funded by the PTO.

##### 2. Approve a Grade 5 GEM Field Trip

To approve a field trip for approximately 8 grade 5 GEM students to the WCSSE Strategic Thinking Day, Harmony Township Firehouse on May 22, 2017. There is no cost for this field trip, parents will transport.

#### **BUILDINGS & GROUNDS**

Mrs. Nikolopoulos noted the Committee met and discussed the following: plans for a main office renovation to include a security vestibule to be completed over the summer at a budgeted cost of \$200,000; securing summer help for the custodial staff; needed repairs to the Rockwall will be scheduled with the vendor through PTO; discussion on assuring a successful summer Farmer's Market with insurance certificates in place and oversight by the PTO during set-up; sealing and restriping the school parking lot;

##### **Block Motion – Buildings & Grounds**

A motion was made by Mrs. Lensi and seconded by Ms. Lee to approve the following agenda items #1 through #2. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes and Mr. Boehm – yes.

##### 1. Approve a Use of Facility Request

To approve a request from the White Township PTA for use of the stage for book fair March 31 – April 7, 2017.

##### 2. Approve an Agreement with Parette Somjen Architects

To approve a professional services agreement with Parette Somjen Architects, LLC for information gathering & documentation of existing condition, schematic design, applications & submissions, design development, construction documents and contract administration services related to the security vestibule project. The professional fee for the above referenced service is \$15,500 and reimbursable expenses will be billed as a lump sum of \$1,200.

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### **PUBLIC RELATIONS**

Ms. Lee noted that the Committee met and discussed the following: continued frustration with lack of content on the school's Facebook page; acknowledgement of Gary Hutchison as the March Spotlight Teacher; goal to have Board meetings become student achievement centered; possibility of making the start time for Board meetings earlier, possibly 6:30 or 7:00; recognition of past Board member.

### **BHS BOARD MEMBER**

No report.

### **SHARED SERVICES LIAISON COMMITTEE**

No report.

### **GOALS & OBJECTIVES**

Mr. Slattery noted he sent out action plans for his merit goals and the Board goals.

Mr. Boehm discussed holding a special workshop meeting with our new School Board's representative to review the Superintendent evaluation and Board Self-evaluation.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Mrs. Nikolopoulos asked if the Board vacancy will be posted. Mrs. Huff noted she will advertise the vacancy both on the website and Facebook and ask interested candidates to submit a letter of interest and be prepared to meet with the Board at their April meeting.

Ms. Lee asked what the district does in an instance where there is no substitute nurse available. Mr. Slattery noted that every effort is made to secure a substitute and when that is not possible we reach out to a neighboring partner and in a serious emergency call 911. Ms. Lee expressed concern for medically fragile students in the building and asked that a more concentrated effort be made to have sub coverage in the building at all times.

Mr. Orchard asked if it would be possible for Board packets to be sent out electronically to give members more time to review meeting information. Mrs. Huff noted that she could do that in addition to sending out the packets.

### **APPROVE SUPERINTENDENT'S REPORT**

A motion was made by Mrs. Lensi and seconded by Ms. Lee to approve the Superintendent's Report for the period January 20 – February 24, 2017. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

### **ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to acknowledge receipt of no HIB reports deemed HIB incidents for the period January 20 – February 24, 2017. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

### **OPEN PUBLIC COMMENT**

None

### **ADJOURNMENT**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Sroka to adjourn the meeting at 9:40 p.m.

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Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary