

**WHITE TOWNSHIP BOARD OF EDUCATION**

**REGULAR SESSION MEETING**

**MINUTES**

**MONDAY**

**APRIL 27, 2020**

**6:30 PM**

The Regular Meeting of the White Township Board of Education was held on the above date via Zoom with the following members in attendance at roll call: Ms. Nusser-Meany, Ms. Howell, Mrs. Sroka, Mrs. Lensi, Mr. Murray, Mrs. Smith, Mr. Havlusch, Mrs. Williams and Mr. Panetta. William Thompson, CSA and Dawn Huff, Business Administrator/Board Secretary were also in attendance.

Mr. Panetta opened the meeting at 6:37 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.

**PUBLIC BUDGET HEARING**

Mr. Thompson and Mrs. Huff provided an overview of the 2020-2021 school budget. Mrs. Huff reviewed anticipated enrollments for next school year and detailed revenue sources and needed expenditures. Mrs. Huff noted that the Board worked hard to present a responsible budget with a proposed operating budget decreasing about \$55,000 but, due in large part to the loss of state aid revenue, the tax levy will increase 3%. The district will exceed the 2% tax levy with the use of banked cap. Mrs. Huff noted that banked cap is an allowable exception to the 2% cap for districts that haven't increased taxes in previous years. Mrs. Huff noted that a 3% increase equates to a 3.9 cent increase, per \$100 of assessed valuation, for a homeowner in the Township. For a homeowner with a home assessed at \$258,831, the average assessed value in the Township, this would mean a tax increase of \$100 per year. The Board thanked Mr. Thompson and Mrs. Huff for their work to put together and present this budget.

**APPROVE THE 2020-2021 SCHOOL YEAR BUDGET**

A motion was made by Mrs. Lensi and seconded by Mr. Murray to approve the budget for the 2020-2021 school year. This budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. This budget proposes use of \$72,653 in banked cap in the 2020-2021 base budget, and the need for the funds will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time. Motion carried as follows: Ms. Nusser-Meany – yes, Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mr. Murray – yes, Mrs. Smith - yes, Mr. Havlusch – yes, Mrs. Williams – yes and Mr. Panetta – yes.

Expenditures

General Current Expense	\$ 9,201,513
Capital Outlay	\$ 10,105
Charter School	\$ 117,289
Special Revenue Fund	\$ 110,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,438,907</b>

Revenue

General Fund	
Budgeted Fund Balance	\$ 377,045
Withdrawal from Tuition Res	\$ 125,000
Local Tax Levy	\$ 7,483,281
Misc. Revenue	\$ 42,800
State Aid	\$ 1,300,781

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### APPROVE THE 2020-2021 SCHOOL YEAR BUDGET - continued

Special Revenue Fund	
State Aid	\$ 0
Federal Aid	\$ 110,000
TOTAL REVENUE	\$ 9,438,907

As per N.J.A.C. 6A:23 A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2020-2021 tentative budget includes a maximum travel appropriation of \$9,800. The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

### CSA REPORT

Mr. Thompson provided an update on the status of remote learning and the formation of a Reopening Committee to ensure student and staff safety when schools are back in session in the building. Mr. Thompson discussed possible dates to reschedule 8<sup>th</sup> grade year-end activities. Mr. Thompson reviewed the NJSLA Science results from last year's testing and discussed a plan for continuation of our strategic planning initiative.

### OPEN PUBLIC COMMENT

None

### APPROVE MEETING MINUTES

A motion was made by Mrs. Sroka and seconded by Ms. Nusser-Meany to approve the minutes as submitted from the March 16, 2020 Regular Session Meeting. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

### CORRESPONDENCE & ANNOUNCEMENTS

None

### COMMITTEE REPORTS

#### PERSONNEL

##### Block Motion – Personnel

A motion was made by Mrs. Sroka and seconded by Mrs. Lensi to approve the following agenda items #1 through #4. Motion carried as follows: Ms. Nusser-Meany – yes, Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mr. Murray – yes, Mrs. Smith - yes, Mr. Havlusch – yes, Mrs. Williams – yes and Mr. Panetta – yes.

##### 1. Renewal of Tenured Staff

To approve letters of intent to hire the following Instructional Tenured Staff Members for the 2020-2021 School Year, as recommended by the CSA:

Staff Member	Degree	Step	FTE	Salary
Baker, Cassandra	BA+15	8	1.00	\$60,470
Barofski, Melissa	MA	34	1.00	\$86,870
Bellfy, Sherry	BA+15	23	1.00	\$76,190
Bolen, Stephanie	MA	11	1.00	\$67,910
DeCesare, Anthony	BA+15	20	1.00	\$72,655

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### Block Motion – Personnel - continued

Dionne, Rebecca	MA	8	1.00	\$64,470
Evans, Allyson	MA	16	1.00	\$73,140
Fischl, Richard	MA+30	24	1.00	\$84,190
Fraunfelter, Eric	MA+30	26	1.00	\$87,745
Garvey, Crystal	MA	17	1.00	\$73,140
Gerhardt, Cathleen	BA	12	1.00	\$63,645
Grater, Kelly	MA+30	31	1.00	\$90,870
Hawk, Erik	MA+30	20	1.00	\$80,655
Hutchison, Gary	MA+30	25	1.00	\$85,965
Kline, Melinda	MA	7	.40	\$25,788
LaBar, Tadgh	MA+15	19	1.00	\$76,895
Laubach, Michele	BA	19	1.00	\$68,895
Marsh, Susan	MA+30	38	1.00	\$90,870
Mulligan, Deirdre	MA+15	19	1.00	\$76,895
Pearson, Kenna	BA	16	1.00	\$67,140
Puskas, Erika	MA+30	11	1.00	\$71,910
Quinn, Stephanie	MA+30	27	1.00	\$89,530
Rosano, Lisa	MA	15	1.00	\$71,390
Schaarschmidt, Krista	BA	12	1.00	\$63,645
Sheneman, Margaret	MA+15	13	1.00	\$71,645
Sissick, Bernadette	BA+15	9	1.00	\$62,185
Skirbst, Henry	MA+15	27	1.00	\$87,530
Stumpe, Amy	MA+15	13	1.00	\$71,645
Walsh, Alison	MA	34	1.00	\$86,870
Werkheiser, Dawn	MA+30	25	1.00	\$85,965
Wheatley, Nancy	MA+30	16	1.00	\$77,140
Williams, Katherine	BA	12	1.00	\$63,645

### 2. Renewal of Staff Attaining Tenure

To renew the following staff member, that will attain tenure the first day of the 2020-2021 school year, and offer him a contract for the 2020-2021 school year, as recommended by the CSA:

Staff Member	Degree	Step	FTE	Salary
Marinelli, Anthony	MA	7	1.00	\$64,470

### 3. Renewal of Non-Tenured Teaching Staff for the 2020-2021 school year

To renew the following non-tenured teaching staff for the 2020-2021 school year, as recommended by the CSA:

Staff Member	Degree	Step	FTE	Salary
Mahon, Justine	BA+30	4	1.00	\$59,055
Quinn, Stewart	BA	4	1.00	\$55,055
Smith, Alexis	BA	2	1.00	\$52,860

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

To approve a request from Amy Stumpe for a maternity/disability leave of absence to commence on or about May 15, 2020 followed by an unpaid leave of absence in accordance with the New Jersey Family Leave Act, with an anticipated return to work date of November 2, 2020. *This replaces the original motion approved February 24, 2020.*

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### CURRICULUM

Ms. Nusser-Meany noted that the Committee discussed the idea of running a summer academy for students not at benchmark, options for the World Language program in the future, continued support of a Chromebook initiative for grades 5-6, management of remote learning, new Math resources and the 2020-2021 district calendar.

#### Block Motion – Curriculum

A motion was made by Mrs. Lensi and seconded by Mr. Havlusch to approve the following agenda items #1 through #3. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

1. Approve the 2020-2021 School Calendar

To approve the 2020-2021 school calendar.

2. Approve a Field Trip for Grade 8 - Revised

To approve a field trip for approximately 29 grade 8 students to Washington, D.C. on July 28-30, 2020.

3. Approve the District's Program of Virtual or Remote Instruction

To approve the District's program of virtual or remote instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 12<sup>th</sup> and implemented since the District's closure on March 16, 2020.

### OPERATIONS

#### Block Motion – Operations

A motion was made by Mrs. Lensi and seconded by Mr. Murray to approve the following agenda items #1 through #8. Motion carried as follows: Ms. Nusser-Meany – yes, Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mr. Murray – yes, Mrs. Smith - yes, Mr. Havlusch – yes, Mrs. Williams – yes and Mr. Panetta – yes.

1. Approve March 2020 Board Secretary's Report and Treasurer's Report

To approve, on the recommendation of the CSA, the acceptance of the monthly financial reports of the Board Secretary for the month of March 2020 and further that, in compliance with N.J.A.C. 6A:23A-16-10(c)4, the Board of Education certifies that as of March 31, 2020, after review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16-10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. As required by N.J.A.C. 6A:23A-16-10(c) 3, I, Dawn Huff, Board Secretary, hereby certify that no line account has been over expended as of March 31, 2020.

2. Approve April 2020 Bill List

To approve the payment of the April 2020 bills in the total amount of \$932,758.55 for all funds.

3. Approve Budget Transfers

To approve budget transfers for March 2020 in the amount of \$182,000.

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#### **Block Motion – Operations - continued**

4. Approve a Full Service Maintenance Agreement with Xerox

To approve a 60-month lease with Xerox for a full service maintenance agreement on a Xerox B9100 copier for a monthly cost of \$424.69, plus a per print rate of \$0.0033, and 4 – B405DN machines for a monthly cost of \$195.76, plus a per print rate of \$0.0119.

5. Approve Submission of the 2020 Safety Grant Application

To approve the submission of the New Jersey Schools Insurance Group 2020 Safety Grant Application in the amount of \$2,000 to supplement the cost of upgrades to the current safety and security system.

6. Approve an Addendum to the Transportation Services Agreement with GST Transport, Corp

To approve an addendum to the transportation service agreement with GST Transport, Corp that during the period of time that the District remains closed without the need for transportation services as a result of the COVID-19 Pandemic and pursuant to Governor Murphy's Executive Orders 104 and 107, the Agreement shall remain in full force and effect but the Board's payment obligations under the terms and conditions of the Agreement shall be reduced by 10 percent or a total of \$8,261.72.

7. Approve a NJ Department of Agriculture Emergency Procurement/Contract Modification Request

To approve a NJDA Emergency Procurement/Contract Modification request and Letter of Understanding with Maschio's Food Services, Inc due to the Novel Coronavirus, and the need to operate under the Seamless Summer Option program in accordance with the NJ Department of Agriculture, Division of Food and Nutrition, which allows for the serving of reimbursable meals during an emergency school closure.

8. Approve a Use of Facility Request

To approve a request from the White Township PTO for use of the parking lot Sundays, June 7 – September 27, 2020 for the Warren County Farmers Market.

#### **GOVERNANCE**

Mrs. Lensi noted the Committee reviewed final updates for the new website and discussed development of policies to address extra curriculars and PK admission.

#### **Block Motion – Governance**

A motion was made by Mr. Murray and seconded by Mrs. Sroka to approve the following agenda items #1 through #12. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy #2412 – Home Instruction Due to Health Condition

To approve a second reading of policy #2412 – Home Instruction Due to Health Condition

2. Approve a Second Reading of Policy #8541 – Control of Communicable Diseases

To approve a second reading of policy #8541 – Control of Communicable Diseases

3. Approve a First Reading of Policy and Regulation #1581 – Domestic Violence

To approve a first reading of policy and regulation #1581 – Domestic Violence

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#### **Block Motion – Governance - continued**

4. Approve a First Reading of Policy #2422 – Health and Physical Education

To approve a first reading of policy #2422 – Health and Physical Education

5. Approve a First Reading of Policy #3421.13 – Postnatal Accommodations

To approve a first reading of policy #3421.13 – Postnatal Accommodations

6. Approve a First Reading of Policy #4421.13 – Postnatal Accommodations

To approve a first reading of policy #4421.13 – Postnatal Accommodations

7. Approve a First Reading of Policy and Regulation #5330 – Administration of Medication

To approve a first reading of policy and regulation #5330 – Administration of Medication

8. Approve a First Reading of Policy #7243 – Supervision of Construction

To approve a first reading of policy #7243 – Supervision of Construction

9. Approve a First Reading of Policy #8210 – School Year

To approve a first reading of policy #8210 – School Year

10. Approve a First Reading of Policy #8220 – School Day

To approve a first reading of policy #8220 – School Day

11. Approve a First Reading of Regulation #8220 – School Closings

To approve a first reading of regulation #8220 – School Closings

12. Approve a First Reading of Policy #8462 – Reporting Potentially Missing or Abused Children

To approve a first reading of policy #8462 – Reporting Potentially Missing or Abused Children

#### **BHS BOARD MEMBER**

No update.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

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

A motion was made by Mrs. Lensi and seconded by Mr. Murray to acknowledge receipt of no HIB investigations deemed HIB incidents since last meeting. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

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**ADJOURNMENT**

A motion was made by Mrs. Lensi and seconded by Mr. Murray to adjourn the meeting at 7:26 p.m. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary