

WHITE TOWNSHIP BOARD OF EDUCATION
REGULAR AND REAPPOINTMENT SESSION MEETING

MINUTES

MONDAY

MAY 18, 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, Mr. Havlusch, Mrs. Williams and Mr. Panetta. William Thompson, CSA and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 8 members of the public.

Mr. Panetta opened the meeting at 6:31 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.

CSA REPORT

Mr. Thompson recognized our students of the month for March-June, as well as our 2019-2020 Educator of the Year, Mrs. Heroux, and our 2019-2020 Teacher of the Year, Mrs. Evans. Mr. Thompson thanked everyone for their continued patience as we navigate through and perfect our remote learning processes. Mr. Thompson provided an update on 8th grade activities and noted we're working on a strong finish to the current year and strategically planning for next year.

OPEN PUBLIC COMMENT

None

APPROVE MEETING MINUTES

A motion was made by Mrs. Lensi and seconded by Mr. Murray to approve the minutes as submitted from the April 27, 2020 Regular Session Meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

CORRESPONDENCE & ANNOUNCEMENTS

None

Reappointment Block Motion

A motion was made by Mrs. Lensi and seconded by Mr. Murray to approve the following reappointment motions #1 through #30 for the 2020-2021 school year. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Adopt the present Board Bylaws, Policies and Regulations

To adopt the present Board Bylaws, Policies and Regulations.

2. Approve the Permitted Student Records

To approve per N.J.A.C. 6:3-6.3 the compilation of state mandated and permitted student records for the purpose of promoting the educational welfare of the student including general student information, record of attendance, description of student progress, history and status of student health, and any other records required by the State Board of Education.

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Reappointment Block Motion - continued

3. Approve/Readopt Existing District School Office and Business Office Forms in Use

To approve/readopt all existing district school office and business office forms currently in use.

4. Adopt the Code of Ethics

To adopt the code of ethics as approved by NJSBA.

5. Appoint the Business Administrator/Board Secretary

To appoint Dawn Huff as Business Administrator/Board Secretary.

6. Approve the Board Auditor

To approve Ardito & Co, LLC as the District Auditor.

7. Approve the Board Attorney

To approve John B. Comegno, II, Comegno Law Group as Board Attorney.

8. Approve the Architect of Record

To approve Parette Somjen Architects as Architect of Record.

9. Approve the Insurance Agent of Record

To approve the professional services of Brown & Brown Insurance as the Insurance Agent of Record.

10. Approve the Payroll Service

To approve the professional services of R & L Data Centers, Inc. as the payroll service provider.

11. Approve the Depository of School Monies

To approve First Hope Bank as the depository for school district monies.

12. Designate the Official Newspapers

To designate The Express-Times, the NJ Herald, The Star Ledger and The Star Gazette as the official newspapers to receive notifications of meetings as required by the Open Public Meetings Act.

13. Appoint the Records Custodian for Public Records

To appoint Dawn Huff as the Custodian of Public Records for the district.

14. Appoint the Qualified Purchasing Agent for the District

To assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to the Business Administrator, Dawn Huff, and to set the bid threshold for the 2020-2021 school year at \$40,000 as allowed by law and to approve competitive quotations for amounts over \$6,000.

15. Approve the Public Agency Compliance Officer (PACO)

To approve the Business Administrator, Dawn Huff, as the Public Agency Compliance Officer to be the liaison official and to have the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.

16. Approve Renewal of School Policy Alerting Service with Strauss-Esmay Associates

To approve renewal of the professional services subscription with Strauss-Esmay Associates to provide policy alert and support services.

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Reappointment Block Motion - continued

17. Appoint the Integrated Pest Management Coordinator

To appoint David Hartung as the Integrated Pest Management Coordinator.

18. Appoint the Right to Know Officer/AHERA Representative

To appoint David Hartung as the Right to Know Officer/AHERA Representative.

19. Designate Signers for the Bank Accounts

To designate the Board President, CSA and Business Administrator as authorized signers on the Payroll Account, General Custodial Account, Payroll Agency Account and the Cafeteria Account.

20. Authorize Line Item Transfers

To authorize the CSA and Business Administrator to perform necessary line item transfers between Board of Education meetings to be followed by Board approval at the next regular Board meeting.

21. Approve Substitute Rates

To approve the following substitute rates for the 2020-2021 school year:

Teacher	\$ 85 / day
Nurse	\$ 150 / day
Custodian	\$ 12 / hour
Custodian(w/black seal)	\$ 15 / hour
Teacher Aide	\$ 11 / hour
Cafeteria Aide	\$ 11 / hour

22. Set Tuition Rates for the 2020-2021 School Year

To approve the tuition rates for out-of-district students to attend White Township School as follows:

Kindergarten	\$16,000
Grades 1-5	\$18,000
Grades 6-8	\$19,000

23. Approve the Rate for Home Instruction

To approve the rate for home instruction at \$35/hour.

24. Approve Travel for the CSA and Business Administrator

To approve travel expenditures for the CSA and the Business Administrator to attend training programs, seminars, workshops and monthly Association meetings.

25. Approve the Indoor Air Quality Officer

To approve David Hartung as the Indoor Air Quality Officer.

26. Approve a 504 Compliance Officer

To approve William Thompson as the 504 Compliance Officer.

27. Approve the HIB Specialist

To approve Stephanie Quinn as the HIB Specialist.

28. Approve the Attendance Officer

To approve William Thompson as the Attendance Officer.

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Reappointment Block Motion - continued

29. Approve the HIB Coordinator

To approve William Thompson as the HIB Coordinator.

30. Approve the Affirmative Action Officer

To approve William Thompson as the Affirmative Action Officer.

COMMITTEE REPORTS

PERSONNEL

Block Motion – Personnel

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to approve the following agenda items #1 through #9. Motion carried as follows: Ms. Nusser-Meany – yes, Ms. Howell – yes, Mrs. Sroka – yes, Mr. Murray – yes, Mrs. Lensi – yes, Mr. Havlusch – yes, Mrs. Williams – yes and Mr. Panetta – yes.

1. Approve a School Secretary

To accept the recommendation of the CSA to retain Ingrid Scott as the School Secretary for the 2020-2021 school year at an annual salary (12 months) of \$48,635.

2. Approve a Part-Time General Secretary

To accept the recommendation of the CSA to retain Kathryn Cavitch as the part-time General Secretary for the 2020-2021 school year, 25 hours per week, at \$17.50/hour (12 months).

3. Approve a Part-Time Business Office Assistant

To accept the recommendation of the CSA to retain Kimberly Wagner as a part-time Business Office Assistant for the 2020-2021 school year at an annual salary (12 months) of \$16,122.

4. Approve a Head Custodian

To accept the recommendation of the CSA to retain David Hartung as a Head Custodian for the 2020-2021 school year at an annual salary (12 months) of \$68,105.

5. Approve a Custodian

To accept the recommendation of the CSA to retain Harry Garlick as a Custodian for the 2020-2021 school year at an annual salary (12 months) of \$44,760.

6. Approve a Custodian

To accept the recommendation of the CSA to retain Frank Hoyt as a Custodian for the 2020-2021 school year at an annual salary (12 months) of \$50,707.

7. Approve Summer Custodial Help

To accept the recommendation of the CSA to approve Vasilios Nikolopoulos for summer custodial help, 40 hours/week, beginning on or before June 15-August 7, 2020, at the rate of \$12/hour.

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

To approve a request from Katherine Williams for a maternity/disability leave of absence to commence on or about September 8, 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 January 4, 2020.

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Block Motion – Personnel - continued

9. Approve Summer Technology Hours

To approve Dawn Werkheiser for summer technology hours, not to exceed 100 hours at \$20/hour.

CURRICULUM

Ms. Nusser-Meany noted the Committee met and discussed remote instruction, the possibility of a summer academy, a revision to the current school calendar, and technology upgrades.

Block Motion – Curriculum

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

1. Approve a Revised District Program for Virtual or Remote Instruction

To approve a revised District program for virtual or remote instruction to meet the 180 school day requirement, originally approved April 27, 2020.

2. Approve a Revision to the 2019-2020 School Calendar

To approve a revision to the 2019-2020 school calendar as follows:

- June 2nd – Student Day (was previously non-student day; prof. dev. for staff only).
- June 5th – Last Student Day.
- June 8th – Staff – Professional Development Day.

OPERATIONS

Block Motion – Operations

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

1. Approve April 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 April 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 April 30, 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 April 30, 2020.

2. Approve May 2020 Bill List

To approve the payment of the May 2020 bills in the total amount of \$803,275.26 for all funds.

3. Approve Budget Transfers

To approve budget transfers for April 2020 in the amount of \$11,427.30.

4. Approve Staff Workshops/Travel

To approve the following staff workshops/travel:

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Block Motion – Operations - continued

- Sherry Bellfy to participate in BER Restorative Discipline online professional development. The cost of the workshop is \$149.

5. Approve the Report of Awarded Contracts

To approve the Report of Awarded Contracts

6. Approve a Tuition Contract with Limitless

To approve a tuition contract with Limitless for one student (ID#8737801050) for ESY 2020 program, for a tuition cost of \$5,645 and the cost of the personal aide \$2,300, for a total program cost of \$7,945.

GOVERNANCE

Mr. Murray noted the Committee discussed policies that are listed for a second read this evening and the need for revised policies for extra curriculars and Preschool admission. Ms. Nusser-Meany further reported that the group discussed expansion of our current Preschool program and a new benchmark assessment tool.

Block Motion – Governance

A motion was made by Mrs. Sroka and seconded by Ms. Nusser-Meany to approve the following agenda items #1 through #10. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy and Regulation #1581 – Domestic Violence

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

2. Approve a Second Reading of Policy #2422 – Health and Physical Education

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

3. Approve a Second Reading of Policy #3421.13 – Postnatal Accommodations

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

4. Approve a Second Reading of Policy #4421.13 – Postnatal Accommodations

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

5. Approve a Second Reading of Policy and Regulation #5330 – Administration of Medication

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

6. Approve a Second Reading of Policy #7243 – Supervision of Construction

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

7. Approve a Second Reading of Policy #8210 – School Year

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

8. Approve a Second Reading of Policy #8220 – School Day

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

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Block Motion – Governance - continued

9. Approve a Second Reading of Regulation #8220 – School Closings

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

10. Approve a Second Reading of Policy #8462 – Reporting Potentially Missing or Abused Children

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

BHS BOARD MEMBER

Mrs. Williams reported that Belvidere discussed continuation of distance learning, the potential for increased funding, and how that might be managed. Mrs. Williams further noted that Belvidere hasn't made any decision on how they will handle graduation.

OLD BUSINESS

None

Mrs. Smith joined the meeting at 7:27 p.m.

NEW BUSINESS

Mr. Thompson noted that the Belvidere Superintendent inquired whether our Board would be interested in participating in a cluster-wide feasibility study on consolidation. At this point, the Board wasn't interested in committing district funds for a study but may look to them for additional information.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

A motion was made by Mr. Murray and seconded by Mrs. Lensi 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

Mrs. Fiorentino noted that she would be interested in learning what other areas, in addition to Special Services, it could be advantageous for us to share as a cluster.

Mrs. Evans expressed gratitude to the Board, parents, and especially Mr. Thompson, for clear leadership in these very challenging times.

EXECUTIVE SESSION

A motion was made by Mr. Murray and seconded by Mrs. Lensi to convene to Executive Session at 7:29 p.m. to discuss the CSA evaluation. Motion carried as follows: Ayes – 9, 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.

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A motion was made by Mrs. Lensi and seconded by Mr. Murray to adjourn the Executive Session at 8:26 p.m. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

ADJOURNMENT

A motion was made by Mrs. Sroka and seconded by Mrs. Lensi to adjourn the meeting at 8:27 p.m. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff
Business Administrator
Board Secretary