

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**OCTOBER 28, 2019**

**6:30 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: Ms. Nusser-Meany, Ms. Howell, Mrs. Sroka, Mr. Havlusch, Mrs. Smith, Mrs. Nikolopoulos, and Mr. Panetta. William Thompson, CSA and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 11 members of the public. Mrs. Lensi was unable to attend

Mr. Panetta opened the meeting at 6:30 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.

#### **CSA REPORT**

Mr. Thompson recognized our September and October “Students of the Month” and presented them with certificates. Mr. Thompson also discussed new club offerings, provided an update on strategic planning, reviewed our HIB self-assessment for the 2018-2019 school year, and reviewed upcoming dates including a Playground Committee meeting, the Halloween Parade, pajama day, an Open House at Warren Tech and professional development for staff on November 5<sup>th</sup>.

#### **AUDIT PRESENTATION**

Mr. Anthony Ardito, the Board’s Auditor, presented an overview of the 2018-2019 Comprehensive Annual Financial Report. Mr. Ardito reviewed expenditures and revenues as well as the status of the district reserve accounts and surplus. Mr. Ardito noted that the audit went very well, Mrs. Huff had everything in good order, and there are no audit recommendations.

**Mrs. Williams arrived at 7:00 p.m.**

#### **NJSLA PRESENTATION**

Mr. Thompson provided an overview of the NJSLA results from the testing that was done last spring for grades 3-8. Mr. Thompson reminded the group that performance levels are scored from Level 1, not yet meeting grade level expectations through Level 5, which indicates a student exceeded grade level expectations. Mr. Thompson noted that the majority of our grade levels outperformed the State average for both ELA and Math. Mr. Thompson further noted that the district met the 95% participation rate required by the State.

#### **OPEN PUBLIC COMMENT**

None

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**APPROVE MEETING MINUTES**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Sroka to approve the minutes as submitted from the September 23, 2019 Regular Session Meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**CORRESPONDENCE & ANNOUNCEMENTS**

None

**COMMITTEE REPORTS**

**PERSONNEL**

**Motion – Personnel**

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

1. Approve Job Descriptions

To approve the following job descriptions:

- General Secretary
- CSA Secretary

**TRANSPORTATION**

**Motion – Transportation**

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

1. Approve the School Bus Emergency Evacuation Drill Report

To approve the school bus emergency evacuation drill report for October 18, 2019.

**POLICY**

**Block Motion – Policy**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Howell to approve the following agenda items #1 through #14. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy & Regulation #1642 – Earned Sick Leave Law

To approve a second reading of policy & regulation #1642 – Earned Sick Leave Law

2. Approve a First Reading of Policy #3159 – Teaching Staff Member/School District Reporting Responsibilities

To approve a first reading of policy #3159 – Teaching Staff Member/School District Reporting Responsibilities.

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### **Block Motion – Policy - continued**

3. Approve a First Reading of Policy & Regulation #3218 – Use, Possession, or Distribution of Substances

To approve a first reading of policy & regulation #3218 – Use, Possession, or Distribution of Substances.

4. Approve a First Reading of Policy & Regulation #4218 – Use, Possession, or Distribution of Substances

To approve a first reading of policy & regulation #4218 – Use, Possession, or Distribution of Substances.

5. Approve a First Reading of Policy #4219 – Commercial Driver’s License Controlled Substance and Alcohol Use Testing

To approve a first reading of policy #4219 – Commercial Driver’s License Controlled Substance and Alcohol Use Testing.

6. Approve a First Reading of Policy #5517 – School District Issued Student Identification Cards

To approve a first reading of policy #5517 – School District Issued Student Identification Cards.

7. Approve a First Reading of Policy & Regulation #6112 – Reimbursement of Federal and Other Grant Expenditures

To approve a first reading of policy & regulation #6112 – Reimbursement of Federal and Other Grant Expenditures.

8. Approve a First Reading of Policy & Regulation #7440 – School District Security

To approve a first reading of policy & regulation #7440 – School District Security

9. Approve a First Reading of Policy & Regulation #8600 – Student Transportation

To approve a first reading of policy & regulation #8600 – Student Transportation

10. Approve a First Reading of Policy #8630 – Bus Driver/Bus Aide Responsibility

To approve a first reading of policy #8630 – Bus Driver/Bus Aide Responsibility

11. Approve a First Reading of Regulation #8630 – Emergency School Bus Procedures

To approve a first reading of regulation #8630 – Emergency School Bus Procedures

12. Approve a First Reading of Policy #8670 – Transportation of Special Needs Students

To approve a first reading of policy #8670 – Transportation of Special Needs Students

13. Approve a First Reading of Policy #9210 – Parent Organizations

To approve a first reading of policy #9210 – Parent Organizations

14. Approve a First Reading of Policy #9400 – Media Relations

To approve a first reading of policy #9400 – Media Relations

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### FINANCE

#### Block Motion – Finance

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Howell to approve the following agenda items #1 through #6. Motion carried as follows: Ms. Nusser-Meany - yes, Ms. Howell - yes, Mrs. Sroka - yes, Mr. Havlusch - yes, Mrs. Williams – yes, Mrs. Smith – yes, Mrs. Nikolopoulos - yes, and Mr. Panetta – yes.

#### 1. Approve September 2019 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 September 2019 and further that, in compliance with N.J.A.C. 6A:23A-16-10(c)4, the Board of Education certifies that as of September 30, 2019, 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 September 30, 2019.

#### 2. Approve October 2019 Bill List

To approve the payment of the October 2019 bills in the total amount of \$941,960.13 for all funds.

#### 3. Approve September 2019 Cafeteria Bills

To approve the payment of the September 2019 Cafeteria bills in the amount of \$6,121.19.

#### 4. Approve Budget Transfers

To approve budget transfers for September 2019 in the amount of \$67,514.14.

#### 5. Approve a Tuition Contract with Lakeland-Andover School

To approve a tuition contract with Lakeland-Andover School for one student (ID#3435881714) to attend the program for a tuition cost of \$55,800 for the 2019-2020 school year.

#### 6. Approve Staff Travel

To approve the following staff travel:

- William Thompson and Alison Walsh to a workshop, “The Leadership Challenge in Implementing Units of Study in Reading, K-8”, in Somerset, NJ on November 15, 2019. The cost of the workshop, per participant, is \$185.
- Amy Stumpe to a workshop “Making Best Use of Google Classroom to Strengthen Instruction”, in Allentown, PA on January 10, 2020. The cost of the workshop is \$279 and mileage reimbursement not to exceed \$20.

### CURRICULUM

Mrs. Sroka noted that the Committee met and discussed items including a fiber upgrade, which should improve our connectivity issues in the building, growing Preschool enrollment, and proposals for more clubs for students.

#### Block Motion – Curriculum

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Panetta to approve the following agenda items #1 through #9. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

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#### **Block Motion – Curriculum**

1. Approve a Wood Shop Club

To approve funds, not to exceed \$450, for a Wood Shop Club, grades 6-8, one hour per week, for 10 weeks.

2. Approve a Critical Thinking Chess Club

To approve funds, not to exceed \$450, for a Critical Thinking Chess Club, grades 6-8, one hour per week, for 10 weeks.

3. Approve a Drama Club Fundraiser

To approve a request from the Drama Club to hold a t-shirt sale fundraiser. The proceeds will benefit the Drama Club.

4. Approve a Field Trip for Music

To approve a field trip for approximately 13 music students to The Liacouras Center, Philadelphia, PA on June 3, 2020. The cost of the trip per student is \$23 and the cost of the bus transportation is \$540.

5. Approve a Field Trip for Band & Chorus

To approve a field trip for approximately 20 band and chorus students to Warren Haven, Oxford, NJ on December 18, 2019. The cost of the bus transportation is \$165.

6. Approve a Field Trip for Grades 3&4 GEM

To approve a field trip for approximately 10 grades 3&4 GEM students to Oxford Street School, Belvidere, NJ on May 19, 2020 for Battle of the Books. There is no cost for the transportation, parents will transport.

7. Approve a Field Trip for Grades 5&6 GEM

To approve a field trip for approximately 10 grades 5&6 GEM students to Great Meadows Middle School, Great Meadows, NJ on April 23, 2020 for Battle of the Books. There is no cost for the transportation, parents will transport.

8. Approve a Field Trip for Grades 3&4 GEM

To approve a field trip for approximately 8 grades 3&4 GEM students to Willow Grove School, Hackettstown, NJ on April 30, 2020 for Invention Expo. There is no cost for the transportation, parents will transport.

9. Approve a Field Trip for Grades 2&3 GEM

To approve a field trip for approximately 8 grades 2&3 GEM students to Willow Grove School, Hackettstown, NJ on January 30, 2020 for Legos on the Loose. There is no cost for the transportation, parents will transport.

#### **BUILDINGS & GROUNDS**

Mrs. Nikolopoulos noted the Committee met and discussed items including updates to our LRFP, preparing for snow removal and winterizing the building, and plans to partner with the PTO for playground upgrades.

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

A motion was made by Mrs. Sroka and seconded by Mrs. Williams to approve the following agenda items #1 through #7. Motion carried as follows: Ms. Nusser-Meany - yes, Ms. Howell - yes, Mrs. Sroka - yes, Mr. Havlusch - yes, Mrs. Williams - yes, Mrs. Smith - yes, Mrs. Nikolopoulos - yes, and Mr. Panetta - yes.

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### Block Motion – Buildings & Grounds - continued

1. Approve the Comprehensive Maintenance Plan and M1 Form

To approve submission of the 2019-2020 Comprehensive Maintenance Plan and the accompanying M-1 Form.

2. Approve Disposal of Technology Equipment

To approve the disposal/recycling of the following nonoperational obsolete technology equipment: 19 computer towers, 12 printers, 20 laptops and 4 televisions.

3. Approve a Use of Facility Request

To approve a request from the White Township Youth Athletic Association for use of the gymnasium November 1, 2019 – March 21, 2020 for basketball.

4. Approve an update to the District Five-Year Long Range Facility Plan

To approve an update to the district five-year LRFP (Long Range Facility Plan) to include the following 2019-2024 anticipated capital improvements/projects:

|                  |  |           |
|------------------|--|-----------|
| 19-20 LRFP Amend | Remove flooring in Art Room - Replace w/VC tile            | \$ 7,500  |
| 19-20 LRFP Amend | Repair Front Steps – Cement work                           | \$ 10,000 |
| 19-20 LRFP Amend | Hallway Painting   | \$ 20,000 |
| 19-20 LRFP Amend | Generator Upgrades   | \$ 15,000 |
| 19-20 LRFP Ament | Replace flooring in 5 classrooms (1931 section)            | \$ 25,000 |
| 19-20 LRFP Amend | Convert Chalkboards in classrooms to Whiteboards           | \$ 8,000  |
| 19-20 LRFP Amend | Security Upgrades - cameras                                | \$ 20,000 |
| 20-21 LRFP Amend | Upgrade to LED lights (hallways)                           | \$ 10,000 |
| 20-21 LRFP Amend | Remove Carpet/Redesign Media Center                        | \$ 40,000 |
| 20-21 LRFP Amend | Refurbish Track  | \$ 5,000  |
| 20-21 LRFP Amend | Replace well pump  | \$ 5,000  |
| 20-21 LRFP Amend | Replace Heating DDC controls                               | \$ 20,000 |
| 20-21 LRFP Amend | Resurface Parking Area on Route 519 side                   | \$ 25,000 |
| 20-21 LRFP Amend | Remove Asbestos tile in 4 classrooms (1973 wing)           | \$ 75,000 |
| 20-21 LRFP Amend | Remove Asbestos pipe covering                              | \$ 25,000 |
| 20-21 LRFP Amend | Repair, Seal and Line Parking Lots                         | \$ 20,000 |
| 20-21 LRFP Amend | Upgrade 1931 Boys' & Girls' Bathrooms                      | \$ 50,000 |
| 20-21 LRFP Amend | Paint 5 classrooms   | \$ 7,500  |
| 20-21 LRFP Amend | Security Upgrades  | \$ 20,000 |
| 20-21 LRFP Amend | Replace roof 1999 addition (gym & stage section)           | \$200,000 |
| 21-22 LRFP Amend | Replace drop ceiling in 1956 & 1973 hallway                | \$ 25,000 |
| 21-22 LRFP Amend | Replace Tractor  | \$ 25,000 |
| 21-22 LRFP Amend | Refinish hallway floor & install VC tile 1931 building     | \$ 30,000 |
| 21-22 LRFP Amend | Remodel 1956 student bathrooms                             | \$ 50,000 |
| 21-22 LRFP Amend | Security Upgrades  | \$ 20,000 |
| 21-22 LRFP Amend | Replace 1999 addition roof (less gym & stage section)      | \$450,000 |
| 22-23 LRFP Amend | Upgrade 1973 Boys' & Girls' Bathrooms                      | \$ 50,000 |
| 22-23 LRFP Amend | Install drop ceiling in Cafeteria; ceiling heat & ductwork | \$ 25,000 |
| 22-23 LRFP Amend | Add Playground Equipment                                   | \$ 15,000 |
| 22-23 LRFP Amend | Security Upgrades  | \$ 20,000 |

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**Block Motion – Buildings & Grounds - continued**

|   |                  |
|---|------------------|
| 23-24 LRFP Amend Replace well pump              | \$ 5,000         |
| 23-24 LRFP Amend Install Lockers                | \$ 10,000        |
| 23-24 LRFP Amend Install Lift – Grand Stairwell | <u>\$ 20,000</u> |
| TOTAL:  | \$ 1,353,000     |

**5. Approve the Maximum Capital Reserve Account Amount**

To approve the maximum Capital Reserve amount of \$1,353,000 based on an October 28, 2019 analysis of the District’s five-year Long Range Facility Plan – project listing as amended. White Township Board of Education has identified 33 projects in the amended five-year Long Range Facility Plan that have an estimated local cost of \$1,353,000. The maximum Capital Reserve amount of \$1,353,000 is equal to the current estimated local share of the projects. The White Township Board of Education Capital Reserve account balance is \$489,847 as of October 28, 2019.

**6. Approve a Use of Facility Request**

To approve a request from the 8<sup>th</sup> grade for use of the main hallway for a bake sale on November 5, 2019.

**7. Approve a Use of Facility Request**

To approve a request from the White Township PTO for use of the cafeteria for the PTO Holiday Shop on December 2, 2019.

**PUBLIC RELATIONS**

No update.

**BHS BOARD MEMBER**

Mrs. Williams noted that much discussion at Belvidere’s Board meeting addressed NJSLA test scores. Mrs. Williams noted that Belvidere’s scores show areas in need of improvement, and that they are working on increasing student participation in the testing, as they believe the high opt out percentage has skewed some of the scores.

**SHARED SERVICES LIAISON COMMITTEE**

Mr. Thompson noted that representatives from the cluster districts met to discuss the Child Study Team shared services. The group will continue to monitor this arrangement and discussed other potential sharing opportunities within the cluster that could provide savings to the districts, but more importantly, expand programming for our students.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Sroka to acknowledge receipt of no HIB investigations deemed HIB incidents since last meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

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**APPROVE THE HIB SELF ASSESSMENT FOR 2018-2019**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Nusser-Meany to approve the New Jersey Department of Education School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act submission for July 1, 2018 – June 30, 2019. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Sroka to convene to Executive Session at 7:44 p.m. to discuss ongoing litigation. 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 ongoing litigation.

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. Nikolopoulos and seconded by Mr. Panetta to adjourn the Executive Session at 7:49 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**ADJOURNMENT**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Howell to adjourn the meeting at 7:50 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary