

**WHITE TOWNSHIP BOARD OF EDUCATION**

**REGULAR SESSION MEETING**

**MINUTES**

**MONDAY**

**AUGUST 28, 2017**

**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: Mr. Boehm, Mr. Panetta, Mrs. Nikolopoulos (7:04), Mrs. Williams, Mrs. Lensi (6:40), Mrs. Sroka, Mr. Orchard and Ms. Lee. Michael Slattery, Superintendent and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 9 members of the public. Mr. Rader was unable to attend.

Mr. Boehm 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.

**APPROVE MEETING MINUTES**

A motion was made by Mr. Panetta and seconded by Mr. Orchard to approve the minutes as submitted from the July 24, 2017 Regular Session Meeting. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

None

**CORRESPONDENCE & ANNOUNCEMENTS**

Mr. Boehm reviewed the following correspondence: a memo from our NJSBA Field Services Representative reviewing last meeting's workshop on the evaluation process and goal setting, a letter from Senator Oroho and Assemblyman Space with an update on S-3184/A-3370, bills that would expand the voting rights of sending district board members, a letter from the Warren County Department of Education approving payment of Mr. Slattery's 2016-2017 merit goals and correspondence from Mrs. Mulligan thanking the Board for affording the opportunity to take course work to attain her Masters of Education in Reading and allow her to move on the salary guide to step MA+15.

**COMMITTEE REPORTS**

**PERSONNEL**

**Block Motion – Personnel**

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

1. Approve the 2017-2018 Warren County and White Township Substitute Lists

To approve the 2017-2018 Warren County and White Township Substitute Teacher, Paraprofessionals, Nurse and Custodian Lists.

2. Approve Extra-Curricular Activity Positions

To approve staff for the following Extra-Curricular Activity Positions:

|            |                         |        |         |
|------------|-------------------------|--------|---------|
| Amy Stumpe | Girls on the Run (Head) | Year 4 | \$2,344 |
|------------|-------------------------|--------|---------|

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#### Block Motion – Personnel

|                 |                         |                 |            |
|-----------------|-------------------------|-----------------|------------|
| Katie Williams  | Girls on the Run (Asst) | Year 7 (Fall)   | \$1,267.50 |
| Kathryn Cavitch | Girls on the Run (Asst) | Year 2 (Spring) | \$ 984     |

#### 3. Approve a Transfer on the Salary Guide

To approve a request from Deirdre Mulligan to transfer on the salary guide from Step 16, MA to Step 16, MA+15 at the new salary rate of \$70,175.

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

To approve a request from Stephanie Bolen for a maternity/disability leave of absence to commence on August 31, 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 January 29, 2018.

### TRANSPORTATION

Mrs. Lensi noted the Committee met to discuss transportation for the 2017-2018 school year. Mrs. Lensi noted the group discussed bus stop issues with Ms. Good and reported that due to declining enrollment there will be one less elementary route this year. Mrs. Lensi noted that the committee discussed the use of GPS on busses to help sub drivers. Mr. Orchard noted that parents are encouraged to reach out to Ms. Good with any transportation concerns they may have.

### POLICY

No update.

### FINANCE

Mrs. Huff noted that motion #8 is to approve the submission of an application to the State requesting additional state aid assistance to restore the amount originally allocated to the district.

#### Block Motion – Finance

A motion was made by Mr. Orchard and seconded by Mrs. Lensi to approve the following agenda items #1 through #8. Ms. Lee – yes, Mr. Orchard – abstain, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mr. Panetta – yes and Mr. Boehm – yes.

#### 1. Approve June 2017 Board Secretary's Report and Treasurer's Report

To approve the June 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 June 30, 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 July 2017 Board Secretary's Report and Report of Cash Balances

To approve the July 2017 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 July 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.

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#### **Block Motion – Finance**

3. Approve August 2017 Bills List

To approve the payment of the August 2017 bills in the total amount of \$844,007.99 for all funds.

4. Approve Budget Transfers

To approve budget transfers for July 2017 in the amount of \$2,158.00.

5. Approve a Tuition Contract Agreement

To approve a tuition contract with Oxford Township Board of Education for one student #5404077684 to attend for a tuition amount of \$14,488.90 for the 2017-2018 school year and additional monthly expenses of \$4,452.97 for extraordinary services.

6. Approve a Contract with Warren County Technical School for Regular Instructional and Vocational Programs

To approve a contract with Warren County Technical School for Regular Instructional and Vocational Programs for 35 students at \$3800 per student for a total tuition cost of \$133,000 for the 2017-2018 school year, the tuition adjustment from 2016-2017 of \$25,200 and a transportation charge of \$400 per student for a total transportation cost of \$14,000 for the 2017-2018 year. Grand total of \$172,200 for the 2017-2018 school year.

7. Approve a Tuition Contract Agreement

To approve a tuition contract with Oxford Township Board of Education for one student #5404077684 to attend the 2017 ESY for a tuition amount of \$1,250 and additional extraordinary services costs of \$1330.27.

8. Approve the Submission of an Application Requesting Additional State Assistance

To approve the submission of an application to the Executive County Superintendent requesting additional state assistance in the amount of \$34,962 for the 2017-2018 school year to restore the districts state aid revenue level to the original budgeted amount necessary to fund expenditures to provide a thorough and efficient education to students as defined in N.J.A.C. 6A:23A-1.2.

#### **CURRICULUM**

Mrs. Sroka expressed concern about approving curriculum that hadn't been thoroughly reviewed by the Committee. Mr. Slattery noted that changes to curriculum were made to be in compliance with the NJ Student Learning Standards. Mrs. Sroka asked that the Committee meet with Mr. Slattery as well as teachers to have an understanding of the curriculum changes.

#### **Block Motion – Curriculum**

A motion was made by Mrs. Lensi and seconded by Ms. Lee to approve the following agenda items #1 through #3. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a Grade 8 Field Trip

To approve a field trip for approximately 39 grade 8 students to Washington DC June 3–4, 2018. The cost per student will be approximately \$400.

2. Approve Curriculum

To approve revised curriculum for the following:

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**Block Motion – Curriculum - continued**

- Math – grades K-8
- Science – grades K-8

3. Approve 8<sup>th</sup> Grade Fundraisers

To approve the following 8<sup>th</sup> grade fundraisers for the 2017-2018 school year:

- Aunt Annie's Pretzels/Cinnabon
- Bake Sale
- Birthday Wall
- Entertainment Books
- Kids Stuff Coupon Book
- Candy Sale (Chocolates on Broadway and/or Gertrude Hawk)
- Car Wash
- Dances (Held at school and organized by 8<sup>th</sup> grade parents for different grade levels throughout the school year)
- Hughes Pro Holiday Wreaths
- Krispy Kreme Donut Sale
- Roadside Clean Up (7<sup>th</sup> & 8<sup>th</sup> Grade)
- Used Clothing Drop Off
- Sub/Hoagie Sale
- Holiday Shopping Bazaar
- Small Game of Chance/Raffle
- Box of Candy Sale
- Yankee Candle Sale/Blue Mountain Candle
- Field Day T-shirts
- Family Diner Night (Earning Proceeds from local diners at specific times)
- Pine River Cheese Products
- Joe Corbi Pizza
- Bon-Ton Coupon Booklet
- Mum/Poinsettia/Easter Flower Sale
- Pool Party held at Belvidere Pool

**BUILDINGS & GROUNDS**

Mrs. Nikolopoulos noted the Committee met and discussed the office project, gutter repair work and sidewalk repair work that will need to be completed. Mr. Panetta expressed concern that while the office project was deemed substantially completed by the due date many items remain incomplete. The Board discussed assessing monetary penalties on the contractor if the work has not been completed sufficiently. Mr. Slattery will be reviewing the final pieces of the project with the Architect and updating the Board midweek on the status of completion.

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

A motion was made by Mrs. Lensi and seconded by Mr. Orchard to approve the following agenda items #1 through #4. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve the Indoor Air Quality Plan

To approve the Indoor Air Quality Plan for the 2017-2018 school year

2. Approve the Integrated Pest Management Plan

To approve the Integrated Pest Management Plan for the 2017-2018 school year.

3. Approve a Use of Facility Request

To approve a use of facility request from the White Township PTO for use of the stage for a bookfair October 2 – 6, 2017 and set-up on September 29, 2017.

4. Approve a Use of Facility Request

To approve a use of facility request from the White Township PTO for use of the Library for a meeting on September 12, 2017 from 7:00 – 9:00 p.m.

#### **PUBLIC RELATIONS**

Ms. Lee noted that the Committee met and discussed providing light snacks for the staff prior to the Open House, continuation of monthly treats for staff and the White Spotlight, the job description for the Webmaster and including the Webmaster at Committee meetings moving forward. Ms. Lee further noted that the website is now ADA compliant and more mobile friendly.

#### **BHS BOARD MEMBER**

No update.

#### **SHARED SERVICES LIAISON COMMITTEE**

No update.

#### **GOALS & OBJECTIVES**

- Approve District Goals for the 2017-2018 School Year

A motion was made by Mrs. Lensi and seconded by Ms. Lee to approve the following district goals for the 2017-2018 school year:

1. Empower the Superintendent to solicit suggestions from our staff related to potential improvements to school culture and morale that are within the scope of the District to actualize. Upon completion, the District will act upon identified priorities.
2. Continue to improve two-way communication throughout the school district for all stakeholders, using multiple platforms, with a focus on student achievement.

Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

- Approve Board Goals for the 2017-2018 School Year

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the following board goals for the 2017-2018 school year:

1. Investigate Strategic Planning for the District, to commence in the 2017-2018 school year.
2. Continue to showcase student and educator achievement at public Board of Education meetings.

Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

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### OLD BUSINESS

Mr. Boehm asked if the Curriculum Committee had considered a request from the Golden Rule Karate & Fitness to work with students in our physical education program. Mrs. Sroka noted it's on the agenda for their next meeting.

### EXECUTIVE SESSION

A motion was made by Mr. Panetta and seconded by Mrs. Nikolopoulos to convene to Executive Session at 7:42 p.m. to discuss Personnel, the Superintendent evaluation and merit goals. 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 Personnel, the Superintendent evaluation and merit goals.

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 Mr. Orchard and seconded by Mrs. Sroka to adjourn the Executive Session at 8:15 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

### NEW BUSINESS

The Board tabled action on Superintendent merit goals.

• ~~**Approve Superintendent Merit Goals for the 2017-2018 School Year**~~

~~A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the following Superintendent merit goals for the 2017-2018 school year:~~

~~Qualitative Goal #1 – Explore shared service opportunities within the District and Belvidere cluster.~~

~~Dollar Value = \$2,900 (2%).~~

~~Qualitative Goal #2 – To facilitate norms and procedures for upcoming negotiations. Dollar Value =~~

~~\$3,625 (2.5%).~~

A motion was made by Mrs. Lensi and seconded by Ms. Lee to approve a separation agreement between Employee #550 and the White Township Board of Education. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

A motion was made by Mrs. Lensi and seconded by Ms. Lee to accept the resignation of Scott Ward effective October 31, 2017. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to approve the addition of a full time physical education teacher position. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to approve Stewart Quinn as a Physical Education Teacher, BA, Step 1 at the salary rate of \$50,890 for the 2017-2018 school year. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka –

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yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta –yes and Mr. Boehm – yes.

### **APPROVE SUPERINTENDENT’S REPORT**

A motion was made by Mr. Panetta and seconded by Mr. Orchard to approve the Superintendent’s Report for the period July 22, 2017 – August 25, 2017. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

### **OPEN PUBLIC COMMENT**

None

Mr. Slattery and Mrs. Huff left the meeting at 8:18 p.m.

### **EXECUTIVE SESSION**

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Panetta to convene to Executive Session at 8:18 p.m. to discuss the Superintendent 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 Superintendent 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. Lensi and seconded by Mrs. Nikolopoulos to adjourn the Executive Session at 9:50 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

### **ADJOURNMENT**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to adjourn the meeting at 9:50 p.m.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary