

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**FEBRUARY 26, 2018**

**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. Rader, Mr. Panetta, Mrs. Nikolopoulos, Mrs. Lensi, Mrs. Williams, Mrs. Sroka (6:40 p.m.), Ms. Howell and Ms. Lee (6:35 p.m.). Michael Slattery, Superintendent and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 6 members of the public. Mr. Boehm 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.

#### **UNITED WAY PRESENTATION**

Dr. Heindel and Ms. Warner, Co-Directors of the School Culture and Climate Initiative: A Partnership between the College of Saint Elizabeth and the United Way of Northern NJ, attended the meeting to provide an overview of the work they are doing with the staff on school culture and climate. They noted that the school teams are working on action plans to review and address data that was collected from the students and staff. The Board noted that they are anxious to see the feedback that was gathered and asked for a timetable for when that will happen.

#### **APPROVE MEETING MINUTES**

A motion was made by Mrs. Lensi and seconded by Ms. Lee to approve the minutes as submitted from the January 29, 2018 Regular Session Meeting ~~and February 5, 2018 Special Session Meeting~~. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Mr. Rader asked that comments made by Mr. Boehm during the Open Public Comment portion of the February 5<sup>th</sup> meeting be included in the minutes. The group agreed to table the minutes as Mr. Boehm wasn't present to concur that it was said.

#### **OPEN PUBLIC COMMENT**

None

#### **CORRESPONDENCE & ANNOUNCEMENTS**

Mrs. Huff noted a thank you from Student Government for food item donations for the recent Souper-Bowl of Caring fundraiser, Warren County Office of Education approval of a recent Semi-Waiver request, and correspondence from the State of New Jersey in response to our recent appeal to them to reconsider its plan to move the basis of awarding Food Service Management contracts to a "Fixed Price" basis and allow the option of continuing to use a "Cost Reimbursement" procurement model.

#### **COMMITTEE REPORTS**

## **WHITE TOWNSHIP BOARD OF EDUCATION**

### **Regular Session Minutes**

**February 26, 2018**

**Page 2**

## **PERSONNEL**

### **Block Motion – Personnel**

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Rader to approve the following agenda items #1 through #4 and the additional motion #5. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve Additional Substitute Teachers

To approve Natalie Dispoto and Danielle Martinez as additional substitute teachers for the remainder of the 2017-2018 school year.

2. Approve Substitute Caller

To accept the recommendation of the Superintendent to retain Justine Mahon as the Substitute Caller for the remainder of the 2017-2018 school year for 20 hours per month/\$10.00 per hour prorated to a start date of February 12, 2018.

3. Approve a Field Experience

To approve Daniel Penna, current East Stroudsburg University student, for a field experience in a classroom to be determined.

4. Approve a Shadowing Experience

To approve Kayla Thorpe, current Misericordia University student, for a shadowing experience with Mrs. Pignataro.

5. Approve the Revised Countywide Substitute List

To approve the revised countywide substitute list dated December 13, 2017.

## **TRANSPORTATION**

Mrs. Williams asked members to bring any items to her attention that would require a meeting of the Committee.

## **POLICY**

### **Block Motion – Policy**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the following agenda items #1 through #12. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy #0169.02 – Board Member Use of Social Networks

To approve a second reading of policy #0169.02 – Board Member Use of Social Networks

2. Approve a Second Reading of Policy #3437 – Military Leave

To approve a second reading of policy #3437 – Military Leave

3. Approve a Second Reading of Policy #4437 – Military Leave

To approve a second reading of policy #4437 – Military Leave

4. Approve a Second Reading of Policy #5516.01 – Student Tracking Devices

To approve a second reading of policy #5516.01 – Student Tracking Devices

## **WHITE TOWNSHIP BOARD OF EDUCATION**

### **Regular Session Minutes**

**February 26, 2018**

**Page 3**

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

5. Approve a Second Reading of Regulation #7101 – Educational Adequacy of Capital Projects  
To approve a second reading of regulation #7101 – Educational Adequacy of Capital Projects

6. Approve a Second Reading of Policy #7425 – Lead Testing of Water in Schools  
To approve a second reading of policy #7425 – Lead Testing of Water in Schools

7. Approve a Second Reading of Policy & Regulation #7440 – School District Security  
To approve a second reading of policy & regulation #7440 – School District Security

8. Approve a Second Reading of Policy & Regulation #7441 – Electronic Surveillance in School Buildings and on School Grounds  
To approve a second reading of policy & regulation #7441 – Electronic Surveillance in School Buildings and on School Grounds

9. Approve a Second Reading of Policy #8630 – Bus Driver/Bus Aide Responsibility  
To approve a second reading of policy #8630 – Bus Driver/Bus Aide Responsibility

10. Approve a Second Reading of Regulation #8630 – Emergency School Bus Procedures  
To approve a second reading of regulation #8630 – Emergency School Bus Procedures

11. Approve a Second Reading of Policy #9242 – Use of Electronic Signatures  
To approve a second reading of policy #9242 – Use of Electronic Signatures

12. Approve a Second Reading of Regulation #7510 – Use of School Facilities  
To approve a second reading of Regulation #7510 – Use of School Facilities

#### **EXECUTIVE SESSION #1**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to convene to Executive Session at 7:11 p.m. to discuss a contract issue. 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 a contract issue.

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 7:50 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **FINANCE**

Mr. Rader noted that the Committee met Wednesday afternoon to review a draft of the 2018-2019 school budget. The group discussed proposed expenditures which include additional support for the special education program and instrumental music program and reduced resources in the regular education classrooms. Mr. Rader noted that we are unclear at this point how our state aid allocation will come in to support our budget.

# WHITE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

February 26, 2018

Page 4

### Finance - continued

Budgeting conservatively and anticipating a decrease in aid from the current year, we'll use budgeted fund balance and monies from our tuition and maintenance reserve to fill those gaps. We should receive our state aid figures on March 15<sup>th</sup> and look to approve a tentative budget to submit to the Warren County Office of Education at our March meeting. Mr. Rader noted that the group discussed other challenges including the uncertainty of our administrative model for the beginning of the new school year.

### Block Motion – Finance

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

#### 1. Approve January 2018 Board Secretary's Report and Treasurer's Report

To approve the January 2018 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, 2018, 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 2018 Bills List

To approve the payment of the February 2018 bills in the total amount of \$865,311.81 for all funds.

#### 3. Approve January 2018 Cafeteria Bills

To approve the payment of the January 2018 cafeteria bills in the amount of \$5,019.50.

#### 4. Approve Budget Transfers

To approve budget transfers for January 2018 in the amount of \$12,000.

#### 5. Approve 2018-2019 Warren County Special Services School District Rates

To approve the Warren County Special Services School District program tuition, related services, other certified staff, paraprofessional staff and H.I.L.L.S. House rates for the 2018-2019 school year.

#### 6. Approve Staff Travel

To approve the following staff travel:

- Amy Stumpe to attend a workshop "Making Best Use of Google Classroom" in Bethlehem, PA on April 13, 2018. The cost of the workshop is \$249 and mileage reimbursement not to exceed \$10.
- Dave Hartung, Harry Garlick, Frank Hoyt, Kenna Pearson, Gary Hutchison, Henry Skirbst and Justine Mahon to attend RTK training at Hope Township School on March 21, 2018 from 1:30 – 3:30 p.m. The cost of the training is \$25 per person and mileage reimbursement not to exceed \$35.
- Alison Walsh, Erik Hawk, Rich Fischl and Dawn Werkheiser to attend an RTI workshop in Stanhope, NJ on March 21, 2018 from 9 – 11:30 a.m. There is no cost for this training and mileage reimbursement not to exceed \$60.

# WHITE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

February 26, 2018

Page 5

### Block Motion – Finance - continued

- Courtney Pignataro to a Warren County Speech Language Hearing Association workshop “What’s the Story? Using Narrative Structure to Teach Communication and Leadership in the Digital Age” on May 21, 2018 in Hackettstown, NJ. The cost of the workshop is \$90 and mileage reimbursement not to exceed \$10.

#### 7. Approve a Tuition Contract with Shepard School

To approve a tuition contract agreement for one student (ID#4389886258) to attend Shepard School beginning February 12, 2018 through the end of the 2017-2018 school year for a per diem tuition rate of \$302.50 for a total of 81 days for a total tuition amount of \$24,502.50.

#### 8. Approve a Resolution to Join Schools Health Insurance Fund

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as “SHIF”, as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of White Township Board of Education, hereinafter referred to as “SCHOOL BOARD” has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

1. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD’s Indemnity and Trust Agreement.
2. SCHOOL BOARD will participate in the following type(s) of coverage(s):
  - a. Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF’s Bylaws, and the SHIF’s Plan of Risk Management.
3. SCHOOL BOARD accepts and approves the SHIF’s bylaws and agrees to be bound by the terms thereof.
4. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
5. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
  - a. A long term philosophy on rates.
  - b. A willingness to work with bargaining units to achieve plan design changes.
  - c. Professional management with stability and commitment; and
  - d. Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF’s Bylaws, and to deliver these documents to the SHIF’s Executive Director with the express reservation that these documents shall become effective only upon:

1. Approval of the SCHOOL BOARD by the SHIF.

## **WHITE TOWNSHIP BOARD OF EDUCATION**

### **Regular Session Minutes**

**February 26, 2018**

**Page 6**

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

2. Receipt from the SHIF of a resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment; and
3. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

#### 9. Approve Sussex County Educational Services Commission Rates

To approve the 2017-2018 Sussex County Educational Services Commission Tuition and Additional Services Rates for the 2017-2018 School Year.

## **CURRICULUM**

#### **Block Motion – Curriculum**

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

#### 1. Approve a Field Trip

To approve a field trip for approximately 20 grade 4 students to Crystal Cave, Kutztown, PA on June 4, 2018. The cost per student is \$13.

#### 2. Approve a Field Trip

To approve a field trip for approximately 25 grade 1 students to Centenary Stage Company in Hackettstown, NJ on April 20, 2018. The cost per student is \$7.50.

## **BUILDINGS & GROUNDS**

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

A motion was made by Mrs. Lensi and seconded by Mrs. Williams to approve the following agenda items #1 through #4 and the additional motion #5. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

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

To approve a request from White Township PTO for use of the stage for book fair April 20-27, 2018.

#### 2. Approve a Fire Alarm Panel Replacement

To approve a proposal from Simplex-Grinell for replacement of the fire alarm system panel and annunciator at the cost of \$33,543.

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

To approve a request from the White Township PTO for use of a classroom for a Yoga & Art Therapy Group, Wednesdays, February 28 – May 30, 2018.

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

To approve a request from the Warren County Little League for use of the school playing field March – June 2018 from 5 -7 p.m. for t-ball.

**WHITE TOWNSHIP BOARD OF EDUCATION**  
**Regular Session Minutes**  
**February 26, 2018**  
**Page 7**

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

5. Approve a Use of Facility Request

To approve a request from White Township PTO for use of the cafeteria for Movie Nights on March 2 and April 13.

**PUBLIC RELATIONS**

Ms. Lee noted that Cassandra Baker will be recognized in the White Spotlight for March.

**BHS BOARD MEMBER**

Mr. Rader noted that Belvidere had a group of parents at their Board meeting concerned that freshman sports were being eliminated from their program. Mr. Rader explained that the decision was made for several reasons including Belvidere's competitive imbalance due to their size.

**SHARED SERVICES LIAISON COMMITTEE**

No report.

**GOALS & OBJECTIVES**

No report.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mrs. Huff noted that due to the changes to the State budget calendar, we'll need to change our regularly scheduled April meeting to April 30th. The agenda will include a public hearing on the 2018-2019 school budget along with the regular meeting agenda.

**APPROVE SUPERINTENDENT'S REPORT**

A motion was made by Mr. Rader and seconded by Mrs. Williams to approve the Superintendent's Report for the period January 29 – February 16, 2018. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mr. Rader and seconded by Mrs. Lensi to acknowledge receipt of no HIB investigations deemed HIB incidents for the period January 29 – February 16, 2018. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**EXECUTIVE SESSION #2**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to convene to Executive Session at 8:07 p.m. to discuss a Superintendent search. 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 a Superintendent search.

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.

**WHITE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**

**February 26, 2018**

**Page 8**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to adjourn the Executive Session at 9:02 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

**Approve an NJSBA Superintendent Search Program**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to contract with New Jersey School Boards Association for a Superintendent Search Program in the amount of \$7,000 and approve advertising fees associated with the Superintendent search in an amount not to exceed \$1,000. Motion carried as follows: Ms. Lee – yes, Ms. Howell – no, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Rader – abstain.

**OPEN PUBLIC COMMENT**

None

**ADJOURNMENT**

A motion was made by Mrs. Lensi and seconded by Mrs. Williams to adjourn the meeting at 9:05 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary