

**WHITE TOWNSHIP BOARD OF EDUCATION
565 COUNTY ROAD 519
BELVIDERE, NEW JERSEY 07823
908-475-4773**



**REGULAR MEETING AGENDA
June 24, 2024**

For the Regular Meeting of the White Township Board of Education
Monday, June 24, 2024, at 6:30 p.m. in the White Township Consolidated School Media Center.

“White Township Consolidated School is committed to inspire, engage and educate our students by providing innovative, personalized opportunities for growth and learning. With a foundation based on academic excellence and a focus on social emotional learning, our students will achieve their full potential and become productive, responsible, resilient members of the community and contributing members of society.”

I. CALL TO ORDER

II. STATEMENT OF ADEQUATE NOTICE

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. In accordance with this provision of the act, the White Township Board of Education has sent notice of this meeting to the New Jersey Herald and the Express Times stating date, time, and place and posted the same in the White Township School and Municipal Building.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Mrs. Robyn Gardella	_____	Mrs. Catherine Lensi	_____	Mr. Frank Panetta	_____
Mr. Tim Havlusch	_____	Mr. Kevin Murray	_____	Mrs. Natalie Pinkerton	_____
Mr. George Jonkoski	_____	Ms. Michelle Nusser-Meany	_____	Mrs. Elizabeth Vesper	_____

V. CSA REPORT

- **Presentation of May Student of the Month**

VI. ADMINISTRATIVE REPORTS

MOTION by _____, seconded by _____ to approve Administrative Reports items 1 and 2.

1. Approve ARP Safe Return Plan

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the submission of the ARP Safe Return plan as per NJDOE guidelines effective June 24, 2024.

2. Approve School Bus Emergency Evacuation Drill

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the school bus emergency evacuation drill report for June 7, 2024.

Voice Vote:

Yes	No	Abstain	Absent
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VII. PUBLIC COMMENTS - Privilege of the Floor

As per Board Policy 0167, public comments are welcome on educational issues. All comments should be directed to the Board President. Those wishing to share comments are asked to state their name and address before speaking. Please respect the five-minute speaking rule so that the business of the Board may proceed in a timely manner.

VIII. MINUTES

MOTION by _____, seconded by _____ to approve the following meeting minutes.

BE IT RESOLVED that the minutes of the Board of Education meeting, held on the dates indicated as transcribed, be approved and filed.

May 20, 2024 - Regular Meeting Minutes

June 5, 2024 - Special Meeting Minutes

June 5, 2024 - Executive Meeting Minutes

Voice Vote:

Yes	No	Abstain	Absent
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IX. PERSONNEL - Mr. Panetta, Mr. Havlusch, Mr. Murray, Mrs. Vesper

Committee update

MOTION by _____, seconded by _____ to approve Personnel items 1 through 7.

1. Approve Business Administrator/Board Secretary Contract for the 2024-2025 school year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve a salary rate of \$132,352.00 for Lori Tirone, Business Administrator/Board Secretary for the 2024-2025 school year. Salary payments will be made in accordance with other twelve (12) month administrators.

2. Approve Summer Hours for IT Support

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Dawn Werkheiser for summer IT support at \$21.00 an hour not to exceed 100 hours.

3. Approve Substitute Custodian

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Richard Fielding as a substitute custodian for the 2024-2025 school year at the hourly rate of \$17.00 an hour.

4. Approve Middle School Science Teacher

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Dana Rochelle as a Middle School Science Teacher, BA, Step 13, at the salary rate of \$71,100.00 for the 2024-2025 school year.

5. Approve Extra-Curricular Activity Position

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Anthony Marinelli as Webmaster (Head), Year 10, at the stipend amount of \$3,373.00.

6. Approve Curriculum Writing Positions

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the following curriculum writing assignments for Summer of 2024 at the salary rate below:

Gary Hutchison	Science	\$250/per day	Not to exceed \$ 750
Rosie Magyar	Art	\$250/per day	Not to exceed \$ 750

7. Approve Business Administrator/Board Secretary Job Description

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Business Administrator/Board Secretary Job Description.

Discussion:

Name	Yes	No	Abstain	Absent
Mrs. Gardella				
Mr. Havlusch				
Mr. Jonkoski				
Mrs. Lensi				
Mr. Murray				
Ms. Nusser-Meany				
Mrs. Pinkerton				
Mrs. Vesper				
Mr. Panetta				
Totals				

X. CURRICULUM - Ms. Nusser-Meany, Mrs. Gardella, Mr. Jonkoski, Mrs. Pinkerton
Committee update

XI. OPERATIONS - Mrs. Vesper, Mr. Havlusch, Mr. Murray, Mr. Panetta
Committee update

MOTION by _____, seconded by _____ to approve Operations items 1 through 16.

1. Approval of Transfers

BE IT RESOLVED that the Board approve the attached list of budget transfers as presented by the School Business Administrator for the period of May 29, 2024 through June 24, 2024.

2. Approval of Bills

BE IT RESOLVED that the Board approve the attached list of district bills for payment as presented by the School Business Administrator for the period of May 29, 2024 through June 24, 2024 in the amount of \$527,365.93.

3. Approval of 2024/2025 Food Services Contract Renewal with Maschio's

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the agreement with Maschio's Food Services for the 2024-2025 school year as follows: This is the 2nd renewal (third year) of a five-year contract and can be terminated at any time by giving sixty (60) days written notification to the FSMC setting forth the reason for and the effective date of termination. Upon such termination, the SFA and the FSMC shall make settlement of all amounts due hereunder as follows: The SFA shall make payment within thirty (30) days after the submission of an invoice.

ADDENDUM TO AGREEMENT, made by and between White Township Board of Education whose office is located at 565 County Route 519, Belvidere, New Jersey (hereinafter referred to as the "LEA")(Local Education Agency) and Maschio's Food Services, Inc., a NJ Corporation having its principal place of business at 525 E. Main Street, Chester, New Jersey.

WHEREAS, the LEA and Maschio's entered into a contract for a food service program;

WHEREAS, the LEA has found that Maschio's is performing the services under the contract in an effective and efficient manner;

NOW, THEREFORE BE IT RESOLVED, that the White Township Board of Education, in consideration of the premises and mutual covenants herein contained, the LEA and Maschio's agree as follows:

Article I: Federal and State Required Language

A. DURATION OF ADDENDUM This addendum begins on July 1, 2024 and ends on June 30, 2025.

B. MANAGEMENT FEE(S) It is the intent of the Local Education Agency to award the food service contract on a flat management fee basis. The Local Education Agency shall pay Maschio's annual management fee in the amount of \$9,624.79. The management fee shall be payable in monthly installments of \$926.48 per month commencing on September 1, 2024 and ending June 30, 2025.

C. GUARANTEES

Guaranteed return: FSMC estimates that SFAs total food service costs for the 2024/2025 year shall yield a return of \$2,327.44.

D. TOTAL COST OF CONTRACT The projected total cost of the contract is \$105,726.31 for the period of July 1, 2024 through June 30, 2025.

4. Approve Agreement with Maschio’s Trucking, LLC

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the agreement between the White Township Board of Education and Maschio’s Trucking, LLC for temperature controlled delivery service to the White School District for the 2024-2025 school year.

5. Approval of Lunch Prices for 2024/2025

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve breakfast and lunch prices as follows:

Student Breakfast	\$2.25	Adult Breakfast	\$2.75
Student Lunch	\$3.50	Adult Lunch	\$4.00

6. Approval to Renew School Health Insurance Fund (SHIF)

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, 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:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD’s Indemnity and Trust Agreement.
- ii. 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.
- iii. SCHOOL BOARD accepts and approves the SHIF’s Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.

- v. 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.
 - 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:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

7. Approve School Health Insurance Fund Indemnity and Trust Agreement

WHEREAS, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A. 18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the SCHOOL BOARD has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF;

NOW THEREFORE, it is agreed as follows:

1. The SCHOOL BOARD accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to the same.
2. The SCHOOL BOARD agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the SCHOOL BOARD's resolution to join.
3. The SCHOOL BOARD agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on July 1, 2024 and ending on June 30, 2027 at 12:01 AM provided, however, that the SCHOOL BOARD may withdraw at any time subsequent to the delivery of ninety (90) day prior written notice of the intent to withdraw to the SHIF as provided in the Bylaws.
4. The SCHOOL BOARD certifies that it has never defaulted on payment of any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the SHIF, the SCHOOL BOARD agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the SCHOOL BOARD is a member of the SHIF, (ii) acknowledges that the SCHOOL

BOARD and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement and (iii) by the execution of this Agreement the full faith and credit of the SCHOOL BOARD is pledged to the punctual payment of any sums which shall become due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the SCHOOL BOARD for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the SCHOOL BOARD's retained limit or in an amount which is in excess of the SHIF's limit of coverage.

6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the SCHOOL BOARD agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on demand.

7. The SCHOOL BOARD and the SHIF agree that the SHIF shall hold all moneys in excess of the SCHOOL BOARD's retained loss fund paid by the SCHOOL BOARD to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.

8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

- a) Employer contributions to group health insurance
- b) Employee contributions to contributory group health insurance
- c) Employer contributions to contingency account
- d) Employee contributions to contingency account
- e) Other trust accounts as required by the Commissioner of Insurance

9. Notwithstanding the terms of paragraph 8, above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its Bylaws or Risk Management Plan for the recording and accounting of employee contributions of each member.

10. Each SCHOOL BOARD who shall become a member of the SHIF shall be obligated to execute an

Indemnity and Trust Agreement similar to this Agreement. Each SCHOOL BOARD, by the execution and delivery of an Indemnity and Trust Agreement agrees to be jointly and severally bound with each other member of the SHIF who executes and delivers an Indemnity and Trust Agreement to the terms and conditions set forth in said Indemnity and Trust Agreement.

8. Approve Agreement for Well Water Compliance Management

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve an agreement with McGowan Well Water Compliance Management LLC for services to manage all of White Township School District's compliance requirements under Part 141 of the National Primary Drinking Water Act (N.J.A.C. 7:10). The amount of the service is \$2,420.00 to be paid in 12 equal monthly installments and an Annual Water Quality Report (CCR).

9. Approve Agreement for Physical Therapy

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve an agreement with Oxford Consulting Services, Inc. to provide physical therapy from July 1, 2024 through July 24, 2024, two one hour sessions a week at a rate of \$100.00 an hour.

10. Certification of planned 2024-25 use of Stabilized School Budget Aid Grant

WHEREAS, P.L.2024, c.13: Stabilized School Budget Aid Grant Program and Increased Tax Levy Cap for Certain Districts, and;

WHEREAS, Under the Stabilized School Budget Aid Grant Program, a school district subject to a State school aid reduction in the 2024-2025 school year is eligible for an aid grant equal to 45% of the amount of the school district's State school aid reduction, and;

WHEREAS, Districts were provided notice of the amounts eligible on or about May 15, 2024, and;

WHEREAS, Districts must appropriate these funds no later than July 5, 2024, and;

BE IT RESOLVED, that the White Township Board of Education appropriates the additional funds received in the amount of \$21,947.00 in budgetary line 11.000.222.600 for Library, Media and Technology.

11. Approve Tuition Contract

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve a Special Education Tuition Contract Agreement for the 2024-2025 school year between the White Township Board of Education (sending) and Bonnie Brae an approved private school (receiving) for Student ID #4713701006 at a per diem rate of \$410.00 a total of \$75,850.00 for tuition.

12. Approval of the Fiscal Year 2024 Capital Reserve Transfers

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned Statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution; and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve account at year end; and

WHEREAS, the White Township Board of Education has determined that an amount, not to exceed \$500,000.00 may be used for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED, that the White Township Board of Education, upon the recommendation of the Superintendent, authorizes the School Business Administrator to make a transfer into the Capital Reserves in an amount not to exceed \$500,000.00 consistent with all applicable laws and regulations.

13. Approval of the Fiscal Year 2024 Maintenance Reserve Transfers

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned Statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution; and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into the Maintenance Reserve account at year end; and

WHEREAS, the White Township Board of Education has determined that an amount, not to exceed \$750,000.00 may be used for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED, that the White Township Board of Education, upon the recommendation of the Superintendent, authorizes the School Business Administrator to make a transfer into the Maintenance Reserves in an amount not to exceed \$250,000 consistent with all applicable laws and regulations.

14. Approve Shared Services Agreement - Business Administrator

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Shared Services agreement between the White Township Board of Education and the Hope Township Board of Education for the Business Administrator, for the period of July 1, 2024 through June 30, 2025, in the amount of \$66,176.00.

15. Approve ESEA Grant Allocations

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Elementary and Secondary Education Act (ESEA) Grant Allocations as follows:

TITLE I PART A BASIC	\$40,009
TITLE I SUPPLEMENTAL	\$ 1,377
TITLE II PART A	\$ 7,485
TITLE III	\$ 1,194
TITLE IV	\$10,000

16. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Belvidere High School Girls Basketball Team Car Wash Fundraiser for June 30th in the WTS parking lot.

Discussion:

Name	Yes	No	Abstain	Absent
Mrs. Gardella				
Mr. Havlusch				

Name	Yes	No	Abstain	Absent
Mr. Jonkoski				
Mrs. Lensi				
Mr. Murray				
Ms. Nusser-Meany				
Mrs. Pinkerton				
Mrs. Vesper				
Mr. Panetta				
Totals				

XII. GOVERNANCE - Mrs. Pinkerton, Mrs. Gardella, Mr. Jonkoski, Ms. Nusser-Meany
 Committee update

XIII. BHS BOARD MEMBER UPDATE - Mrs. Gardella

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

MOTION by _____, seconded by _____ to acknowledge no founded HIB cases.

XIV. OLD BUSINESS

XV. NEW BUSINESS

XVI. EXECUTIVE SESSION

MOTION by _____, seconded by _____ for the Board to enter into Executive Session at _____ p.m.

Voice Vote:

Yes	No	Abstain	Absent
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WHEREAS, the New Jersey Open Public Meetings Act authorizes a public body to exclude the public from that portion of a meeting at which the Board of Education discusses topics falling within certain specified exceptions to the requirement for public meetings;(N.J.S.A. 10:4-13) and

WHEREAS, the Board of Education wishes to discuss matters that fall within one or more of the statutory exceptions to open public meetings:

BE IT RESOLVED pursuant to Section 7 of the Open Public Meetings Act(N.J.S.A. 10:4-12), that the Board adjourn from public session and enter into executive session at this time to discuss confidential matters pertaining to personnel.

BE IT FURTHER RESOLVED that the matters discussed in executive session should be made public as soon as the need for confidentiality no longer exists, but it is not known at this time when that may be. The Board expects to reconvene into public session in approximately ____ minutes. Action may be taken.

BE IT RESOLVED to return to Open Public Session at ____ p.m.

MOTION by _____, seconded by _____ for the Board to reconvene public session.

Voice Vote:

Yes	No	Abstain	Absent
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XVII. PUBLIC COMMENTS - Privilege of the Floor

As per Board Policy 0167, public comments are welcome on educational issues. All comments should be directed to the Board President. Those wishing to share comments are asked to state their name and address before speaking. Please respect the five-minute speaking rule so that the business of the Board may proceed in a timely manner.

XVIII. ADJOURNMENT

MOTION TO ADJOURN by _____, seconded by _____.

On a voice vote, all present were in favor. The meeting adjourned at ____ p.m.

Voice Vote:

Yes	No	Abstain	Absent
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