

WHITE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MEETING

MINUTES

MONDAY

APRIL 25, 2016

7:30 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: Mrs. Rowe, Mr. Boehm, Mr. Panetta, Mrs. Martowicz, Mrs. Lensi, Mrs. Sroka, Ms. Lee and Mrs. Nikolopoulos. Michael Slattery, Superintendent, Dawn Werkheiser, Principal, Dawn Huff, Business Administrator/Board Secretary and Mr. Caccese, Board Attorney were also in attendance as well as 15 members of the public. Mr. Rader was unable to attend.

Mrs. Rowe opened the meeting at 7:30 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.

TEACHER OF THE YEAR PRESENTATION

Mrs. Werkheiser introduced Debbie Biggs as the 2015-2016 Teacher of the Year. Mrs. Werkheiser read accolades written about Mrs. Biggs by her colleagues. Mrs. Werkheiser noted how caring and dedicated Mrs. Biggs is to her students.

PUBLIC BUDGET HEARING

Mrs. Huff reviewed the 2016-2017 proposed school budget and detailed expenditures and sources of revenue for this budget. Mrs. Huff reported there are no cuts to current program levels in the proposed budget. The application of fund balance and monies from the tuition and capital reserve fund allowed the Board to present a budget at cap and within the 2% tax levy cap for the 2016-2017 school year. Mrs. Huff explained that the 2% increase in the local tax levy represents a 2.4 cent increase per \$100 of assessed home valuation. Mrs. Rowe thanked Mrs. Huff on behalf of the Board for her work in preparing and presenting the budget.

APPROVE A BUDGET FOR THE 2016-2017 SCHOOL YEAR

A motion was made by Mrs. Lensi and seconded by Mr. Panetta to approve a budget for the 2016-2017 school year. This budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. Motion carried as follows: Mrs. Nikolopoulos – yes, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

Expenditures

General Current Expense	\$ 9,360,777
Capital Outlay	\$ 214,105
Charter School	\$ 60,497
Special Revenue Fund	\$ 104,000
Repayment of Debt	\$ 376,900
TOTAL EXPENDITURES	\$10,116,279

Revenue

General Fund	
Budgeted Fund Balance	\$ 344,616
Withdrawal from Tuition Res	\$ 300,000
Withdrawal from Capital Res	\$ 209,000
Local Tax Levy	\$ 7,013,654
Misc. Revenue	\$ 20,000
State Aid	\$ 1,748,109

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APPROVE A BUDGET - continued

Special Revenue Fund	
State Aid	\$ 0
Federal Aid	\$ 104,000
Debt Service Fund	
Local Tax Levy	\$ 329,031
Debt Service Aid	\$ 47,869
TOTAL REVENUE	\$10,116,279

As per N.J.A.C. 6A:23 A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2016-2017 tentative budget includes a maximum travel appropriation of \$9,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

APPROVE MEETING MINUTES

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Panetta to approve the minutes as submitted from the March 21, 2016 Regular Session Meeting. Motion carried as follows:
Ayes – 8, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

Mrs. Wawzyanick thanked everyone for their support of the recent White Township Education Association Scholarship Fund fundraiser dance.

Mrs. Parke asked what staff members will be chaperoning the 8th grade trip. Mrs. Rowe asked her to reach out to Mr. Slattery for that information.

CORRESPONDENCE & ANNOUNCEMENTS

Mrs. Huff noted committee reports from recent meetings of Curriculum, Policy and Public Relations Committees.

COMMITTEE REPORTS

EXECUTIVE SESSION

A motion was made by Mr. Panetta and seconded by Mrs. Lensi to convene to Executive Session at 7:50 p.m. to discuss personnel and negotiations. 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 and negotiations.

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 Mr. Panetta to adjourn the Executive Session at 8:35 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

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PERSONNEL

Block Motion – Personnel

A motion was made by Mrs. Lensi and seconded by Mrs. Martowicz to approve the following agenda items #1 through #3 and #5 through #10. Motion carried as follows: Mrs. Nikolopoulos – yes, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Boehm – yes and Mrs. Rowe – yes. Motion #4 carried as follows: Mrs. Nikolopoulos – yes, Ms. Lee – abstain, Mrs. Sroka – abstain, Mrs. Lensi – abstain, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

1. Renewal of Tenured Staff

To approve letters of intent to hire the following Instructional Tenured Staff Members for the 2016-2017 School Year as recommended by the Superintendent:

Staff Member	Degree	Step **	FTE	Salary **
Barofski, Melissa	MA	28	1.00	\$80,040
Bellfy, Sherry	BA+15	17	1.00	\$63,720
Biggs, Debbie	MA+30	21	1.00	\$76,970
Bolen, Stephanie	BA+15	6	1.00	\$53,435
Buel, Dorothy	MA	22	1.00	\$74,730
DeCesare, Anthony	BA+15	14	1.00	\$60,260
Evans, Allyson	MA	10	1.00	\$60,835
Fischl, Richard	MA+30	18	1.00	\$71,720
Fraunfelter, Eric	MA+30	20	1.00	\$75,215
Garvey, Crystal	BA+15	11	1.00	\$56,835
Gerkhardt, Cathleen	BA	6	1.00	\$51,435
Grater, Kelly	MA+30	25	1.00	\$80,495
Hawk, Erik	MA+30	14	1.00	\$68,260
Hutchison, Gary	MA+30	19	1.00	\$73,465
LaBar, Tadgh	MA+15	13	1.00	\$64,545
Laubach, Michele	BA	13	1.00	\$56,545
Marsh, Susan	MA+30	32	1.00	\$87,605
Mulligan, Deirdre	MA	13	1.00	\$62,545
Pearson, Kenna	BA	10	1.00	\$54,835
Pohlidal, Kerie	MA+30	32	1.00	\$87,605
Quinn, Stephanie	MA+30	21	1.00	\$76,970
Reuter, Joyce	MA	9	1.00	\$59,130
Rivera, Michelle	MA+30	15	1.00	\$69,985
Rosano, Lisa	MA	9	1.00	\$59,130
Schaarschmidt, Krista	BA	6	1.00	\$51,435
Sheneman, Margaret	BA+15	7	1.00	\$53,435
Skirbst, Henry	MA+15	21	1.00	\$74,970
Stumpe, Amy	MA	7	1.00	\$57,435
Sypniewski, Patricia	MA+30	18	1.00	\$71,720
Walsh, Alison	MA	28	1.00	\$80,040
Ward, Scott	BA	5	1.00	\$49,740
Wawzyanick, Erika	MA	5	1.00	\$55,740
Wheatley, Nancy	MA+30	10	1.00	\$64,835
Williams, Katherine	BA	6	1.00	\$51,435

** Step and Salary remain at the 2014-2015 rate until settlement of the WTEA contract agreement.

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Block Motion – Personnel - continued

2. Renewal of Non-Tenured Teaching Staff for the 2016-2017 school year

To renew the following non-tenured teaching staff for the 2016-2017 school year, as recommended by the Superintendent:

Staff Member	Degree	Step **	FTE	Salary **
Baker, Cassandra	BA+15	2	1.00	\$50,740
Dionne, Rebecca	MA	2	1.00	\$54,740
Kithcart, Ashley	BA	2	1.00	\$48,740
Kline, Melinda	MA	1	.20	\$10,948
Morrell, Rebecca	BA+15	3	1.00	\$51,240
Sissick, Bernadette	BA+15	3	1.00	\$51,240
Thorpe, Courtney	MA	1	1.00	\$54,740

**** Step and Salary remain at the 2014-2015 rate until settlement of the WTEA contract agreement.**

3. Approve the Employment Contract for the Supervisor of Special Services

To approve Marlene Saraiva as the Supervisor of Special Services for the 2016-2017 school year at a salary rate to be determined.

4. Approve the Employment Contract for the Principal

To approve an employment contract for Dawn Werkheiser, Principal, for the 2016-2017 school year at a salary rate to be determined.

5. Renewal of Paraprofessionals for the 2016-2017 school year

To renew the following Aides for the 2016-2017 school year, as recommended by the Superintendent:

		Step **		Salary **
Bisci, Michele	Paraprofessional	Step 14D	not to exceed 4 hrs/day	\$16.72
Cavitch, Kathryn	Paraprofessional	Step 1D	not to exceed 4 hrs/day	\$13.41
Gattullo, Lee Ann	Paraprofessional	Step 1ND	not to exceed 4 hrs/day	\$11.40
Herb, Debra	Cafeteria Aide	Step 9ND	not to exceed 2.5 hrs/day	\$12.94
Lenehan, Jessica	Paraprofessional	Step 7ND	not to exceed 3 hrs/day	\$12.65
Maertens, Pamela	Cafeteria Aide	off guide	not to exceed 2.5 hrs/day	\$18.75
McDonald, Kristen	Paraprofessional	Step 5D	not to exceed 4 hrs/day	\$14.41
Palme, Jamie	Paraprofessional	Step 1ND	not to exceed 4 hrs/day	\$11.40
Shoemaker, Kim	Paraprofessional	Step 9D	not to exceed 4 hrs/day	\$15.29
Williams, Joan	Paraprofessional	Step 9D	not to exceed 4 hrs/day	\$15.29

**** Step and Salary remain at the 2014-2015 rate until settlement of the WTEA contract agreement.**

6. Approve an Additional Library Volunteer

To approve Brigitte Fagan as a library volunteer for the remainder of the 2015-2016 school year.

7. Approve a Substitute Teacher

To approve Nolan Armstrong as an additional substitute teacher for the 2015-2016 school year. Mr. Armstrong holds a NJ Substitute Certificate.

8. Approve Summer Employment

To approve the following personnel to staff the ESY programs from July 25 – August 28, 2016 (Monday – Thursday only) from 8:30 – 11:30.

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Block Motion – Personnel – continued

Ashley Kithcart	Nurse	3 hours/day	\$37.49/hour**
Rebecca Dionne	Teacher	3.5 hours/day	\$42.11/hour**
Lisa Rosano	Teacher	3.5 hours/day	\$45.48/hour**

** Step and Salary remain at the 2014-2015 rate until settlement of the WTEA contract agreement.

9. Approve a Special Education Teacher

To approve Charles Schade as a Special Education Teacher (.6 time), BA, Step 1 at the salary rate of \$29,244 for the remainder of the 2015-2016 school year (prorated to a May 2, 2016 start date).

10. Approve a Student Observation

To approve Kayla Thorpe, current Abington Heights High School student, to shadow the current Speech Pathologist.

TRANSPORTATION

No report.

POLICY

Ms. Lee noted that the Committee reviewed the current batch of policy for first read and staff feedback on middle school recess. Ms. Lee further noted that the Committee would like to meet with the Middle School teachers to get additional feedback so they can draft language regarding recess for the Middle School students.

Block Motion – Policy

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

1. Approve a First Reading of Bylaw #0167 – Public Participation in Board Meetings

To approve a first reading of bylaw #0167 – Public Participation in Board Meetings

2. Approve a First Reading of Bylaw #0168 – Recording Board Meetings

To approve a first reading of bylaw #0168 – Recording Board Meetings

3. Approve a First Reading of Policy #2422 – Health and Physical Education

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

4. Approve a First Reading of Policy & Regulation #5111 – Eligibility of Resident/Nonresident Students

To approve a first reading of policy & regulation #5111 – Eligibility of Resident/Nonresident Students

5. Approve a First Reading of Policy & Regulation #5310 – Health Services

To approve a first reading of policy & regulation #5310 – Health Services

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Block Motion – Policy - continued

6. Approve a First Reading of Policy & Regulation #5330.01 – Administration of Medical Marijuana

To approve a first reading of policy & regulation #5330.01 – Administration of Medical Marijuana

7. Approve a First Reading of Policy & Regulation #8462 – Reporting Potentially Missing or Abused Children

To approve a first reading of policy & regulation #8462 – Reporting Potentially Missing or Abused Children

8. Approve a First Reading of Policy #8550 – Outstanding Food Service Charges

To approve a first reading of policy #8550 – Outstanding Food Service Charges

9. Abolish Policy #2425 – Physical Education

To approve the abolishment of policy #2425 – Physical Education

FINANCE

Block Motion – Finance

A motion was made by Mr. Panetta and seconded by Mr. Boehm to approve the following agenda items #1 through #12. Motion carried as follows: Mrs. Nikolopoulos – yes, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

1. Approve March 2016 Board Secretary’s Report and Report of Cash Balances

To approve the March 2016 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 March 31, 2016, 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 April 2016 Bills List

To approve the payment of the April 2016 bills in the total amount of \$974,625.84 for all funds.

3. Approve March 2016 Cafeteria Bills

To approve the payment of the March 2016 Cafeteria bills in the amount of \$5,949.58.

4. Approve Budget Transfers

To approve budget transfers for March 2016 in the amount of \$26,480.84.

5. Approve Staff Travel

To approve the following staff travel:

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Block Motion – Finance - continued

- Courtney Thorpe to attend a workshop “Managing Complex Cases in Fluency Disorders: Stuttering, Cluttering, Atypical disfluencies on May 16, 2016 in Hackettstown, NJ. The cost of the workshop is \$90 and mileage reimbursement not to exceed \$20.

6. Approve a Tuition Contract with Developmental Center for Children and Families, LLC

To approve a tuition contract with Developmental Center for Children and Families, LLC for one student (ID#9132106692) for ESY 2016 program, for a tuition cost of \$5,350 and the cost of the personal aide \$2,250, for a total program cost of \$7,600.

7. Approve a Tuition Contract with Developmental Center for Children and Families, LLC

To approve a tuition contract with Developmental Center for Children and Families, LLC for one student (ID#7972137784) for ESY 2016 program for a tuition cost of \$5,350.

8. Approve a Tuition Contract with Developmental Center for Children and Families, LLC

To approve a tuition contract with Developmental Center for Children and Families, LLC for one student (ID#9760912165) for ESY 2016 program, for a tuition cost of \$5,350 and the cost of the personal aide \$2,250, for a total program cost of \$7,600.

9. Approve the 2016-2017 Tuition Contract Agreement with Belvidere School District for Regular High School Services

To approve the 2016-2017 tuition contract agreement with Belvidere School District for regular high school services for 157 students at the estimated cost per pupil of \$13,600 for a total tuition charge of \$2,135,200.

10. Approve the 2016-2017 Contract Agreement with Belvidere School District for the Belvidere High School Resource Program

To approve the 2016-2017 contract agreement with Belvidere School District for the Belvidere High School Resource Program for a total charge of \$145,000 for the 2016-2017 school year.

11. Approve Non-Participation in NJ Child Nutrition Program

To confirm that White Township School District will not require Lakeland-Andover School to apply for and receive funding from the NJ Child Nutrition Program nor charge students for a reduced and/or paid meal for any classified students from White Township School District in accordance with NJAC 6A:23-4(a)ii and iii during the 2016-2017 school year.

12. Approve a Contract for Physical Therapy Services

To approve a contract with Allison M. Peck, P.T. for the purpose of providing physical therapy services at the rate of \$84/hour for the period July 1, 2016 – June 30, 2017.

CURRICULUM

Mrs. Sroka noted that the Committee met and discussed Language Arts Map and MyAccess, upcoming work on the Science curriculum. Mrs. Sroka further reported that the Committee will be following up on the current grading scale and a Spanish program.

Block Motion – Curriculum

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

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Block Motion – Curriculum - continued

1. Approve Participation in Take Your Child to Work Day

To approve district participation in Take Your Child to Work Day, Thursday, April 28, 2016.

2. Approve a Field Trip for Grade 3

To approve a field trip for approximately 35 grade 3 students to Warren County Library, Belvidere, NJ, on May 16, 2016. There is no cost for the trip.

3. Approve a Field Trip for Grade 2

To approve a field trip for approximately 21 grade 2 Social Studies students to Red Mill Museum Village, Clinton, NJ on May 13, 2016. The cost per pupil is \$6.

4. Approve a Field Trip for Grade 3

To approve a field trip for approximately 35 grade 3 students to Lehigh Valley Zoo, Allentown, PA, on May 31, 2016. The cost per pupil is \$12.25.

5. Approve a Field Trip for Preschool

To approve a field trip for approximately 12 preschool students to the Crayola Factory, Easton, PA, on May 6, 2016. The cost per pupil is \$14.

6. Approve a Field Trip for Grades 6 & 7 G.E.M.

To approve a field trip for approximately 5 grades 6 & 7 G.E.M. students to WCCSE Convocation at Blairstown Free Church, Blairstown, NJ for STEM activities on May 26, 2016. There is no cost for this trip.

BUILDINGS & GROUNDS

Mr. Panetta discussed upcoming use of facility events including the Farmer's Market, summer work to be done in and around the building, consideration of student lockers and ideas for a student memorial project.

Motion – Building & Grounds

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

1. Approve a Use of Facility Request

To approve a use of facility request from the White Township PTO for use of the cafeteria on May 26, 2016 for a fundraiser dance.

PUBLIC RELATIONS

Mr. Boehm discussed several items including results from a recent website survey, a job description for a Webmaster, a new "Teacher Feature" initiative and Facebook. Mr. Boehm also noted that the staff has expressed appreciation for the monthly treats from the Board.

BHS BOARD MEMBER

No report.

SHARED SERVICES LIAISON COMMITTEE

No report.

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GOALS & OBJECTIVES

Mr. Slattery noted that the CSA evaluation and the Board self-evaluation will be available for members' input in May. Mrs. Rowe noted that she will invite our NJSBA representative to attend our meeting in July to assist the group with goal-setting.

OLD BUSINESS

Ms. Lee asked for feedback from Mr. Slattery's attendance at the Leadership Forum earlier in the year. Mr. Slattery noted he will present to the group in May.

NEW BUSINESS

Mrs. Sroka expressed concern that the air conditioning was not working for the Variety Show and noted it was very hot in the gymnasium that evening.

Mrs. Lensi thanked all of the parents who helped with the Variety Show and noted what a fabulous event it was.

Ms. Lee noted that she attended a recent Warren County School Boards meeting and they discussed financial reporting and understanding the audit with the group.

Ms. Lee expressed concern about the recent condition of the boy's bathroom. Mr. Slattery noted that he would follow up on her concern in the morning.

Ms. Lee asked Mrs. Rowe if she will be following up with Mr. Rader as he has not attended meetings for the past two months. Ms. Lee noted that she doesn't want to fall into the same pattern as we did previously when we had members miss several meetings.

APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mr. Panetta and seconded by Mrs. Nikolopoulos to approve the Superintendent's Report for the period March 21 – April 22, 2016. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Martowicz to acknowledge receipt of one HIB investigation deemed a HIB incident for the period March 21 – April 22, 2016. Motion carried as follows: Ayes – 8, Nays - 0, Abstentions – 0.

OPEN PUBLIC COMMENT

Mrs. Pohlidal noted that there are two student memorials in the library that the group could look at as they plan for another.

Mrs. Walker noted that she expressed concern about an inappropriate discussion one of our substitutes was having with a student and now has concerns about disgusting and inappropriate language used by another substitute. Mrs. Rowe asked Mrs. Walker to contact Mr. Slattery directly to discuss the incident.

Mrs. Nikolopoulos asked for direction on how she should address the Board as a parent.

Mrs. Rowe encouraged her to go through the chain of command.

Mrs. Heller asked about the plans for a Facebook page.

Mrs. Bloch noted that she is looking forward to coming to the next Buildings & Grounds meeting and also offered to work with the group to plan a memorial.

Mrs. Anderson asked how parents of students involved in a HIB incident are notified and wondered if teachers are notified. Mr. Slattery noted that both aggressor and victim parents are notified after an incident occurs and staff directly involved with the students are also notified. Mrs. Anderson felt that all staff should be made aware of a HIB incident.

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Mr. Slattery noted that it is not public knowledge but the day to day staff involved in the management of those students would be notified so they can manage any situations that arise.

ADJOURNMENT

Respectfully submitted,

Dawn Huff
Business Administrator
Board Secretary