

WHITE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MEETING

MINUTES

MONDAY

JANUARY 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. Panetta, Mrs. Martowicz, Mrs. Lensi, Mrs. Sroka and Ms. Lee. Michael Slattery, Superintendent and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as eight members of the public. Mr. Boehm, Mr. Rader and Mr. Abrams were unable to attend.

Mrs. Rowe opened the meeting at 7:36 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 Martowicz to approve the minutes as submitted from the December 14, 2015 Regular Session Meeting and Executive Session and the January 4, 2016 Reorganization Meeting. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

None

CORRESPONDENCE & ANNOUNCEMENTS

Mrs. Huff noted an addendum to the agenda with additional motions for a revised maternity/disability leave of absence, a request for approval of an 8th grade fundraiser and a request for a use of the facility for consideration.

COMMITTEE REPORTS

PERSONNEL

Mr. Panetta noted that the group met and discussed Mrs. Mulligan's request for payment of the costs associated with a dyslexia certification program she is participating in. Mr. Panetta reported that the group will need more information to consider this request. Mr. Panetta further noted that the Committee has no comment at this time on an investigation involving staff member #550.

Block Motion – Personnel

A motion was made by Mrs. Rowe and seconded by Mrs. Lensi to approve the following agenda items #1 through #2. Motion carried as follows: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes and Mrs. Rowe – yes.

1. Approve a Request for a Transfer on the Salary Guide

To approve a request from Erika Wawzyanick to transfer on the salary guide from Step 5* BA+30 to Step 5* MA at the new salary rate of \$55,740*.

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

WHITE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

January 25, 2016

Page 2

Block Motion – Personnel - continued

2. Approve a Revised Request for a Maternity/Disability Leave of Absence

To approve a request from Crystal Garvey for an extension to her leave originally approved on June 22, 2015. Mrs. Garvey requests approval for an unpaid leave of absence in accordance with the New Jersey Family Leave Act ending approximately March 14, 2016.

TRANSPORTATION

No update

POLICY

Ms. Lee provided an overview of the subjects discussed at the most recent policy committee meeting as follows: first read of policies and regulations from alert 207; request for additional information on the dyslexia policy; a reminder about the requirements for recess in the lower grades and discussion about extending those conditions through 8th grade. Mrs. Rowe asked that the Committee provide a proposal for extending recess based on feedback from stakeholders.

Block Motion – Policy

A motion was made by Mrs. Sroka and seconded by Mr. Panetta to approve the following agenda items #1 through #9. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

1. Approve a First Reading of Policy & Regulation #1240 – Evaluation of Superintendent

To approve a first reading of policy & regulation #1240 – Evaluation of Superintendent

2. Approve a First Reading of Policy & Regulation #3221 – Evaluation of Teachers

To approve a first reading of policy & regulation #3221 – Evaluation of Teachers

3. Approve a First Reading of Policy & Regulation #3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

To approve a first reading of policy & regulation #3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

4. Approve a First Reading of Policy & Regulation #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

To approve a first reading of policy & regulation #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

5. Approve a First Reading of Policy & Regulation #3224 – Evaluation of Principals, Vice Principals, and Assistant Principals

To approve a first reading of policy & regulation #3224 – Evaluation of Principals, Vice Principals, and Assistant Principals

6. Approve a First Reading of Policy #3431.1 – Family Leave

To approve a first reading of policy #3431.1 – Family Leave

7. Approve a First Reading of Policy #4431.1 Family Leave

To approve a first reading of policy #4431.1 Family Leave

8. Approve a First Reading of Policy #5337 – Service Animals

To approve a first reading of policy #5337 – Service Animals

WHITE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

January 25, 2016

Page 3

Block Motion – Policy - continued

9. Approve a First Reading of Policy #5516 – Use of Electronic Communication and Recording Devices (ECRD)

To approve a first reading of policy #5516 – Use of Electronic Communication and Recording Devices (ECRD)

FINANCE

Mrs. Rowe noted that the Committee met prior to the board meeting this evening and discussed the following: a special education update provided to the committee by Mrs. Saraiva, Child Study Team Coordinator; a recommendation from the Committee to issue an RFP for auditor services for the 2015-2016 school year, a recommendation from the Committee to proceed with the generator project; discussion regarding the costs associated with online policy access for the public; consideration of two additional stipend positions for Drama Club and a Webmaster; review of the preliminary budget.

Block Motion – Finance

A motion was made by Mr. Panetta and seconded by Mrs. Sroka to approve the following agenda items #1 through #7. Motion carried as follows: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes and Mrs. Rowe – yes.

1. Approve December 2015 Board Secretary’s Report and Report of Cash Balances

To approve the December 2015 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 December 31, 2015, 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 January 2016 Bills List

To approve the payment of the January 2016 bills in the total amount of \$1,002,181.37 for all funds.

3. Approve December 2015 Cafeteria Bills

To approve the payment of the December 2015 Cafeteria bills in the amount of \$5804.88.

4. Approve Budget Transfers

To approve budget transfers for December 2015 in the amount of \$49,472.65.

5. Approve Staff Travel

To approve the following staff travel:

- Alison Walsh and Michele Laubach to attend the “Close Reading Strategies” workshop in Parsippany, NJ on February 11, 2016. The cost of the workshop is \$239 per attendee and mileage reimbursement not to exceed \$30.
- Dottie Buel to attend the Psychotherapy Networker Symposium in Washington, DC on March 17-19, 2016. The cost of the symposium is \$399.
- Margaret Sheneman to attend the NJMEA Music Conference in East Brunswick, NJ on February 18-20, 2016. The cost of the conference is \$165 and mileage reimbursement not to exceed \$60.

WHITE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

January 25, 2016

Page 4

Block Motion – Finance - continued

- Kelly Grater, Bernadette Sissick, Michelle Rivera, Dottie Buel and Marlene Saraiva to attend a workshop “Writing Quality Goals & Objectives for IEP Development on January 29, 2016. The cost of the workshop is \$25 per attendee and mileage reimbursement not to exceed \$100.
- Michelle Rivera to attend “Strengthening Your Special Needs Students” workshop in Bethlehem, PA on February 23, 2016. The cost of the workshop is \$239 and mileage reimbursement not to exceed \$20.

6. Approve Resolution for Waiver of Requirements in the Special Education Medicaid Initiative (SEMI) Program

WHEREAS, NJAC 6A:23A-5.3, provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2016-2017, and

WHEREAS, the White Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students;

NOW THEREFORE BE IT RESOLVED, that the White Township Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools in the County of Warren an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2016-2017 school year.

7. Approve Resolution for Participation in Coordinated Transportation with Warren County Special Services School District for 2016-2017

WHEREAS, the White Township School District Board of Education desires to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus a 4% administration fee as presented to the White Township School District Board of Education as calculated by the billing formula adopted by the WCSSSD’s Board of Education, does approve its participation in said coordinated transportation for 2016-2017 in accordance with the terms and conditions of the contract as offered by WCSSSD for 2016-2017.

CURRICULUM

Mrs. Sroka noted that the committee will be meeting in February.

Motion – Curriculum

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

1. Approve an 8th Grade Fundraiser

To approve a Roller Skating fundraising event on February 3, 2016 at Villa Roller Rink.

WHITE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

January 25, 2016

Page 5

BUILDINGS & GROUNDS

Mr. Panetta reported that the committee has invited Officer Buss to the next committee meeting to discuss how the district might benefit from the C.L.A.P. again this summer; moving forward with the generator project with the recommendation of the Finance Committee; prioritization of a summer project list including landscaping, installation of sinks in science spaces, interior painting, sidewalk repairs, power washing and exterior wall sealant and ballast work.

Block Motion – Buildings & Grounds

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

1. Approve a Resolution Awarding a Contract for the Generator Project to Wire’s Electrical Shop for the base bid only.

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the White Township Board of Education advertised and solicited bids for the generator project at White Township Consolidated School; and

WHEREAS, the Board received bids from the following:

Wire’s Electrical Shop	\$209,965
VPV Electric	\$227,176
Power With Prestige, Inc.	\$233,700
DeSapio Construction Inc.	\$234,850

WHEREAS, the lowest base bid received was from Wire’s Electrical Shop, Inc. in the amount of \$209,965, and

WHEREAS, the Project Architect has reviewed the bids and recommends awarding the project to Wire’s Electrical Shop and the Board has determined that Wire’s Electrical Shop is the lowest responsible and responsive bidder.

NOW, THEREFORE BE IT RESOLVED, by the White Township Board of Education that the Board hereby awards a contract for a generator project at White Township Consolidated School to Wire’s Electrical Shop in the amount of \$209,965 for the base bid only.

BE IT FURTHER RESOLVED that Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.

BE IT FURTHER RESOLVED that Dawn Huff, Business Administrator, is hereby authorized to execute all change orders and such other documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and Wire’s Electrical Shop for the generator project at White Township Consolidated School.

2. Approve a Use of Facility Request

To approve a use of facility request from the 8th grade to use the cafeteria to hold a fundraiser dance on February 12, 2016.

3. Approve a Use of Facility Request

To approve a use of facility request from the White Township PTO to use the cafeteria to hold a fun night-bingo on March 4, 2016.

PUBLIC RELATIONS

Ms. Lee reported that the committee met and Mr. Slattery suggested that the committee consider the issue of the use of the school as a polling place in terms of public relations in the community.

WHITE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

January 25, 2016

Page 6

PUBLIC RELATIONS - continued

Mrs. Rowe suggested that representatives from both the buildings and grounds and public relations committees set up a meeting with the Township to discuss the issue. Ms. Lee further reported that the committee further discussed work on the website including the potential for management with a webmaster, online policy access and increased consistency within the virtual backpack. Ms. Lee noted the schedule for members to provide monthly appreciation treats for the staff as well as the potential for some type of staff recognition beyond the Teacher of the Year. Ms. Lee discussed the committee's desire to involve the community more in school events and the development of a measureable communication goal for the Board.

BHS BOARD MEMBER

No update.

SHARED SERVICES LIAISON COMMITTEE

No update.

GOALS & OBJECTIVES

No update.

OLD BUSINESS

Mrs. Rowe read correspondence from Mr. Abrams thanking the administration, Board and especially the teachers for allowing him the opportunity to assist the district in educating our students. Mr. Abrams noted that he hopes his participation over the past 9 ½ years has helped make a small impact on helping the future educational needs of our children. Mrs. Rowe noted that the Board will formally accept Mr. Abrams resignation effective January 31st at the February meeting.

Mrs. Sroka asked that the Board review the bylaw for Board attendance. Mrs. Rowe asked Mr. Slattery to reach out to NJSBA for guidance on revising our bylaws.

Ms. Lee reminded the Board that a goal was established that members distribute committee meeting minutes within 48 hours of a committee meeting. Ms. Lee felt that not all committees have been completing and distributing minutes. Mrs. Rowe noted that when a committee meets prior to the Board meeting a report to the board is sufficient but added that she feels the committee meeting minutes from committee chairs have been very helpful and informative.

NEW BUSINESS

None

APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to approve the Superintendent's Report for the period December 14, 2015 – January 15, 2016. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

A motion was made by Mr. Panetta and seconded by Mrs. Lensi to acknowledge receipt of no HIB investigations deemed HIB incidents for the period December 14, 2015 – January 15, 2016. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

WHITE TOWNSHIP BOARD OF EDUCATION
Regular Session Minutes
January 25, 2016
Page 7

BIANNUAL HIB REPORT

A motion was made by Mr. Panetta and seconded by Mrs. Lensi to approve the Biannual HIB Report as submitted for July 1 – December 31, 2015. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

Mrs. Bellfy asked for clarification on the protocol for dissemination of information on lock down information to staff after an incident.

Mrs. Mulligan noted that it is important for staff to be debriefed when an incident occurs and suggested that a scripted message be read to staff for clarification.

Mrs. Sroka asked Mr. Slattery if the school community is notified when an incident necessitates emergency protocol and what the timeframe is for that notification. Mr. Slattery noted that notification would go out from his office or law enforcement as soon as the information could be released.

Mrs. Gardella discussed her concern about the extended leave for the 3rd grade teacher and how that will effect coverage for the replacement teacher for the kindergarten teacher who will be going out on leave. Mr. Slattery noted that a plan is in place to address the needs of both classrooms.

ADJOURNMENT

A motion was made by Mr. Panetta and seconded by Mrs. Lensi to adjourn the meeting at 10:11 p.m. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

Respectfully submitted,

Dawn Huff
Business Administrator
Board Secretary