

WHITE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MEETING

MINUTES

MONDAY

MARCH 21, 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 and Ms. Lee. Michael Slattery, Superintendent and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 24 members of the public.

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.

**APPROVE A TENTATIVE BUDGET FOR THE 2016-2017 SCHOOL YEAR FOR
SUBMISSION TO THE COUNTY OFFICE**

A motion was made by Mr. Panetta and seconded by Ms. Lee to approve a tentative budget for the 2016-2017 school year for submission to the County Office. 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: 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
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.

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ACKNOWLEDGE RECEIPT OF STATE AID ALLOCATION
FOR THE 2016-17 SCHOOL YEAR

A motion was made by Mr. Panetta and seconded by Mrs. Martowicz to acknowledge receipt of state aid allocation amounts for the 2016-2017 school year as follows. Motion carried as follows: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

Equalization Aid	\$ 581,054
Transportation Aid	\$ 249,609
Spec Ed Categorical Aid	\$ 313,648
Security Aid	\$ 49,562
Adjustment Aid	\$ 540,496
PARCC Readiness Aid	\$ 4,710
Per Pupil Growth Aid	\$ 4,710
Professional Learning Comm Aid	\$ 4,320
TOTAL General Fund:	\$1,748,109
Debt Service Aid – Fund 40	\$ 47,869

APPROVE MEETING MINUTES

A motion was made by Mr. Panetta and seconded by Mrs. Martowicz to approve the minutes as submitted from the February 22, 2016 Regular Session Meeting. Motion carried unanimously as follows: Ayes – 7, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

Mr. Fraunfelter, WTEA President, asked the Board to do what they can to settle the contract. Mr. Fraunfelter reviewed numerous settlement amounts from local districts and asked why the groups can't come together for a settlement. Mr. Fraunfelter noted that the amount the Board will spend on legal fees for the next fact finding session would be much better on the teachers.

Mrs. Rosano alleged that one of our Board members family members is posting things on Facebook and asked that that stop right away.

Mrs. Wheatley invited everyone to attend the upcoming Spring Fling sponsored by the White Township Scholarship Fund.

Mrs. Bloch noted that she has been working with representatives from the Belvidere Farmer's Market to move the fundraising event to the White Township School for the summer season. Mrs. Bloch expressed frustration that the request for use of the facility for the event didn't appear on the agenda this evening after Mr. Slattery told her it would if she presented the requested insurance certificate. Mrs. Bloch noted that it will be very difficult for her to coordinate the event if they don't have approval this evening. Mr. Panetta noted that he will speak to the event under his Buildings and Grounds report.

Mrs. Bellfy asked if the district has considered a memorial for Connor Barbaro at the school.

CORRESPONDENCE & ANNOUNCEMENTS

Mrs. Huff noted an addendum to the agenda this evening for two additional personnel motions.

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The Board interviewed Rachel Burris-Nikolopoulos, a potential candidate for the current Board vacancy.

EXECUTIVE SESSION

A motion was made by Mr. Panetta and seconded by Ms. Lee to convene to Executive Session at 7:50 p.m. to discuss Board member candidates. Motion carried as follows: Ayes – 7, 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 Board member candidates. 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. Sroka and seconded by Mrs. Lensi to adjourn the Executive Session at 8:02 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

A motion was made by Mr. Panetta and seconded by Mrs. Martowicz to appoint Rachel Burris-Nikolopoulos to fill a March – December 2016 vacancy on the Board of Education. Motion carried as follows: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

Mrs. Huff swore in Mrs. Burris-Nikolopoulos.

COMMITTEE REPORTS

PERSONNEL

Mr. Panetta noted that the Committee met to discuss issues with maintaining substitute coverage and the option of using an outside source. Mrs. Lensi noted she is concerned with our current methods and recommends moving forward with a service that would more efficiently cover our substitute needs. Mrs. Sroka expressed concern that coverage for some recent long term needs was not handled properly and wanted assurances that this won't happen in the future when substitute coverage is needed. Mrs. Rowe asked the Committee to gather data to determine if our current method is working and addresses our needs and suggested that both the Personnel and Policy Committees review the issue as we may need to revise our policy.

Block Motion – Personnel

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

1. Approve a Classroom Observation

To approve Allyson Penna, current Warren County Community College student, to observe a classroom 5 hours.

2. Approve the Affirmative Action Officer

To approve Dawn Werkheiser as the Affirmative Action Officer for the 2016-2017 school year.

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Block Motion – Personnel - continued

3. Approve a Long-term Leave Replacement

To approve Charles Schade for a long-term leave replacement, full time, at a per diem rate of \$243.70 from March 22, 2016 through the end of the school year.

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

To approve a request from Stephanie Bolen to transfer on the salary guide from Step 6* BA to Step 6* BA+15 at a new salary rate of \$53,435*.

*Degree, Step and Salary remain at the 2014-15 rate until settlement of the WTEA contract agreement.

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

To approve a request from Crystal Garvey to transfer on the salary guide from Step 11* BA to Step 11* BA+15 at a new salary rate of \$56,835*.

*Degree, Step and Salary remain at the 2014-15 rate until settlement of the WTEA contract agreement.

TRANSPORTATION

No updates.

POLICY

Ms. Lee noted that the Committee will be meeting to review feedback Mr. Slattery got from the staff on the recess policy.

Motion – Policy

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

1. Approve Submission of the Comprehensive Equity Plan

To approve submission of the proposed Comprehensive Equity Plan to the Warren County Office of Education.

FINANCE

Mrs. Rowe noted that the Committee met and reviewed the details of the proposed budget. The approved tentative budget goes to the County Office for approval and we will hold our Public Hearing on the Budget on April 25th. Mrs. Rowe noted that the group reviewed the proposals that were received for auditing services for the 2015-2016 year. The Committee is recommending the proposal from Ardito & Co. as it was the lowest bid of those received. Mrs. Rowe also noted that the Finance Committee is recommending that we move forward with online policy management for the 2016-2017 school year. The service includes a link on the school website which gives access to the district policies through the Strauss Esmay site. Mrs. Rowe noted that the group also discussed stipends for a Webmaster and Drama Club Advisor.

Block Motion – Finance

A motion was made by Mrs. Lensi and seconded by Mr. Panetta to approve the following agenda items #1 through #6. Motion carried as follows: Mrs. Burris-Nikolopoulos – yes, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

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Block Motion – Finance - continued

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

To approve the February 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 February 29, 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 March 2016 Bills List

To approve the payment of the March 2016 bills in the total amount of \$869,922.87 for all funds.

3. Approve February 2016 Cafeteria Bills

To approve the payment of the February 2016 Cafeteria bills in the amount of \$5,577.88.

4. Approve Budget Transfers

To approve budget transfers for February 2016 in the amount of \$16,805.92.

5. Approve Staff Travel

To approve the following staff travel:

- Stephanie Bolen and Sherry Bellfy to attend a workshop “Current, Best Strategies to Integrate Technology into Your Writing” in Cherry Hill, NJ on April 27, 2016. The cost of the workshop per attendee is \$239 and mileage reimbursement not to exceed \$40.
- Stephanie Quinn to attend the 12th Annual School Counselor Conference in Union, NJ on April 8, 2016. The cost of the conference is \$35 and mileage reimbursement not to exceed \$40.

6. Approve a Proposal from Ardito & Co., LLP for Auditor Services

To approve a proposal from Ardito & Co., LLP for Auditor Services for the 2015-2016 school year for a total annual audit fee of \$12,250.

CURRICULUM

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 4 Field Trip

To approve a field trip for approximately 26 grade 4 students to DaVinci Science Center, Allentown, PA on June 3, 2016. The cost of the trip is \$11.82 per pupil.

2. Approve a Grade 1 Field Trip

To approve a field trip for approximately 22 grade 1 students to Fosterfields Living Historical Farm, Morristown, NJ on June 1, 2016. The cost of the trip is \$16.90 per pupil.

3. Approve the 2016-2017 School Calendar

To approve the 2016-2017 school calendar.

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BUILDINGS & GROUNDS

Mr. Panetta noted that the group started discussions regarding security upgrades; CLAP program coverage for the summer; a facility request for a farmer's market. Mr. Panetta noted that the group felt that the farmer's market is a good idea but couldn't recommend it until the proper insurance certificates were in place. Mr. Slattery noted that he was not recommending action on the farmer's market as requested insurance information had only been submitted that morning. Conditional approval could be given followed by formal board approval at the April meeting. Mrs. Lensi noted that holding off on formal approval poses issues for the PTO in securing the event. Mrs. Lensi asked if the Board could act on the matter absent a recommendation from the Building & Grounds Committee. Mrs. Rowe noted that would be allowed.

Block Motion – Building & Grounds

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

1. Approve a Use of Facility Request from White Township PTO

To approve a use of facility request from White Township PTO for use of the gymnasium for a variety show on April 4 for auditions, April 20-21 for dress rehearsal and April 22, 2016 for the show.

2. Approve a Use of Facility Request from Girls on the Run

To approve a use of facility request from Girls on the Run for use of the playing fields and the gymnasium (only if it rains) March 22 – June 6, 2016.

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to approve a Use of Facility request from the White Township PTO for use of the school parking lot for a Farmer's Market on Sundays, approximately June 12, 2016 through September 2016. Motion carried as follows: Mrs. Burris-Nikolopoulos – Abstain, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – no, Mr. Boehm – yes and Mrs. Rowe – abstain.

PUBLIC RELATIONS

Mr. Boehm noted the Committee is discussing a stipend position for a Webmaster which would include Facebook responsibilities, creating a Facebook page and, a job description for the Webmaster. Mr. Boehm noted that the group will be reviewing information obtained from the survey on our website. Mr. Boehm further noted that Committee members are working on a list of questions which will be used for a "teacher feature" idea they are working on.

BHS BOARD MEMBER

No updates.

SHARED SERVICES LIAISON COMMITTEE

No updates.

GOALS & OBJECTIVES

Mr. Slattery noted that he shared NJSBA's calendar for submission of the Board Self Evaluation and the CSA Evaluation with the full Board.

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OLD BUSINESS

Mr. Panetta noted that he will be gathering data to discuss the potential for installation of lockers at the school.

NEW BUSINESS

Mr. Panetta noted that he will look into ideas for a memorial for Connor Barbaro at the school.

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 February 22, 2016 – March 18, 2016. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

A motion was made by Mrs. Lensi and seconded by Ms. Lee to acknowledge receipt of no HIB investigations for the period February 22, 2016 – March 18, 2016. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

Mrs. Stanski and Mrs. Barrier expressed concern that Seuss Day did not occur. Mrs. Stanski and Mrs. Barrier noted that they feel that information is slipping through the cracks and not getting to the right people and expressed concern and frustration that use of facility requests are not processed in a timely manner.

Mrs. Bloch expressed concern that her request for use of the facility for the Farmer's Market was not processed more expeditiously.

The Board expressed concern that there weren't activities scheduled for Dr. Seuss Day after they had asked for a schedule of activities for the day.

Mrs. Ackerman asked where open positions are posted and stressed the importance of advertising these positions on the website.

Mrs. Parke asked if parents will be notified about the new substitute for gym class. Mr. Slattery mentioned that information would be going home in the newsletter later in the week.

Mrs. Mulligan noted that Seuss Day is traditionally the most fun day for students here at White Township and no other school does a celebration such as we do here. There is a group of teachers that spend a tremendous amount of hours planning for the event. Unfortunately the teachers have been told to honor their contractual hours and that's the position they're in this year.

Mrs. Gardelis expressed concern over the lack of communication and noted she didn't even know that Seuss Day wasn't happening. She felt that the teachers made the best of the situation but there has to be a better solution.

Mrs. Barrier noted there appears to be a common issue between the parties and asked what the holdup is with settlement of the negotiated agreement. Mrs. Rowe noted that the Board can't discuss ongoing negotiations.

ADJOURNMENT

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to adjourn the meeting at 9:58 p.m. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

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Respectfully submitted,

Dawn Huff
Business Administrator
Board Secretary