

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**MAY 23, 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. Rader, Mr. Panetta, Mrs. Martowicz, Mrs. Lensi, Mrs. Sroka, Ms. Lee and Mrs. Nikolopoulos. Michael Slattery, Superintendent, Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 7 members of the public.

Mrs. Rowe opened the meeting at 7:31 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.

#### **Reappointment Block Motion**

A motion was made by Mr. Rader and seconded by Mr. Panetta to approve the following reappointment motions #1 through #31 for the 2016-2017 school year. Motion carried as follows: Mrs. Lensi – yes, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Nikolopoulos – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

1. Adopt the present curriculum, including Scope and Sequence, and textbooks

To adopt the present curriculum, including Scope and Sequence and textbooks, as previously adopted.

2. Adopt all present Board Bylaws, Policies and Regulations

To adopt the present Board Bylaws, Policies and Regulations.

3. Approve the Permitted Pupil Records

To approve per N.J.A.C. 6:3-6.3 the compilation of state mandated and permitted pupil records for the purpose of promoting the educational welfare of the pupil including general student information, record of attendance, description of pupil progress, history and status of pupil health, and any other records required by the State Board of Education.

4. Approve/Readopt Existing District School Office and Business Office Forms in Use

To approve/readopt all existing district school office and business office forms currently in use.

5. Adopt the Code of Ethics

To adopt the code of ethics as approved by NJSBA.

6. Appoint the Business Administrator/Board Secretary

To appoint Dawn Huff as Business Administrator/Board Secretary.

7. Approve the Board Auditor

To approve Ardito & Co., LLP as the auditor.

8. Approve the Board Attorney

To approve John B. Comegno, II, Comegno Law Group as attorney.

9. Approve the Architect of Record

To approve Parette Somjen Architects as architect of record.

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### **Reappointment Block Motion – continued**

10. Approve the School Physician

To approve Dr. James Goodwin as the School Physician.

11. Approve the Attendance Officer

To approve Dawn Werkheiser as the Attendance Officer.

12. Approve the Insurance Agent of Record

To approve the professional services of Brown & Brown Insurance as the Insurance Agent of Record without competitive bidding.

13. Approve the Payroll Service

To approve the professional services of R & L Data Center as the Payroll Service provider without competitive bidding.

14. Approve the Depository of School Monies

To approve First Hope Bank as the depository for school district monies.

15. Designate the Official Newspapers

To designate The Express-Times, the NJ Herald and The Star Gazette as the official newspapers to receive notifications of meetings as required by any and all sections of the Open Public Meetings Act.

16. Appoint the Records Custodian for Student and Personnel Records

To appoint Patricia Good as the Records Custodian for Student and Personnel Records.

17. Appoint the Qualified Purchasing Agent for the District

To assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to the Business Administrator, Dawn Huff, and to set the bid threshold for the 2016-2017 school year at \$40,000 as allowed by law and to approve competitive quotations for amounts over \$6,000.

18. Approve the Public Agency Compliance Officer (PACO)

To approve the Business Administrator, Dawn Huff, as the Public Agency Compliance Officer to be the liaison official and to have the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.

19. Approve Renewal of School Policy Alerting Service with Strauss-Esmay Associates

To approve renewal of the professional services subscription with Strauss-Esmay Associates to provide policy alert and support services.

20. Appoint the Affirmative Action Officer

To appoint Dawn Werkheiser as the Affirmative Action Officer.

21. Appoint the Integrated Pest Management Coordinator

To appoint David Hartung as the Integrated Pest Management Coordinator.

22. Appoint the Right to Know Officer/AHERA Representative

To appoint David Hartung as the Right to Know Officer/AHERA Representative.

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**Reappointment Block Motion – continued**

**23. Designate Signers for the Bank Accounts**

To designate the Board President, Superintendent and Business Administrator as authorized signers on the Payroll Account, General Custodial Account, Payroll Agency Account and the Cafeteria Account.

**24. Authorize Line Item Transfers**

To authorize the Superintendent and Business Administrator to perform necessary line item transfers between Board of Education meetings to be followed by Board approval at the next regular Board meeting.

**25. Approve Substitute Rates**

To approve the following substitute rates for the 2016-2017 school year:

Teacher	\$ 75 / day
Nurse	\$ 95 / day
Custodian	\$ 12 / hour
Custodian(w/black seal)	\$ 15 / hour
Teacher/Cafeteria Aide	\$ 10 / hour

**26. Set Tuition Rates for the 2016-2017 School Year**

To approve the tuition rates for out-of-district students to attend White Township School as follows:

Kindergarten	\$15,000
Grades 1-5	\$15,000
Grades 6-8	\$16,500

**27. Approve travel for the CSA and Business Administrator**

To approve travel expenditures for the Chief School Administrator and the Business Administrator to attend training programs, seminars, workshops and monthly Association meetings.

**28. Appoint the Indoor Air Quality Officer**

To appoint David Hartung as the Indoor Air Quality Officer.

**29. Approve a 504 Compliance Officer**

To approve Marlene Saraiva as the 504 Compliance Officer.

**30. Approve the HIB Coordinator**

To approve Dawn Werkheiser as the HIB Coordinator.

**31. Approve the HIB Specialist**

To approve Dorothy Buel as the HIB Specialist.

**Regular Session Agenda**

**APPROVE MEETING MINUTES**

A motion was made by Mr. Panetta and seconded by Mrs. Martowicz to approve the minutes as submitted from the April 25, 2016 Regular Session Meeting and Executive Session. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

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### **OPEN PUBLIC COMMENT**

Mrs. Parke asked who will be chaperoning the 8<sup>th</sup> grade trip and what time the busses will be leaving. Mr. Slattery noted that he would speak to Mrs. Parke in the morning and give her any updated information he has since the last time they spoke.

### **CORRESPONDENCE & ANNOUNCEMENTS**

Mrs. Huff announced one additional curriculum motion for the Board's consideration this evening.

### **COMMITTEE REPORTS**

#### **EXECUTIVE SESSION**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to convene to Executive Session at 7:38 p.m. to discuss personnel. Motion carried as follows: Ayes – 9, 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.

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 Mr. Rader and seconded by Mr. Panetta to adjourn the Executive Session at 7:50 p.m. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

#### **PERSONNEL**

##### **Block Motion – Personnel**

A motion was made by Mrs. Martowicz and seconded by Mr. Rader to approve the following agenda items #1 through #5 and #7 through #15. Motion carried as follows: Mrs. Lensi – yes, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Nikolopoulos – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

##### **1. Approve School Secretary**

To accept the recommendation of the Superintendent to retain Ingrid Scott as the School Secretary for the 2016-2017 school year at an annual salary (12 months) to be determined.

##### **2. Approve Superintendent/CST Secretary/Transportation Coordinator**

To accept the recommendation of the Superintendent to retain Patricia Good as the Superintendent/CST Secretary/Transportation Coordinator for the 2016-2017 school year at an annual salary (12 months) to be determined.

##### **3. Approve Substitute Caller**

To accept the recommendation of the Superintendent to retain Patricia Good as the Substitute Caller for the 2016-2017 school year for 20 hours per month/\$10.00 per hour.

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### Block Motion – Personnel - continued

4. Approve the Part-time Business Office Assistant

To accept the recommendation of the Superintendent to retain Colleen Howell as the part-time Business Office Assistant for the 2016-2017 school year at an annual salary (12 months) of \$14,950.

5. Approve Head Custodian

To accept the recommendation of the Superintendent to retain David Hartung as the Head Custodian for the 2016-2017 school year at an annual salary (12 months) of \$57,818\*.

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

~~6. Approve the Head Custodian Stipend~~

~~To accept the recommendation of the Superintendent to pay a stipend of \$5,000 to David Hartung as the Head Custodian for the 2016-2017 school year.~~

7. Approve the Custodian

To accept the recommendation of the Superintendent to retain Harry Garlick as the Custodian for the 2016-2017 school year at an annual salary (12 months) of \$38,000\*.

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

8. Approve the Custodian

To accept the recommendation of the Superintendent to retain Frank Hoyt as the Custodian for the 2016-2017 school year at an annual salary (12 months) of \$43,048\*.

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

9. Approve a Part-Time Custodian

To accept the recommendation of the Superintendent to retain Paul Good as a part-time Custodian for the 2016-2017 school year (10 months) at the rate of \$15/hour for 20 hours per week.

**\*\*Salary remains at the 2014-2015 rate until settlement of the WTEA contract agreement.**

10. Approve the Basic Skills Coordinator Stipend

To accept the recommendation of the Superintendent to pay a stipend of \$8,000\* to Alison Walsh as the Basic Skills Coordinator for the 2016-2017 school year.

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

11. Approve a Student Observation

To approve Paul D'Imperio, current East Stroudsburg University student, to observe the Speech Therapist for 30 hours.

12. Approve ESY Speech Employment

To approve Courtney Thorpe to provide ESY Speech Therapy at the rate of \$42.11/hour not to exceed 15 hours.

**\*\*Salary remains at the 2014-2015 rate until settlement of the WTEA contract agreement.**

13. Accept the Retirement of Kerie Pohlidal

To accept the retirement of Kerie Pohlidal effective July 1, 2016.

14. Approve a Practicum Agreement

To approve a Teaching Practicum for Heather Piell, current Centenary College student, to work with Mrs. Barofski in her classroom one day per week, August 31 – December 19, 2016.

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### Block Motion – Personnel - continued

15. Approve a Student Observation

To approve Kelsey Halloran, current East Stroudsburg University student, to observe the Speech Therapist.

### TRANSPORTATION

#### Block Motion – Transportation

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

1. Approve a Parental Transportation Contract for ESY 2016

To approve a Parental Transportation contract (16-17CI-S) for student #9249311861 for transportation to PG Chambers for the ESY 2016 program for a total contract of \$1,235.52.

2. Approve a Parental Transportation Contract for the 2016-2017 School Year

To approve a Parental Transportation contract (16-17CI 1) for student #9249311861 for transportation to PG Chambers for the 2016-2017 school year for a total contract of \$10,501.92.

3. Approve the 2016-2017 Student Transportation Contract Renewal with Garden State Transport

To approve the 2016-2017 Student Transportation Contract Renewal with Garden State Transport for the 2016-2017 school year for the following routes:

Route #	# of students	Route Cost	Destination
1E	50	\$ 23,082.11	White Township School
2E	40	\$ 23,082.11	White Township School
3E	44	\$ 23,082.11	White Township School
4E	51	\$ 23,082.11	White Township School
6E	37	\$ 26,775.23	White Township School
7E	41	\$ 26,775.23	White Township School
10E	48	\$ 24,928.66	White Township School
HS1	36	\$ 21,235.55	Belvidere High School
HS3	39	\$ 33,256.36	Belvidere High School
HS7	54	\$ 28,469.54	Belvidere High School
HS9	37	\$ 21,235.54	Belvidere High School
Total cost for all routes:		\$275,004.55	(.57% renewal rate increase over 2015-2016)

### POLICY

Ms. Lee noted that the Committee was looking for additional information to move forward with revisions to the current recess policy.

#### Block Motion – Policy

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

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

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

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#### Block Motion – Policy - continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. Approve a Job Description

To approve the job description for Webmaster.

#### FINANCE

##### Block Motion – Finance

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

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

To approve the April 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 April 30, 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.

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### Block Motion – Finance - continued

2. Approve May 2016 Bills List

To approve the payment of the May 2016 bills in the total amount of \$865,307.99 for all funds.

3. Approve April 2016 Cafeteria Bills

To approve the payment of the April 2016 Cafeteria bills in the amount of \$6,182.26.

4. Approve Budget Transfers

To approve budget transfers for April 2016 in the amount of \$5,671.26.

5. Approve the Report of Awarded Contracts

To approve the Report of Awarded Contracts

6. Approve Staff Travel

To approve the following staff travel:

- Ashley Kithcart to attend a CPR/AED renewal certification course in Newton, NJ on June 16, 2016. The cost for the course is \$75 and mileage reimbursement not to exceed \$25.
- Margaret Sheneman to attend the NJMEA Summer Workshop in Ewing, NJ on August 2, 2016. The cost for the workshop is \$80 and mileage reimbursement not to exceed \$15.
- Bernadette Sissick and Michelle Rivera to attend Orton-Gillingham Training in Stewartsville, NJ on July 18 – 22, 2016. The cost for the training is \$950 per attendee and mileage reimbursement not to exceed \$30.
- Cassandra Baker to attend Crisis Prevention Intervention Training in Washington, NJ on June 8, 2016. The cost for the training is \$25 and mileage reimbursement not to exceed \$10.
- Cassandra Baker to attend Professional Training in ABA in Hamilton, NJ on May 24-25, 2016. The cost for the training is \$200 and mileage reimbursement not to exceed \$70.

7. Approve Submission of the 2016 Safety Grant Program

To approve the submission of the New Jersey Schools Insurance Group's ERIC WEST Subfund 2016 Safety Grant Program application in the amount of \$1,000 for the period July 1, 2016 through June 30, 2017.

8. Approve an Amendment to the Agreement with Delta Dental of New Jersey

To approve an amendment to the agreement with Delta Dental of New Jersey to agree that in accordance with Article VI, Section 3, the contract is hereby amended effective July 1, 2016 to read:

Coverage – One Party	Monthly Charge - \$ 48.30
Coverage – Family	Monthly Charge - \$133.79

These rates shall be guaranteed from July 1, 2016 through June 30, 2017.

9. Approve a Contract with Therapeutic Intervention, Inc.

To approve a contract with Therapeutic Intervention, Inc. to provide OT Services for the 2016-2017 school year with the following fee schedule: School Based Therapy in District - \$91.50/hour; Home Based Therapy - \$105.00/hour; Evaluations - \$375.00/evaluation.



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#### Block Motion – Finance - continued

10. Approve a Contract with Warren County Technical School for Regular Instructional and Vocational Programs

To approve a contract with Warren County Technical School for Regular Instructional and Vocational Programs for 38 students at \$3800 per student for a total tuition cost of \$144,400 for the 2016-2017 school year.

#### CURRICULUM

#### Block Motion – Curriculum

A motion was made by Mrs. Lensi and seconded by Ms. Lee to approve the following agenda items #1 through #5 and the additional motion #6. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

1. Approve an Update to the 2015-2016 School Calendar

To approve an update to the 2015-2016 school calendar to include 1:30 dismissals for students on June 9 and 10, 2016.

2. Approve a Field Trip for Grade 8

To approve a field trip request for approximately 38 grade 8 students to Bel-Pike Bowling Alley, Belvidere, NJ on June 10, 2016.

3. Approve the QSAC District Improvement Plan (DIP)

To approve the QSAC District Improvement Plan.

4. Approve 8<sup>th</sup> Grade Fundraisers:

To approve the following 8<sup>th</sup> grade fundraisers for the 2016-2017 school year to be done over the summer:

- Pool Party – Belvidere Pool
- Car Wash
- Family Dinner Night

5. Approve a Book Donation

To approve a book donation from the Pioneers for the Kindergarten classroom.

6. Approve a Field Trip for Grade 7

To approve a field trip for approximately 34 grade 7 students to Warren County Correctional Facility and Warren County Courthouse on June 1, 2016. There is no cost for this field trip.

#### BUILDINGS & GROUNDS

Mr. Panetta reported that the Committee met with Mrs. Bloch, PTO President to review building requests and also thanked the PTO for the generous donation of a storage box filled with recess equipment. Mr. Panetta also reported on the purchase of a new oven and steam table with Cafeteria funds, the timeline for the generator project and the status of the CLAP program. Mr. Slattery noted that McGowan is our well water compliance vendor and they perform our lead testing every three years.

#### PUBLIC RELATIONS

Mr. Boehm noted that the Webmaster stipend was approved and that the group is continuing to discuss a “teacher feature” initiative for the fall and plans for a school Facebook page.

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### **BHS BOARD MEMBER**

Mr. Rader discussed Belvidere's work to put together a budget for the 2016-2017 school year with a very modest tax increase.

### **SHARED SERVICES LIAISON COMMITTEE**

Mrs. Rowe noted that the Committee met with representatives from Hope Township to discuss how the shares are working and asked the group to be considerate of Mr. Slattery's schedule as they plan for future Committee meetings. Mrs. Rowe noted that the Committee recommends a new three year agreement for the Business Administrator services and continuation of the shared service agreement for Superintendent services, which is in year one of a three year agreement. Ms. Lee expressed concern that the group is moving forward with the shared agreements and hadn't fully vetted the issue with the full Board. Ms. Lee asked what it would look like to go back to a full-time CSA for White Township. Mrs. Rowe noted that the district would have to give notice to Hope if they wanted to suspend the shared service agreement. Ms. Lee asked for more information so the group could discuss the issue in more depth at a separate Board meeting.

### **Block Motion – Shared Services**

A motion was made by Mr. Rader and seconded by Mr. Panetta to approve the following agenda items #1 through #2. Motion #1 carried as follows: Mrs. Lensi – no, Ms. Lee – no, Mrs. Sroka – abstain, Mrs. Nikolopoulos – abstain, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes, Mrs. Rowe – yes. Motion #2 carried as follows: Mrs. Lensi – yes, Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Nikolopoulos – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes, Mrs. Rowe – yes.

#### **1. Approve the Cost of the Shared Service Agreement for Superintendent of Schools**

To approve the cost of the shared service agreement for Superintendent of Schools services at \$85,095 for the 2016-2017 school year.

#### **2. Approve a Shared Service Agreement for Business Administrator Services**

To approve a shared service agreement with Hope Township Board of Education for Business Administrator services July 1, 2016 – June 30, 2019 and approve the cost to White Township at \$75,166 for the 2016-2017 school year.

### **GOALS & OBJECTIVES**

Mr. Slattery discussed his participation in the New Jersey Leadership Academy sponsored by the NJASA.

### **OLD BUSINESS**

Mrs. Rowe reminded Board members to complete the CSA Evaluation by the end of the month and to complete the Board Self Evaluation by the end of June.

### **NEW BUSINESS**

Mrs. Rowe noted that petitions are available for the November election. The White Township Board of Education will have 1 – one year unexpired term and 3 – three year terms on the ballot in the November election for a seat on the Board in January 2017.

The Board noted they are sad to see Mrs. Pohlidal will be retiring.

### **APPROVE SUPERINTENDENT'S REPORT**

A motion was made by Mr. Panetta and seconded by Mrs. Martowicz to approve the Superintendent's Report for the period April 25 – May 20, 2016. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

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**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to acknowledge receipt of no HIB investigations for the period April 25 – May 20, 2016. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

Mrs. Barrier asked if the district looks into sharing special education transportation with other districts as a cost saving measure. Mrs. Rowe noted that the district works with Warren County Special Services School District to coordinate routes with other districts whenever possible.

Mrs. Barrier asked about the costs of the shared service agreements and asked if we could save money by using one person to do the Superintendent/Principal position.

Mrs. Heller asked about scope and sequence and how it is addressed through curriculum and also asked if technology is built into the curriculum. Mr. Slattery noted that the district is in the process of developing a new three year plan for technology.

Mrs. Heller asked who is in charge of security and are we considering a security officer for our students locally. Mr. Slattery noted there are no plans for a security officer at the school.

Mrs. Bloch asked about the policy for recess and if there will there be language addressing discipline in the new policy.

Mrs. Bloch asked if all of Mrs. Pohlidal's many duties will be handled by one position. Mr. Slattery noted that the district will be posting for her position.

Mrs. Heller asked how long recess is by policy currently. Ms. Lee noted that current policy speaks to recess for grades PK – 4 and the Committee is looking to expand to address recess for grades 5-8.

Mrs. Barrier asked if the district has looked into stretchy bands for students to use at their desks.

**ADJOURNMENT**

A motion was made by Ms. Lee and seconded by Mr. Rader to adjourn the meeting at 9:09 p.m. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

Respectfully submitted,

Dawn Huff  
Business Administrator  
Board Secretary