

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**OCTOBER 5, 2015**

**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. Rader, Mr. Boehm, Mrs. Martowicz, Mr. Panetta, Mrs. Lensi, Mrs. Sroka and Ms. Lee. Michael Slattery, Superintendent and Dawn Huff, Business Administrator/Board Secretary were also in attendance. Mr. Abrams 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.

#### **APPROVE MEETING MINUTES**

A motion was made by Mr. Rader and seconded by Mr. Panetta to approve the minutes as submitted from the July 27, 2015 Regular Session Meeting, the August 24, 2015 Regular Session Meeting, Executive Session #1 and #2, and the August 27, 2015 Special Session Meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **CORRESPONDENCE & ANNOUNCEMENTS**

None

#### **COMMITTEE REPORTS**

#### **PERSONNEL**

##### **Block Motion – Personnel**

A motion was made by Mr. Rader and seconded by Mr. Panetta to approve the following agenda items #1 through #9. Motion carried: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

1. Approve the Resignation of Samantha Apgar

To approve the resignation of Samantha Apgar effective August 27, 2015.

2. Approve the School Physician

To approve Dr. James Goodwin as the School Physician for the 2015-2016 school year.

3. Approve an Additional Substitute

To approve Carol Gibson as an additional substitute teacher for the 2015-2016 school year. Ms. Gibson has a teaching certificate.

4. Approve a Paraprofessional

To approve Kathryn Cavitch as a Paraprofessional not to exceed 4 hours/day as scheduled by the Principal, Step 1D, \$13.41\* hour.

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

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#### Block Motion – Personnel - continued

5. Approve Emergency Coverage

To approve the use of Paraprofessional, Kathryn Cavitch for emergency coverage, assigned and approved by the Principal, to be paid at her contracted hourly wage.

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

To approve a request from Courtney Thorpe to transfer on the salary guide from Step 1\* BA+15 to Step 1\* MA at the new salary rate of \$54,740\*.

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

7. Approve a Resignation

To approve the resignation of Catherine Golden, Paraprofessional, effective September 24, 2015.

8. Approve a Paraprofessional

To approve Jamie Palme as a Paraprofessional not to exceed 4 hours/day as scheduled by the Principal, Step 1ND, \$11.40\* hour.

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

9. Approve a Staffing Agreement with Staffing Plus

To approve a staffing agreement with Staffing Plus to provide paraprofessionals according to the following rate schedule:

Paraprofessional (HS Diploma)	\$18.50 per hour
Paraprofessional (Degreed)	\$21.50 per hour

## TRANSPORTATION

No report.

## POLICY

#### Block Motion – Policy

A motion was made by Mr. Panetta and seconded by Mrs. Lensi to approve the following agenda items #1 through #11. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

1. Approve a First Reading of Policy #3322 – Staff Members Use of Personal Cellular Telephones/Other Communication Devices

To approve a first reading of Policy #3322- Staff Members Use of Personal Cellular Telephones/Other Communication Devices

2. Approve a First Reading of Policy #4322 – Staff Members Use of Personal Cellular Telephones/Other Communication Devices

To approve a first reading of Policy #4322 – Staff Members Use of Person Cellular Telephones/Other Communication Devices

3. Approve a First Reading of Policy and Regulation #5330 – Administration of Medication

To approve a first reading of Policy and Regulation #5330 – Administration of Medication

4. Approve a First Reading of Policy #5339 – Screening for Dyslexia

To approve a first reading of Policy #5339 – Screening for Dyslexia

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#### Block Motion – Policy - continued

5. Approve a First Reading of Policy #5615 – Suspected Gang Activity  
To approve a first reading of Policy #5615 – Suspected Gang Activity
6. Approve a First Reading of Policy #5756 – Transgender Students  
To approve a first reading of Policy #5756 – Transgender Students
7. Approve a First Reading of Policy #8540 – School Nutrition Programs  
To approve a first reading of Policy #8540 – School Nutrition Programs
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. Approve a First Reading of Policy #8820 – Opening Exercises/Ceremonies  
To approve a first reading of Policy #8820 – Opening Exercises/Ceremonies
10. Approve the Safety and Security Plan  
To approve the 2015-2016 Safety and Security Plan for the White Township School.
11. Approve the Nursing Services Plan  
To approve the Nursing Services Plan for the 2015-2016 school year.

## FINANCE

#### Block Motion – Finance

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

1. Approve August 2015 Board Secretary’s Report and Report of Cash Balances  
To approve the August 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 August 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 September 2015 Bills List  
To approve the payment of the September 2015 bills in the total amount of \$1,027,250.19 for all funds.
3. Approve August 2015 Cafeteria Bills  
To approve the payment of the August 2015 Cafeteria bills in the amount of \$500.
4. Approve Budget Transfers  
To approve budget transfers for August 2015 in the amount of \$57,364.91.

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#### Block Motion – Finance

##### 5. Approve Staff Travel

To approve the following staff travel:

- Erika Wawzyanick to attend the NJ Council for the Social Studies Annual Conference on October 20, 2015 in Piscataway, NJ. The registration fee is \$80.00 and mileage reimbursement not to exceed \$25.
- Margaret Sheneman to attend the NJSMA Elementary Music 2015 Columbus Day workshop on October 12, 2015 in Mt. Lakes, NJ. The registration fee is \$75 and mileage reimbursement not to exceed \$20.

## CURRICULUM

#### Block Motion – Curriculum

A motion was made by Mrs. Lensi and seconded by Mrs. Martowicz to approve the following agenda items #1 through #5. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 0.

##### 1. Approve an Additional Library Volunteer

To approve Krista Winters as an additional library volunteer for the 2015-2016 school year.

##### 2. Approve a Kindergarten Field Trip

To approve a field trip for approximately 26 kindergarten students to Turtle Back Zoo, West Orange, NJ on May 3, 2016, rain-date May 5, 2016 at the cost per pupil of \$9.

##### 3. Approve a Grade 7/8 Field Trip

To approve a field trip for approximately 70 grade 7&8 students to Belvidere High School to preview their winter concert on December 11, 2015.

##### 4. Approve a Grade 8 Field Trip

To approve a field trip for approximately 39 grade 8 students to Washington, DC and Lancaster, PA on June 2-3, 2016 at a cost per pupil of \$500.

##### 5. Approve Curriculum

To approve the following curriculum:

- Health grades K-8
- Music grades K-8
- Physical Education grades K-8

## BUILDINGS & GROUNDS

Mr. Panetta reported on the following: revised timeline for the generator project; final punch list items for the classroom conversion project; water leak in faculty room; air quality issue; floor tile project; removal of tree stumps.

The Board discussed the disruption of continued use of the school as a polling place. Mr. Slattery suggested inviting representatives from the Board of Elections and Township officials to attend a future Buildings and Grounds meeting to discuss options.

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### **PUBLIC RELATIONS**

Ms. Lee noted that the staff appreciated and expressed thanks for the refreshments provided by Board members before the open houses. Ms. Lee further noted that the Board will continue with monthly thank you treats for staff.

### **BHS BOARD MEMBER**

Mr. Rader reported on the following: Belvidere's Board appointed someone to fill a recent vacancy; discussion regarding naming the gymnasium after a former staff member and coach; continued time consuming litigation; applauded Belvidere for all of their support for Warren Hills in the wake of the recent tragic loss of one of their students.

### **SHARED SERVICES LIAISON COMMITTEE**

No report.

### **GOALS & OBJECTIVES**

No updates.

### **OLD BUSINESS**

- **Approve Superintendent Merit Goals for the 2015-2016 school year**

A motion was made by Mrs. Sroka and seconded by Ms. Lee to approve submission of Superintendent merit goals to the County Office of Education for the 2015-2016 school year as follows. Motion carried as follows: Ms. Lee – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

Qualitative Goal #1 – Superintendent to actively participate in the New Jersey Leadership Academy sponsored by NJPSA, NJASA and the NJDOE and implement resources and practices within the school district – Dollar Value = \$2,900 (2%).

Qualitative Goal #2 – Explore Shared Service opportunities within the district and the Belvidere cluster – Dollar Value = \$2,900 (2%).

### **Ms. Lee left the meeting at 8:15 p.m.**

The Board discussed revisions to the district goals. Mrs. Sroka expressed concern that there was no goal to speak to communication. Mrs. Rowe suggested that the Public Relations Committee discuss a plan for action on communication and a goal for communication could be considered at a later date.

### **Approve District Goals for the 2015-2016 school year**

A motion was made by Mr. Rader and seconded by Panetta to approve the following district goals for the 2015-2016 school year. Motion carried as follows: Mrs. Sroka – no, Mrs. Lensi – no, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

1. To develop and incorporate new technologies to improve instruction for both faculty and students.
2. To design and implement a writing portfolio assessment program at Kindergarten through eighth grade levels.

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The Board discussed goals for the 2015-2016 school year. Mrs. Sroka noted that it is difficult to have questions about the packet to Administration by end of business day on Friday when she doesn't receive her packet by then. Mrs. Rowe noted that Mrs. Huff could send out the agenda via e-mail to members who request it, when it is completed, in order to afford them additional time to review it. Mr. Slattery noted that questions could be addressed after the deadline but couldn't assure that the information would reach the full board which was a concern expressed previously.

#### **Approve Board Goals for the 2015-2016 school year**

A motion was made by Mr. Rader and seconded by Mr. Panetta to approve the following board goals for the 2015-2016 school year. Motion carried as follows: Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Martowicz – yes, Mr. Panetta – yes, Mr. Rader – yes, Mr. Boehm – yes and Mrs. Rowe – yes.

1. All committee meetings followed up with formal minutes to the full Board within 48 hours of said meeting.
2. Questions about monthly agenda items posed to administration by the end of business the Friday prior to a regular meeting will have answers articulated to the full Board. Questions fielded beyond this window will be addressed at a later date.

#### **NEW BUSINESS**

Mr. Rader suggested the Board discuss moving to a 7 member Board in light of the fact that they were unable to field a quorum last Monday evening for the meeting. Mrs. Rowe reminded members to give as much notice as possible if they will be unable to attend a regularly scheduled meeting.

Mrs. Sroka asked about the yellow lines in the hallways. Mr. Slattery noted that that was an initiative by Mrs. Werkheiser for hallway management.

Mr. Panetta asked that thank you notes be sent to Quick Chek and the Township for their efforts with the installation of traffic warning signals on Routes 46 & 519.

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

A motion was made by Mr. Panetta and seconded by Mrs. Lensi to approve the Superintendent's Report for the period August 24 – September 25, 2015. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

#### **ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mr. Rader and seconded by Mr. Panetta to acknowledge receipt of no HIB reports for the period August 24 – September 25, 2015. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

#### **APPROVE HIB SELF ASSESSMENT REPORT**

A motion was made by Mr. Panetta and seconded by Mrs. Martowicz to approve the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act for the 2014-2015 school year. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

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**ADJOURNMENT**

A motion was made by Mr. Panetta and seconded by Mr. Rader to adjourn the meeting at 9:23 P.M. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary