

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**June 26, 2017**

**6:30 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: Mr. Boehm, Mr. Panetta, Mrs. Nikolopoulos, Mrs. Lensi (6:35 p.m.), Mrs. Sroka, Mr. Orchard and Ms. Lee. Michael Slattery, Superintendent, Dawn Huff, Business Administrator/ Board Secretary were also in attendance as well as 3 members of the public. Mr. Rader and Mrs. Williams were unable to attend.

Mr. Boehm opened the meeting at 6:34 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 Mrs. Nikolopoulos to approve the minutes as submitted from the May 22, 2017 Regular Session Meeting and Executive Session and the June 14, 2017 and June 23, 2017 Special Meetings. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### **OPEN PUBLIC COMMENT**

None

#### **CORRESPONDENCE & ANNOUNCEMENTS**

Mrs. Huff noted minutes from the special meeting on June 23<sup>rd</sup> and an addendum to this evening's agenda.

#### **COMMITTEE REPORTS**

#### **PERSONNEL**

##### **Block Motion – Personnel**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the following agenda items #1 through #7 and the additional motions #8 and #9. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

##### **Block Motion – Personnel**

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

To approve a request from Erika Puskas to transfer on the salary guide from Step 8, MA to Step 8, MA+15 at the new salary rate of \$63,290.

##### **2. Approve Summer Custodial Help**

To approve Gary Hutchison for summer custodial work at the rate of \$13.50 per hour, not to exceed 8 hours per day for 26 days, during June 27 – August 25, 2017.

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### Block Motion – Personnel - continued

3. Approve a Part-time Business Office Assistant

To approve Kimberly Wagner as the part-time assistant to the Business Administrator, 12 months, at the salary rate of \$14,950.

4. Approve ESY 2017 Tutoring

To approve Alison Walsh for ESY 2017 Tutoring needs not to exceed 6 hours at the rate of \$72.35/hour.

5. Approve a Paraprofessional

To approve Julia Dorward as a part-time paraprofessional at Step 1D, \$13.81/hour, no to exceed 4 hours/day, for the 2017-2018 school year.

6. Approve Kindergarten Summer Orientation Program

To approve the Kindergarten Summer Orientation program for three days, August 28-30, at a cost for the staff as follows:

Krista Schaarschmidt	\$43.85/hour – not to exceed 12 hours
Pat Sypniewski	\$59.56/hour – not to exceed 12 hours
Ashley Kithcart	\$39.92/hour – not to exceed 12 hours

7. Approve Summer Child Study Team Hours

To approve up to 60 summer Child Study Team hours as needed for the period July 1 – August 30, 2017 for Marlene Saraiva at her 2017-18 hourly rate of \$59.00.

8. Approve a Paraprofessional

To approve Nancy Kling as a part-time paraprofessional at Step 1D, \$13.81/hour, not to exceed 4 hours/day, for the 2017-2018 school year.

9. Approve Summer Custodial Help

To approve Justin Walker for summer custodial work at the rate of \$12.00 per hour, not to exceed 8 hours per day for 26 days, during June 27 – August 25, 2017.

### TRANSPORTATION

Mrs. Nikolopoulos noted that there were several issues with the high school bus this past year and she would like the Committee to review them. Mrs. Lensi will get the group together over the summer to review any issues prior to the start of school.

### Motion – Transportation

A motion was made by Mrs. Sroka and seconded by Ms. Lee to approve the following agenda item #1. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – no, Mr. Panetta – yes and Mr. Boehm – yes.

1. Approve the 2017-2018 Student Transportation Contract Renewal with Garden State Transport

To approve the 2017-2018 Student Transportation Contract Renewal with Garden State Transport for the 2017-2018 school year for the following routes:

Route #	# of students	Route Cost	Destination
1E	37	\$ 23,151.35	White Township School
2E	46	\$ 23,151.35	White Township School
3E	41	\$ 23,151.35	White Township School
4E	43	\$ 23,151.35	White Township School

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### Motion – Transportation - continued

7E	43	\$ 26,855.55	White Township School
10E	33	\$ 25,003.44	White Township School
HS1	33	\$ 21,299.25	Belvidere High School
HS3	34	\$ 33,356.12	Belvidere High School
HS7	45	\$ 28,554.94	Belvidere High School
HS9	32	\$ 21,299.24	Belvidere High School
Total cost for all routes:		\$248,973.94	(.3% renewal rate increase over 2016-2017)

### POLICY

#### Block Motion – Policy

A motion was made by Mrs. Sroka and seconded by Mr. Orchard to approve the following agenda items #1 through # 14. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve a First Reading of Policy and Regulation #1240 – Evaluation of Superintendent  
To approve a first reading of policy and regulation #1240 – Evaluation of Superintendent

2. Approve a First Reading of Policy #1511 – Board of Education Website Accessibility  
To approve a first reading of policy #1511 – Board of Education Website Accessibility

3. Approve a First Reading of Policy and Regulation #3126 – District Mentoring Program  
To approve a first reading of policy and regulation #3126 – District Mentoring Program

4. Approve a First Reading of Policy and Regulation #3221 – Evaluation of Teachers  
To approve a first reading of policy and regulation #3221 – Evaluation of Teachers

5. Approve a First Reading of Policy and Regulation #3222 – Evaluation of Administrators, Excluding Principals, and Assistant Principals  
To approve a first reading of policy and regulation #3222 – Evaluation of Administrators, Excluding Principals, and Assistant Principals

6. Approve a First Reading of Policy and Regulation #3223 – Evaluation of Administrators, Excluding Vice Principals, and Assistant Principals  
To approve a first reading of policy and regulation #3223 – Evaluation of Administrators, Excluding Vice Principals, and Assistant Principals

7. Approve a First Reading of Policy and Regulation #3224 – Evaluation of Principals, Vice Principals and Assistant Principals  
To approve a first reading of policy and regulation #3224 – Evaluation of Principals, Vice Principals and Assistant Principals

8. Approve a First Reading of Policy and Regulation #3240 – Professional Development for Teachers and School Leaders  
To approve a first reading of policy and regulation #3240 – Professional Development for Teachers and School Leaders

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#### **Block Motion – Policy - continued**

9. Approve a First Reading of Policy and Regulation #5610 – Suspension

To approve a first reading of policy and regulation #5610 – Suspension

10. Approve a First Reading of Policy #5620 – Expulsion

To approve a first reading of policy #5620 – Expulsion

11. Approve a First Reading of Policy and Regulation #7424 – Bed Bugs

To approve a first reading of policy and regulation #7424 – Bed Bugs

12. Approve a First Reading of Policy #7461 – District Sustainability Policy

To approve a first reading of policy #7461 – District Sustainability Policy

13. Approve a First Reading of Policy #8505 – Local Wellness Policy /Nutrient Standards for Meals and Other Foods

To approve a first reading of policy #8505 – Local Wellness Policy / Nutrient Standards for Meals and Other Foods

14. Approve a First Reading of Policy #8550 – Unpaid Meal Charges/Outstanding Food Service Charges

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

#### **FINANCE**

Mrs. Huff reviewed recommendations for appropriation of year end surplus and explained what capital reserve and tuition reserve funds must be used for.

#### **Block Motion – Finance**

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Panetta to approve the following agenda items #1 through # 23. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes and Mr. Boehm – yes.

1. Approve May 2017 Board Secretary’s Report and Treasurer’s Report

To approve the May 2017 Board Secretary’s Report and Treasurer’s Report 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 May 31, 2017, 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 June 2017 Bills List

To approve the payment of the June 2017 bills in the total amount of \$658,715.03 for all funds.

3. Approve May 2017 Cafeteria Bills

To approve the payment of the May 2017 Cafeteria bills in the amount of \$7,972.19.

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### Block Motion – Finance - continued

#### 4. Approve Budget Transfers

To approve budget transfers for May 2017 in the amount of \$124,522.62.

#### 5. Approval to Pay Carryover 2016-2017 Bills Prior to July Board of Education Meeting

To authorize the Business Administrator to pay carryover bills from fiscal year 2016-2017 that may be received in late June and July 2017 prior to the July 24, 2017 Board of Education meeting, said bills to be submitted for final approval at the July 24, 2017 regular meeting.

#### 6. Approval to Transfer Current Surplus Funds to Tuition Reserve Account

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into a Tuition Reserve account at year end, and

WHEREAS, the White Township Board of Education has determined that an amount not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the White Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

#### 7. Approval to Transfer Current Surplus Funds to Capital Reserve Account

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the White Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the White Township Board of Education has determined that an amount not to exceed \$150,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the White Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

#### 8. Approve a Tuition Contract with Allegro School for the 2017-2018 School Year and ESY 2017

To approve a tuition contract with Allegro School for one student (ID#6955332929) to attend for the period July 1, 2017 – June 30, 2018 at a total tuition cost of \$102,270 and the cost of the personal aide of \$29,400.

#### 9. Approve a Tuition Contract with Allegro School

To approve a tuition contract with Allegro School for one student (ID#9760912165) to attend for the period July 1, 2017 – June 30, 2018 at a total tuition cost of \$102,270.

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### Block Motion – Finance - continued

10. Approve and Award a Contract to Maschio’s Food Services, Inc. for the 2017-2018 School Year

To approve and award a contract to Maschio’s Food Services, Inc. for Food Service Management for the 2017-2018 school year with a management fee of \$7,788, payable in monthly installments of \$778.80 per month commencing on September 1, 2017 and ending on June 30, 2018 and a guaranteed no cost or breakeven food service operation, including the management fee. In the event that program costs exceed total revenues (from all sources), Maschio’s shall be responsible for any losses (shortfalls) incurred.

11. Approve the Lunch Prices for the 2017-2018 School Year

To approve the lunch prices for the 2017-2018 school year as follows:

Student Lunch	\$2.85
Adult Lunch	\$3.75

12. Approve a Contract for Behavioral Analytical Services

To approve a contract with Applied Behavioral Consulting (ABC), LLC to provide Behavioral Consultative Services at the rate of \$125 per hour for the 2017-2018 school year.

13. Approve the 2017-2018 Tuition Contract Agreement with Belvidere School District for Regular High School Services

To approve the 2017-2018 tuition contract agreement with Belvidere School District for regular high school services for 141 students at the estimated cost per pupil of \$14,400 for a total tuition charge of \$2,030,400.

14. Approve the 2017-2018 Contract Agreement with Belvidere School District for the Belvidere High School Resource Program

To approve the 2017-2018 contract agreement with Belvidere School District for the Belvidere High School Resource Program for a total charge of \$160,000 for the 2017-2018 school year.

15. Approve a Tuition Contract with Belvidere School District

To approve a tuition contract with Belvidere School District for one student (SID#7600691611) to attend their MD Program at a tuition cost of \$30,000 for the 2017-2018 school year.

16. Approve a Tuition Contract with Lakeland-Andover School

To approve a tuition contract with Lakeland-Andover School for one student (ID#3435881714) to attend the program for a tuition cost of \$55,800 for the 2017-2018 school year.

17. Approve Staff Travel

To approve the following staff travel:

- Margaret Sheneman to attend the 2017 NJMEA Summer Workshop in Ewing, NJ on August 1, 2017. The cost of the workshop is \$80 and mileage reimbursement not to exceed \$20.
- Marlene Saraiva to a workshop “But Why is This Student Struggling?” in Monroe Township on July 31, 2017. The conference fee is \$75 and mileage reimbursement not to exceed \$40.

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#### **Block Motion – Finance - continued**

18. Approve an Agreement with VOLT Wellness for ABA Services

To approve an agreement with VOLT Wellness for ABA Services for July 1, 2017 – June 30, 2018.

19. 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 2017 program, for a tuition cost of \$5,425 and the cost of the personal aide \$2,250, for a total program cost of \$7,675.

20. Approve a Tuition Contract with Academy 360 – Lower School

To approve a tuition contract with Academy 360 – Lower School, a program of Spectrum 360, for one student (SID#9249311861) to attend at a tuition rate of \$73,249.48 for the 2017-2018 school year and extended school year.

21. Approve a Tuition Contract with Roxbury Township Public Schools

To approve a tuition contract with Roxbury Township Schools for one student (ID#9603736788) to attend their Behavioral Disabilities (DELTA) program at a tuition cost of \$43,298.76 for the 2017-2018 school year.

22. Approve a Tuition Contract with Celebrate the Children

To approve a tuition contract with Celebrate the Children for one student (ID#9132106692) to attend the program for a tuition cost of \$68,310 and the cost of the personal aide of \$27,000 for the 2017-2018 school year.

23. Approve a Tuition Contract with Celebrate the Children

To approve a tuition contract with Celebrate the Children for one student (ID#7972137784) to attend the program for a tuition cost of \$68,310 for the 2017-2018 school year.

#### **CURRICULUM**

No update

#### **BUILDINGS & GROUNDS**

Mrs. Nikolopoulos noted the Committee met and reviewed lead testing results, distribution of Farmer's Market proceeds to the PTO and the timeline for the main office project.

#### **Motion – Buildings & Grounds**

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to approve the following agenda items #1 through #2. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve a Use of Facility Request

To approve a request from the Girls on the Run group for use of the gymnasium, classroom and playing fields September 11, 2017 – June 8, 2018.

2. Approve a Use of Facility Request

To approve a request from the White Township PTO for use of the cafeteria for a Tricky Tray on October 7, 2017 and set-up on October 6, 2017.

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### PUBLIC RELATIONS

Mr. Orchard noted the Committee had a productive meeting with Mr. Marinelli. The group discussed having Mr. Marinelli attend meetings moving forward, having the website mobile ready, what worked this year and what can be done better. Ms. Lee expressed concern that certain things still aren't on the website. Mr. Orchard asked the group to meet and review the job description for the Webmaster to assure there are clear measurable goals and expectations.

### BHS BOARD MEMBER

No report.

### SHARED SERVICES LIAISON COMMITTEE

Mr. Boehm noted that the Committee will meet with Hope Township representatives prior to their meeting tomorrow evening.

### Block Motion – Shared Services

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

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

To approve the cost of the shared service agreement for Superintendent of Schools services at \$85,500 for the 2017-2018 school year.

2. Approve the Cost of the Shared Service Agreement for Business Administrator Services

To approve the cost of the shared service agreement for Business Administrator services at \$86,700 for the 2017-2018 school year.

### GOALS & OBJECTIVES

Mr. Slattery noted that our NJSBA field service representative will be at the July board meeting to discuss goal setting.

### OLD BUSINESS

None

### NEW BUSINESS

The group tabled discussion of Mr. Slattery's merit goal completion until the July meeting.

#### ~~● APPROVE COMPLETION OF 2016-2017 SUPERINTENDENT MERIT GOALS~~

~~A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to acknowledge successful completion of Qualitative Goal #1 – Adoption of security upgrades for the 2017-2018 school year and approve payment of \$2,900, contingent on review and approval by the County Office of Education.~~

~~A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to acknowledge successful completion of Qualitative Goal #2 – Explore Shared Service opportunities within the district and the Belvidere cluster and approve payment of \$2,900, contingent on review and approval by the County Office of Education.~~

### APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the Superintendent's Report for the period May 22 – June 19, 2017. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.



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**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to acknowledge receipt of no HIB reports deemed HIB incidents for the period May 22 – June 19, 2017. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

None

**ADJOURNMENT**

A motion was made by Mrs. Lensi and seconded by Ms. Lee to adjourn the meeting at 7:28 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary