

WHITE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MEETING

MINUTES

MONDAY

March 20, 2017

7:30 PM

The Regular Meeting of the White Township Board of Education was held on the above date in the White Township School Library, Belvidere, NJ with the following members in attendance at roll call: Mr. Boehm, Mr. Rader, Mr. Panetta, Mrs. Lensi, Mr. Orchard and Ms. Lee. Michael Slattery, Superintendent, Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as two members of the public. Mrs. Nikolopoulos arrived at 7:50 p.m. and Mrs. Sroka was unable to attend.

Mr. Boehm opened the meeting at 7:34 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 Mrs. Lensi and seconded by Mr. Rader to approve the minutes as submitted from the February 27, 2017 Regular Session Meeting. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

Mrs. Puskas, our grade 3-5 social studies teacher, discussed some guests she recently hosted in her classroom program to discuss their roles in the community. Mrs. Puskas noted that the students have really enjoyed learning about the roles and responsibilities of some of our local public servants.

CORRESPONDENCE & ANNOUNCEMENTS

Mr. Boehm thanked the Williams family for their donation of a drum set to the school and noted an addendum for two additional Buildings & Grounds motions.

Mr. Boehm asked for feedback from last month's discussion regarding an earlier start time to monthly Board meetings. A motion was made by Mr. Panetta and seconded by Mrs. Lensi to move the start time for regular monthly meetings to 6:30 p.m. beginning with the meeting on April 24, 2017. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

COMMITTEE REPORTS

PERSONNEL

Mr. Panetta noted that while the Committee did not meet he did want to follow-up on last month's discussion regarding the difficulty in securing substitute nurses. Mr. Panetta noted that he had reached out to NJSBA for clarification on a district's responsibility for school nurse coverage in the building. Ms. Lee noted that if it continues to be difficult to procure substitute nurses we should look to increase the per diem substitute rate. Mr. Panetta noted that the Personnel Committee will review the substitute rate prior to approval of a per diem rate for the next school year. Mr. Orchard suggested that the Policy Committee review the current Nursing Services Plan.

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TRANSPORTATION

No update.

POLICY

Block Motion – Policy

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

1. Approve a First Reading of Policy and Regulation #2460 – Special Education

To approve a first reading of policy and regulation #2460 – Special Education

2. Approve a First Reading of Regulation #2460.1 – Special Education – Location, Identification and Referral

To approve a first reading of regulation #2460.1 – Special Education – Location, Identification and Referral

3. Approve a First Reading of Regulation #2460.8 – Special Education – Free and Appropriate Public Education

To approve a first reading of regulation #2460.8 – Special Education – Free and Appropriate Public Education

4. Approve a First Reading of Regulation #2460.9 – Special Education – Transition From Early Intervention Programs to Preschool Programs

To approve a first reading of regulation #2460.9 – Special Education – Transition from Early Intervention Programs to Preschool Programs

5. Approve a First Reading of Regulation #2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff

To approve a first reading of regulation #2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff

6. Approve a First Reading of Regulation #2460.16 – Special Education – Instructional Material to Blind or Print Disabled Students

To approve a first reading of regulation #2460.16 – Special Education – Instructional Material to Blind or Print Disabled Students

7. Approve a First Reading of Policy #2467 – Surrogate Parents and Foster Parents

To approve a first reading of policy #2467 – Surrogate Parents and Foster Parents

FINANCE

Mrs. Huff noted that the State released state aid figures and as anticipated the district will receive flat state aid amounts in all categories for the 2017-2018 school year. The tentative budget calls for no cuts to current staffing, textbook and supply money to cover requested items, an increase in the Belvidere High School tuition cost to \$14,400/student, tuition costs for 8 students to the Charter School, increased monies for professional development, a capital project for a new security vestibule and modifications to the Main Office, non-capital projects including work to the parking lot, science lab and repairs to the stage curtain and lighting. Mrs. Huff noted that we will make our final debt service payment in 2017-2018 and that this budget calls for no increase to the local tax levy.

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**APPROVE A TENTATIVE BUDGET FOR THE 2017-2018 SCHOOL YEAR FOR
SUBMISSION TO THE COUNTY OFFICE**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve a tentative budget for the 2017-2018 school year for submission to the County Office. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes and Mr. Boehm – yes. 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.

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 9,346,238	General Fund	
Capital Outlay	\$ 205,605	Budgeted Fund Balance	\$ 390,031
Charter School	\$ 122,951	Withdrawal from Tuition Res	\$ 200,000
Special Revenue Fund	\$ 100,000	Withdrawal from Capital Res	\$ 200,000
		Withdrawal from Maint Res	\$ 100,000
		Local Tax Levy	\$ 7,013,654
Repayment of Debt	\$ 377,400	Misc. Revenue	\$ 23,000
		State Aid	\$ 1,748,109
TOTAL EXPENDITURES	\$10,152,194	Special Revenue Fund	
		State Aid	\$ 0
		Federal Aid	\$ 100,000
		Debt Service Fund	
		Local Tax Levy	\$ 329,468
		Debt Service Aid	\$ 47,932
		TOTAL REVENUE	\$10,152,194

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 2017-2018 tentative budget includes a maximum travel appropriation of \$12,500. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

ACKNOWLEDGE RECEIPT OF STATE AID ALLOCATION
FOR THE 2017-18 SCHOOL YEAR

A motion was made by Mrs. Lensi and seconded by Ms. Lee to acknowledge receipt of state aid allocation amounts for the 2017-2018 school year as follows. Motion carried as follows: Ms. Lee – yes, Mr. Orchard – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – yes, Mr. Panetta – yes, Mr. Rader – yes and Mr. Boehm – 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	\$ 47,932

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Block Motion – Finance

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

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

To approve the February 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 February 28, 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 March 2017 Bills List

To approve the payment of the March 2017 bills in the total amount of \$761,664.40 for all funds.

3. Approve February 2017 Cafeteria Bills

To approve the payment of the February 2017 Cafeteria bills in the amount of \$4,931.69.

4. Approve a Memorandum of Understanding with the Warren County Prosecutor’s Office

To approve a memorandum of understanding with the Warren County Prosecutor’s Office and approve a yearly payment of \$800 to cover the annual maintenance costs charged under the contract between the Prosecutors Office and the vendor. Vendor to provide an advanced geospatial mapping software program that utilizes geographic information and intelligence systems to display maps with data overlaid and develop images in order to allow a more efficient and effective response in the event of an emergency.

5. Approve Staff/Board Member Travel

To approve the following travel:

- Marlene Saraiva to participate in a webinar “IEP Meetings: Common Mistakes & How to Avoid them” sponsored by NJPSA/FEA on May 23, 2017. The registration fee is \$40.

CURRICULUM

Block Motion – Curriculum

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to approve the following agenda items #1 through # 3. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve a Field Trip for Grades 6&7 GEM

To approve a field trip for approximately 7 grades 6&7 GEM students to WCSSE Convocation, Blairstown, NJ on June 1, 2017.

2. Approve the 2017-2018 School Calendar

To approve the 2017-2018 school calendar.

3. Approve a Field Trip for Grade 3

To approve a field trip for approximately 18 grade 3 students to the White Township Municipal Building on April 4, 2017.

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BUILDINGS & GROUNDS

Block Motion – Buildings & Grounds

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the following agenda items #1 through #2 plus the additional motions #3 and #4. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve Submission of the 2017 Safety Grant Application

To approve the submission of the New Jersey Schools Insurance Group 2017 Safety Grant Application in the amount of \$1,350 for the period July 1, 2017 through June 30, 2018.

2. Authorize Submission of the Plans for the School Security Vestibule and Main Office Renovation, State Project #5780-050-17-1000

To authorize the Superintendent, Business Administrator and Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the White Township Consolidated School Security Vestibule and Main Office Renovation, State Project #5780-050-17-1000 to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan.

3. Approve a Use of Facility Request

To approve a request from the White Township PTA for use of the cafeteria March 31, 2017 from 3:15 – 5:30 p.m. for egg hunt stuffing.

4. Approve a Use of Facility Request

To approve a request from the White Township PTA for use of the parking lot Sundays beginning June 4, 2017 – October 1, 2017 from 9:00 a.m. – 2:30 p.m. for a Farmer's Market.

PUBLIC RELATIONS

Mr. Boehm announced that Courtney Pignataro will be featured in the White Spotlight for April.

BHS BOARD MEMBER

No report.

SHARED SERVICES LIAISON COMMITTEE

No report.

GOALS & OBJECTIVES

Mr. Boehm polled Board members for a date to meet for a special workshop meeting with our new NJSBA representative to review goal setting and procedures for a Board self-evaluation and the Superintendent's evaluation. The Board discussed dates and agreed to meet on April 6th at 6:30 p.m.

OLD BUSINESS

Mrs. Huff let the group know that she advertised the Board vacancy and asked interested candidates to submit a letter of interest to the Board Office by April 14th. Ms. Lee asked if the vacancy could be reposted to Facebook.

NEW BUSINESS

None

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APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mr. Rader and seconded by Ms. Lensi to approve the Superintendent's Report for the period February 27 – March 17, 2017. Motion carried as follows: Ayes – 7, 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 reports deemed HIB incidents for the period February 27 – March 17, 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 8:21 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff
Business Administrator
Board Secretary