

WHITE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MEETING

MINUTES

MONDAY

May 22, 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. Rader, Mr. Panetta, Mrs. Nikolopoulos, Mrs. Lensi, Mr. Orchard and Ms. Lee. Michael Slattery, Superintendent, Dawn Huff, Business Administrator/ Board Secretary were also in attendance as well as 7 members of the public. Mrs. Sroka and Mrs. Williams were unable to attend.

Mr. Boehm opened the meeting at 6:33 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.

Mr. Fischl and his student government group joined the meeting to discuss their recent activities. The students discussed what they have learned through interviews with key leaders of the district and noted plans for future activities. Mr. Boehm thanked the group for attending and sharing their experiences.

Reappointment Block Motion

A motion was made by Mr. Panetta and seconded by Ms. Lee to approve the following reappointment motions #1 through #33 for the 2017-2018 school year. 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. 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 Student Records

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

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Reappointment Block Motion - continued

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.

10. Approve the School Physician

To approve St. Luke's Warren Physician Group 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.

13. Approve the Payroll Service

To approve the professional services of R & L Data Center as the Payroll Service provider.

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, The Star Ledger 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 Public Records

To appoint Dawn Huff as the Custodian of Public Records for the district.

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 2017-2018 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 Div 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.

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Reappointment Block Motion - continued

22. Appoint the Right to Know Officer/AHERA Representative

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

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 2017-2018 school year:

Teacher	\$ 85 / day
Nurse	\$ 105 / day
Custodian	\$ 12 / hour
Custodian(w/black seal)	\$ 15 / hour
Teacher Aide	\$ 10 / hour

26. Set Tuition Rates for the 2017-2018 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	\$19,000
Grades 6-8	\$19,500

27. Approve travel for the Superintendent and Business Administrator

To approve travel expenditures for the Superintendent 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.

32. Approve the 2007 Danielson Evaluation Model

To approve the 2007 Danielson Evaluation Model

33. Approve the Marshall Model for Principal Evaluation

To approve the Marshall Model for Principal Evaluation

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Approve the Appointment of the Belvidere Board of Education Representative

To motion was made by Mr. Panetta and seconded by Ms. Lee to appoint Dave Rader to serve as the White Township Board of Education representative on the Belvidere Board of Education for the 2017-2018 school year. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Regular Session Agenda

APPROVE MEETING MINUTES

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the minutes as submitted from the April 24, 2017 Regular Session Meeting and the Executive Session. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

None

CORRESPONDENCE & ANNOUNCEMENTS

Mr. Boehm noted Mr. Panetta and Mr. Rader will be recognized on Thursday evening by New Jersey School Boards Association for 15 years of service to the Board of Education.

EXECUTIVE SESSION

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to convene to Executive Session at 6:51 p.m. to discuss personnel. 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 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 Mrs. Lensi and seconded by Mrs. Nikolopoulos to adjourn the Executive Session at 6:56 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

COMMITTEE REPORTS

PERSONNEL

Block Motion – Personnel

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the following agenda items #1 through #12. 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 School Secretary

To accept the recommendation of the Superintendent to retain Ingrid Scott as the School Secretary for the 2017-2018 school year at an annual salary (12 months) of \$34,890.

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Block Motion – Personnel - continued

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 2017-2018 school year at an annual salary (12 months) of \$42,023.

3. Approve Substitute Caller

To accept the recommendation of the Superintendent to retain Patricia Good as the Substitute Caller for the 2017-2018 school year for 20 hours per month/\$10.00 per hour.

4. Approve Head Custodian

To accept the recommendation of the Superintendent to retain David Hartung as the Head Custodian for the 2017-2018 school year at an annual salary (12 months) of \$62,568.

5. Approve the Custodian

To accept the recommendation of the Superintendent to retain Harry Garlick as the Custodian for the 2017-2018 school year at an annual salary (12 months) of \$41,122.

6. Approve the Custodian

To accept the recommendation of the Superintendent to retain Frank Hoyt as the Custodian for the 2017-2018 school year at an annual salary (12 months) of \$46,585.

7. Approve a Part-Time Custodian

To accept the recommendation of the Superintendent to retain Paul Good as a part-time Custodian for the 2017-2018 school year (10 months) at the rate of \$16.22/hour for 20 hours per week.

8. Approve the Basic Skills Coordinator Stipend

To accept the recommendation of the Superintendent to pay a stipend of \$8,658 to Alison Walsh as the Basic Skills Coordinator for the 2017-2018 school year.

9. Approve a Family and Medical Leave (FMLA) Request

To approve a request from employee #550 for a Family and Medical Leave beginning May 24, 2017.

10. Approve a Request for a Maternity/Disability Leave of Absence

To approve a request from Stephanie Bolen for a maternity/disability leave of absence to commence on or about June 5, 2017 through June 19, 2017.

11. Approve ESY Staff

To approve the following staff for the ESY Program as follows:

Allyson Evans	Teacher	\$51.11/hour – not to exceed 3 hrs/day
Rebecca Dionne	Teacher	\$44.53/hour – not to exceed 3.5 hrs/day
Courtney Pignataro	Speech Therapist	\$44.15/hour - not to exceed 24 hrs/ program

12. Accept a Retirement

To accept the retirement of Colleen Howell, Assistant to the Business Administrator, effective June 30, 2017.

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TRANSPORTATION

Block Motion – Transportation

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

1. Approve a Parental Transportation Contract for ESY 2017

To approve a parental transportation contract (17SP1) for student #9249311861 for transportation to Spectrum 360 July 5-August 4, 2017 for a total contract of \$1,279.72.

2. Approve a Parental Transportation Contract for the 2017-2018 School Year

To approve a parental transportation contract (17-18SP1) for student #9249311861 for transportation to Spectrum 360 September 1, 2017 – June 30, 2018 for a total contract of \$10,015.20.

POLICY

Block Motion – Policy

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to approve the following agenda items #1 through # 18. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy #0000.01 - Introduction

To approve a second reading of policy #0000.01 – Introduction

2. Approve a Second Reading of Policy #0000.02 - Introduction

To approve a second reading of policy #0000.02 – Introduction

3. Approve a Second Reading of Policy #0000.03 - Introduction

To approve a second reading of policy #0000.03 – Introduction

4. Approve a Second Reading of Policy #2320 – Independent Study Programs

To approve a second reading of policy #2320 – Independent Study Programs

5. Approve a Second Reading of Policy #2415.06 – Unsafe School Choice Option

To approve a second reading of policy #2415.06 – Unsafe School Choice Option

6. Approve a Second Reading of Policy & Regulation #2460 – Special Education

To approve a second reading of policy & regulation #2460 – Special Education

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

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

8. Approve a Second Reading of Regulation #2460.8 – Special Education – Free and Appropriate Public Education

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Block Motion – Policy - continued

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

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

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

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

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

11. Approve a Second Reading of Regulation #2460.16 – Special Education – Instructional Material to Blind or Print-Disabled Students

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

12. Approve a Second Reading of Policy #2464 – Gifted and Talented Students

To approve a second reading of policy #2464 – Gifted and Talented Students

13. Approve a Second Reading of Policy #2467 – Surrogate Parents and Foster Parents

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

14. Approve a Second Reading of Policy #2622 – Student Assessment

To approve a second reading of policy #2622 – Student Assessment

15. Approve a Second Reading of Policy & Regulation #3160 – Physical Education

To approve a second reading of policy & regulation #3160 – Physical Education

16. Approve a Second Reading of Policy & Regulation #4160 – Physical Education

To approve a second reading of policy & regulation #4160 – Physical Education

17. Approve a Second Reading of Policy & Regulation #5116 – Education of Homeless Children

To approve a second reading of policy & regulation #5116 – Education of Homeless Children

18. Approve a Second Reading of Policy #8350 – Records Retention

To approve a second reading of policy #8350 – Records Retention

FINANCE

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Block Motion – Finance

A motion was made by Mrs. Nikolopoulos and seconded by Mr. Panetta to approve the following agenda items #1 through #9. 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 April 2017 Board Secretary’s Report and Treasurer’s Report

To approve the April 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 April 30, 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 May 2017 Bills List

To approve the payment of the May 2017 bills in the total amount of \$830,929.89 for all funds.

3. Approve April 2017 Cafeteria Bills

To approve the payment of the April 2017 Cafeteria bills in the amount of \$4,208.86.

4. Approve Budget Transfers

To approve budget transfers for April 2017 in the amount of \$19,846.28.

5. Approve a Contract with Therapeutic Intervention, Inc.

To approve a contract with Therapeutic Intervention, Inc. to provide OT Services for the 2017-2018 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.

6. Approve Non-Participation in NJ Child Nutrition Program

To confirm that White Township School District will not require Lakeland-Andover School to apply for and receive funding from the NJ Child Nutrition Program nor charge students for a reduced and/or paid meal for any classified students from White Township School District in accordance with NJAC 6A:23-4(a)ii and iii during the 2017-2018 school year.

7. Approve the Report of Awarded Contract

To approve the Report of Awarded Contracts

8. Approve a Contract for Physical Therapy Services

To approve a contract with Allison M. Peck, P.T. for the purpose of providing physical therapy services at the rate of \$85/hour for the period July 1, 2017 – June 30, 2018.

9. Approve Staff Travel

To approve the following staff travel:

- Michelle Rivera and Bernadette Sissick to attend Comprehensive Orton Gillingham Advanced Training in Stewartville, NJ, June 27 – 30, 2017. The registration fee per attendee is \$850 and mileage reimbursement not to exceed \$100.

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CURRICULUM

Block Motion – Curriculum

A motion was made by Mr. Rader and seconded by Mr. Nikolopoulos to approve the following agenda items #1 through #5. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve an Inclusive Preschool Program

To approve an inclusive preschool program at a tuition rate of \$2,600 for the 2017-2018 school year.

2. Approve a Revised 2016-2017 School Calendar

To approve a revision to the 2016-2017 school calendar to allow for early dismissal, 1:30 p.m., for students on June 15, 16 and 19, 2017.

3. Approve a Field Trip for Grade 8

To approve a field trip for approximately 31 grade 8 students to Bel-Pike Bowling Alley, Belvidere, NJ on June 19, 2017.

4. Approve a Field Trip for Preschool

To approve a field trip for approximately 12 preschool students to DaVinci Science Center on June 8, 2017. The cost per student for the trip is \$11.50.

5. Approve a Field Trip for Grade 3

To approve a field trip for approximately 19 grade 3 students to Hope School to meet with pen pals on June 1, 2017.

BUILDINGS & GROUNDS

Mrs. Nikolopoulos noted that the bid opening for main office security vestibule project is June 7th and asked if members would be available for a special meeting June 14th to award the bid. Mrs. Nikolopoulos also noted that the rock wall is now in use by students.

Motion – Buildings & Grounds

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

1. Approve a Use of Facility Request

To approve a use of facility request from WTYAA to use the playing fields May 1 – June 30, 2017 for tee-ball games and practices.

PUBLIC RELATIONS

Ms. Lee noted that the Committee would like to have our Webmaster, Mr. Marinelli, attend future meetings. Mr. Orchard noted that the group will concentrate on website improvements and mobile readiness. Ms. Lee noted that Mrs. Saraiva will be featured in the White Spotlight for June.

BHS BOARD MEMBER

No report.

SHARED SERVICES LIAISON COMMITTEE

Mr. Slattery noted that the group will meet in Hope in June.

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GOALS & OBJECTIVES

Mr. Boehm encouraged members to go online and complete the Superintendent evaluation and the Board self-evaluation as soon as possible.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Huff noted that she'll need to meet with the Finance Committee in June to discuss year end fund balance.

APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mr. Panetta and seconded by Mr. Orchard to approve the Superintendent's Report for the period April 24, 2017 – May 19, 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 Mr. Panetta to acknowledge receipt of one HIB investigation not deemed a HIB incident for the period April 24, 2017 – May 19, 2017. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

OPEN PUBLIC COMMENT

None

ADJOURNMENT

A motion was made by Mr. Rader and seconded by Mrs. Nikolopoulos to adjourn the meeting at 7:24 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff
Business Administrator
Board Secretary