

# WHITE TOWNSHIP BOARD OF EDUCATION

## REAPPOINTMENT AND REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**MAY 20, 2019**

**6:30 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. Panetta, Ms. Nusser-Meany, Ms. Howell, Mrs. Sroka, Mrs. Lensi, Mrs. Williams, Mrs. Smith and Mrs. Nikolopoulos. William Thompson, CSA and Dawn Huff, Business Administrator/Board Secretary were also in attendance as well as 16 members of the public.

Mr. Panetta opened the meeting at 6:30 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.

#### **CSA REPORT**

Mr. Thompson welcomed and congratulated our 2018-2019 Educator of the Year, Mrs. Stephanie Quinn and our 2018-2019 Teacher of the Year, Mrs. Michele Laubach. Mr. Thompson welcomed Ryanne Bigelli to the meeting. Ms. Bigelli will serve as the Director of Special Services for the Belvidere cluster for the 2019-2020 school year. Mr. Thompson noted upcoming dates including science testing for grades 5 and 8, Project Positivity, the Concert/Art Show, the Drama performance, grade 8 events, and noted Field Day will be held on the last day of school, June 14<sup>th</sup>. Mr. Thompson welcomed and applauded the efforts of our STEM Club and their advisor, Mr. Henry Skirbst. Mr. Skirbst and club members discussed their success at the Solar Car competition.

**Ms. Lee arrived at 6:40 p.m.**

#### **APPROVE MEETING MINUTES**

A motion was made by Mrs. Lensi and seconded by Mrs. Sroka to approve the minutes, with one correction, from the April 29, 2019 Regular Session Meeting. Motion carried as follows: Ayes – 8, Nays – 0, Abstentions – 1(Williams).

#### **OPEN PUBLIC COMMENT**

Mrs. Fiorentino noted she feels the district is going in the right direction and encouraged the group to keep things going.

#### **Reappointment Block Motion**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to approve the following reappointment motions #1 through #27 for the 2019-2020 school year. Motion carried as follows: Ms. Howell – yes, Ms. Lee – yes, Mrs. Lensi – yes, Mrs. Nikolopoulos – yes, Ms. Nusser-Meany – yes, Mr. Panetta – yes, Mrs. Smith – yes, Mrs. Sroka – yes and Mrs. Williams – yes.

1. Adopt the present Board Bylaws, Policies and Regulations  
To adopt the present Board Bylaws, Policies and Regulations.

2. 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

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**Reappointment Block Motion - continued**

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.

3. 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.

4. Adopt the Code of Ethics

To adopt the code of ethics as approved by NJSBA.

5. Appoint the Business Administrator/Board Secretary

To appoint Dawn Huff as Business Administrator/Board Secretary.

6. Approve the Board Auditor

To approve Ardito & Co, LLP as the auditor.

7. Approve the Board Attorney

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

8. Approve the Architect of Record

To approve Parette Somjen Architects as architect of record.

9. Approve the Insurance Agent of Record

To approve the professional services of Brown & Brown Insurance as the Insurance Agent of Record.

10. Approve the Payroll Service

To approve the professional services of R & L Data Center as the payroll service provider.

11. Approve the Depository of School Monies

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

12. 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 the Open Public Meetings Act.

13. Appoint the Records Custodian for Public Records

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

14. 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 2019-2020 school year at \$40,000 as allowed by law and to approve competitive quotations for amounts over \$6,000.

15. 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.

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**Reappointment Block Motion - continued**

16. 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.

17. Appoint the Integrated Pest Management Coordinator  
To appoint David Hartung as the Integrated Pest Management Coordinator.

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

19. Designate Signers for the Bank Accounts  
To designate the Board President, CSA and Business Administrator as authorized signers on the Payroll Account, General Custodial Account, Payroll Agency Account and the Cafeteria Account.

20. Authorize Line Item Transfers  
To authorize the CSA 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.

21. Approve Substitute Rates  
To approve the following substitute rates for the 2019-2020 school year:

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

22. Set Tuition Rates for the 2019-2020 School Year  
To approve the tuition rates for out-of-district students to attend White Township School as follows:

Kindergarten	\$16,000
Grades 1-5	\$20,000
Grades 6-8	\$18,000

23. Approve the Rate for Home Instruction  
To approve the rate for home instruction at \$35/hour.

24. Approve Travel for the CSA and Business Administrator  
To approve travel expenditures for the CSA and the Business Administrator to attend training programs, seminars, workshops and monthly Association meetings.

25. Appoint the Indoor Air Quality Officer  
To appoint David Hartung as the Indoor Air Quality Officer.

26. Approve a 504 Compliance Officer  
To approve William Thompson as the 504 Compliance Officer.

27. Approve the HIB Specialist  
To approve Stephanie Quinn as the HIB Specialist.

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**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 #7. Motion carried as follows: Ms. Howell – yes, Ms. Lee – yes, Mrs. Nikolopoulos – yes, abstain from #7, Ms. Nusser-Meany – yes, Mr. Panetta – yes, Mrs. Smith – yes, Mrs. Sroka – yes and Mrs. Williams – yes.

1. Approve School Secretary

To accept the recommendation of the CSA to retain Ingrid Scott as the School Secretary for the 2019-2020 school year at an annual salary (12 months) of \$47,265.

2. Approve the Part-time Business Office Assistant

To accept the recommendation of the CSA to retain Kimberly Wagner as the part-time Business Office Assistant for the 2019-2020 school year at an annual salary (12 months) of \$15,668.

3. Approve Head Custodian

To accept the recommendation of the CSA to retain David Hartung as the Head Custodian for the 2019-2020 school year at an annual salary (12 months) of \$64,320\*.

**\*Step and salary remain at the 2018-2019 rate until settlement of the WTEA contract agreement.**

4. Approve the Custodian

To accept the recommendation of the CSA to retain Harry Garlick as the Custodian for the 2019-2020 school year at an annual salary (12 months) of \$42,273\*.

**\*Step and salary remain at the 2018-2019 rate until settlement of the WTEA contract agreement.**

5. Approve the Custodian

To accept the recommendation of the CSA to retain Frank Hoyt as the Custodian for the 2019-2020 school year at an annual salary (12 months) of \$47,889\*.

**\*Step and salary remain at the 2018-2019 rate until settlement of the WTEA contract agreement.**

6. Accept a Resignation

To accept the resignation of Danielle Martinez effective May 17, 2019.

7. Approve Summer Custodial Help

To accept the recommendation of the CSA to approve Vasilios Nikolopoulos for summer custodial help, 40 hours/week, beginning on or before June 17-August 16, at the rate of \$12/hour, pending a criminal history review.

**TRANSPORTATION**

**Block Motion – Transportation**

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: Ayes – 9, Nays – 0, Abstentions – 0.

1. Approve a Parental Transportation Contract for ESY 2019

To approve a parental transportation contract (19SP1) for student #9249311861 for transportation to Academy 360 - Lower School, July 1 – August 2, 2019 for a total contract of \$1,387.36.

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**Block Motion – Transportation - continued**

2. Approve a Parental Transportation Contract for the 2019-2020 School Year

To approve a parental transportation contract (19-20SP1) for student #9249311861 for transportation to Academy 360 – Upper School, September 1, 2019 – June 30, 2020 for a total contract of \$10,022.40.

3. Approve a Parental Transportation Contract for ESY 2019

To approve a parental transportation contract (19JB1) for student #4552810184 for transportation to Great Meadows Middle School, July 1 – August 5, 2019 for a total contract of \$ 998.40.

4. Approve a Parental Transportation Contract for the 2019-2020 School Year

To approve a parental transportation contract (19-20JB1) for student #4552810184 for transportation to Great Meadows Middle School, September 1, 2019 – June 30, 2020 for a total contract of \$8,985.60.

5. Approve the School Bus Emergency Evacuation Drill Report

To approve the school bus emergency evacuation drill report for May 15, 2019.

**POLICY**

Ms. Lee noted that the Committee hadn't met since last meeting but is planning to schedule a meeting soon to discuss, among other things, the current attendance policy.

**FINANCE**

**Block Motion – Finance**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the following agenda items #1 through #12. Motion carried as follows: Ms. Nusser-Meany – yes, Ms. Howell –yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Smith – yes, Mrs. Williams – yes, abstain #11, Mrs. Nikolopoulos – yes, abstain #10, Ms. Lee – yes and Mr. Panetta – yes.

**Block Motion – Finance - continued**

1. Approve April 2019 Board Secretary's Report and Treasurer's Report

To approve, on the recommendation of the CSA, the acceptance of the monthly financial reports of the Board Secretary for the month of April 2019 and further that, in compliance with N.J.A.C. 6A:23A-16-10(c)4, the Board of Education certifies that as of April 2019, after review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16-10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. As required by N.J.A.C. 6A:23A-16-10(c) 3, I, Dawn Huff, Board Secretary, hereby certify that no line account has been over expended as of April 30, 2019.

2. Approve May 2019 Bill List

To approve the payment of the May 2019 bills in the total amount of \$851,078.62 for all funds.

3. Approve April 2019 Cafeteria Bills

To approve the payment of the April 2019 Cafeteria bills in the amount of \$4,755.73.

4. Approve Budget Transfers

To approve budget transfers for April 2019 in the amount of \$7,260.07.

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**Block Motion – Finance - continued**

5. Approve the 2019-2020 Tuition Contract Agreement with Belvidere School District for Regular High School Services

To approve the 2019-2020 tuition contract agreement with Belvidere School District for regular high school services for 128 students at the estimated cost per pupil of \$16,100 for a total tuition charge of \$2,060,800.

6. Approve the 2019-2020 Contract Agreement with Belvidere School District for the Belvidere High School Resource Program

To approve the 2019-2020 contract agreement with Belvidere School District for the Belvidere High School Resource Program for a total charge of \$82,000.

7. 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 \$35,000 for the 2019-2020 school year.

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, 2019 to read:

Coverage – One Party	Monthly Charge - \$ 45.73
Coverage – Family	Monthly Charge - \$126.85

These rates shall be guaranteed from July 1, 2019 through June 30, 2021.

9. Approve the Report of Awarded Contracts

To approve the Report of Awarded Contracts

10. Approve Board Member Travel

To approve the following board member travel:

- Rachel Nikolopoulos to a “School Security and Student Safety Conference” in West Windsor, NJ on June 7, 2019. The conference fee is \$99 and mileage reimbursement not to exceed \$40.

11. Approve the Renewal of the Food Service Management Contract (FSMC) for the 2019-2020 School Year

BE IT RESOLVED THAT THE BOARD OF EDUCATION of White Township, upon recommendation of the CSA and Business Administrator, approves the renewal of the FSMC year contract with Maschio’s Food Services, Inc. for the 2019-2020 school year:

- White Township shall pay Maschio’s an annual management fee in the amount of \$7,943.76. The management fee shall be payable in monthly installments of \$794.37 per month commencing on September 1, 2019 and ending on June 30, 2020.
- Maschio’s guarantees a breakeven to White Township. In the event that the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio’s shall be responsible for any shortfall.

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**Block Motion – Finance - continued**

12. Approve a Tuition Contract with Limitless

To approve a tuition contract with Limitless for one student (ID#9132106692) for ESY 2019 program, for a tuition cost of \$5,535 and the cost of the personal aide \$2,295, for a total program cost of \$7,830.

**CURRICULUM**

Mrs. Sroka noted the Committee discussed the 2019-2020 district calendar, a draft of the 2019-2020 master schedule, summer benchmark assessment development, grading for World Language, and the new requirements for Financial Literacy.

**Motion – Curriculum**

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

1. Approve a Fundraiser

To approve a Lemonade Stand fundraiser during Field Day to raise funds to support a local family in need or a charity supporting cancer research.

**BUILDINGS & GROUNDS**

Mrs. Nikolopoulos noted the Committee met and discussed the following: a Girl Scout project at the school, use of safety grant monies for lock and shade upgrades, and summer custodial help. Mrs. Nikolopoulos also reviewed some of the upcoming projects including safety and security upgrades, floor replacement projects, water fountain replacement, and painting.

**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 – 9, Nays – 0, Abstentions – 0.

1. Approve Submission of the 2019 Safety Grant Application

To approve the submission of the New Jersey Schools Insurance Group 2019 Safety Grant Application in the amount of \$2,000 to supplement the cost of upgrades to the current safety and security system.

**PUBLIC RELATIONS**

Mrs. Lensi announced that Mrs. Stumpe will be highlighted as the June “White Spotlight”. Mrs. Lensi noted that the Committee is looking to collect any input or ideas, through June, for upgrades to the school website and also will be discussing a student recognition program.

**BHS BOARD MEMBER**

Mrs. Williams reported on the following from the last Belvidere Board of Education meeting: the budget, the shared service agreements for Child Study Team services in the cluster, the Board’s reversal of the Superintendent’s recommendation to non-renew one of their teachers, and a no cell phone policy.

**SHARED SERVICES LIAISON COMMITTEE**

**Block Motion – Shared Services**

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

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**Block Motion – Shared Services - continued**

1. Approve a Child Study Team Services Shared Services Agreement

To approve a Child Study Team Services Shared Services Agreement between the Boards of Education of Belvidere, Hope, White and Harmony Townships.

2. Approve a Special Services Administration Shared Services Agreement

To approve a Special Services Administration Shared Services Agreement between the Boards of Education of Belvidere, Hope, White and Harmony Townships.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mrs. Lensi asked if a reminder about the upcoming drama club play could be sent out.

Mrs. Sroka asked if the Board could be represented at the upcoming Kindergarten registration to welcome parents and students.

**ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to acknowledge receipt of one HIB investigation deemed a HIB incident since last meeting. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

**OPEN PUBLIC COMMENT**

Mr. Fiorentino asked if the group has to meet in the School Library. Ms. Lee noted that the Board holds their meetings in the library when the Municipal Building is in use by another group.

**EXECUTIVE SESSION**

A motion was made by Mrs. Nikolopoulos and seconded by Mrs. Lensi to convene to Executive Session at 7:40 p.m. to discuss a legal matter. 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 a legal matter.

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. Nikolopoulos and seconded by Mrs. Lensi to adjourn the Executive Session at 8:05 p.m. Motion carried as follows: Ayes – 9, Nays – 0, Abstentions – 0.

**APPROVE A SETTLEMENT PROPOSAL**

A motion was made by Mrs. Nikolopoulos and seconded by Ms. Lee to approve the following settlement proposal: Petitioner has agreed to withdraw all aspects of her petition except the portion relating to the out of County HIB investigation. As proposed by the ALJ, and as agreed by Petitioner on the record on May 10, 2019, the White Township Board of Education agrees to submit the December 6, 2017 HIB allegation to an out of county HIB experienced person to conduct this investigation. Both sides agree to be bound by this decision with no appeals.

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Motion carried as follows: Ms. Nusser-Meany – yes, Ms. Howell – yes, Mrs. Sroka – yes, Mrs. Lensi – yes, Mrs. Smith – yes, Mrs. Williams – yes, Mrs. Nikolopoulos – yes, Ms. Lee – yes and Mr. Panetta – yes.

**ADJOURNMENT**

A motion was made by Mrs. Lensi and seconded by Mrs. Nikolopoulos to adjourn the meeting at 8:08 p.m. Motion carried as follows: Ayes – 9, Nay – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff  
Business Administrator  
Board Secretary