

WHITE TOWNSHIP BOARD OF EDUCATION
565 COUNTY ROAD 519
BELVIDERE, NEW JERSEY 07823
908-475-4773



REGULAR MEETING MINUTES
May 20, 2024

For the Regular Meeting of the White Township Board of Education
Monday, May 20, 2024, at 6:30 p.m. in the White Township Consolidated School Media Center.

“White Township Consolidated School is committed to inspire, engage and educate our students by providing innovative, personalized opportunities for growth and learning. With a foundation based on academic excellence and a focus on social emotional learning, our students will achieve their full potential and become productive, responsible, resilient members of the community and contributing members of society.”

I. CALL TO ORDER

Mrs. Tirone called the meeting to order at 6:35 p.m.

II. STATEMENT OF ADEQUATE NOTICE

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. In accordance with this provision of the act, the White Township Board of Education has sent notice of this meeting to the New Jersey Herald and the Express Times stating date, time, and place and posted the same in the White Township School and Municipal Building.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Mrs. Robyn Gardella	<i>Present</i>	Mrs. Catherine Lensi	<i>Present</i>	Mr. Frank Panetta	<i>Absent</i>
Mr. Tim Havlusch	<i>Present</i>	Mr. Kevin Murray	<i>Absent</i>	Mrs. Natalie Pinkerton	<i>Absent</i>
Mr. George Jonkoski	<i>Present</i>	Ms. Michelle Nusser-Meany	<i>Absent</i>	Mrs. Elizabeth Vesper	<i>Present</i>

Also present, Mr. William Thompson and Mrs. Lori Tirone.

V. CSA REPORT

Mr. Thompson:

- Presented the June Student of the Month - Megan Gardner
- Presented the Educational Services Professional of the Year - Dana Yukas
- Presented the Retiring PTO President - Mrs. Block
- Presented the Teacher of the Year and Retiree - Henry Skirbst, Science Teacher

- Congratulated the School on winning the “Spirit of Americanism Award”
- Discussed Strategic Planning
- Updated on the Feasibility Study

VI. PUBLIC COMMENTS - Privilege of the Floor

Mrs. Tirone opened the public hearing for public comment. No one from the public made any comments.

VII. MINUTES

MOTION by Mr. Havlusch, seconded by Mrs. Lensi to approve the April 29, 2024 meeting minutes.

BE IT RESOLVED that the minutes of the Board of Education meeting, held on the dates indicated as transcribed, be approved and filed.

April 29, 2024 - Regular Meeting

On a voice vote, all present were in favor. The motion passed.

VIII. ANNUAL APPROVAL OF DISTRICT/SCHOOL OPERATIONS FY25

MOTION by Mr. Havlusch, seconded by Mrs. Lensi to approve the following agenda items #1 through #25 for the 2024-2025 school year.

RESOLVED, upon the recommendation of the Chief School Administrator to approve the following stated agenda items.

1. Adopt Board of Education Policies

To accept the Board Bylaws, Policies & Regulations, as they now exist, for the 2024-2025 school year with any amendments made throughout the year.

2. Approve the Adoption of the Code of Ethics

To adopt the Code of Ethics as approved by the New Jersey School Boards Association.

3. Approve the Curriculum and Textbooks

Approve and adopt all written District Curricula in accordance with N.J.A.C. 6A: 8-3.1. Note: State regulations require the annual formal re-adoption of all curricula even though each guide is individually reviewed and adopted as it is written or revised.

Be it further resolved to readopt all current Textbooks and Materials (required by N.J.S.A. 18A:58-37.4b).

4. 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.

5. Approve the Official Newspaper

To approve the New Jersey Herald, Express-Times, Star Gazette, and Star Ledger as official newspapers to receive notifications of meetings as required by the Open Public Meetings Act..

6. Approve the Official Depository

To appoint First Hope Bank as official depository for the purpose of General, Payroll, Agency, Cafeteria, Student Activity, Emergency Reserve, Maintenance Reserve and Capital Reserve accounts.

7. 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.

8. Approve the Appointment of the School Physician

To appoint Dr. Jeffrey Merkle as the School Physician.

9. Approve the Appointment of the Auditors

To appoint Ardito and Co., LLP as the auditors.

10. Approve the Appointment of the Attorney

To appoint John Comegno II, Comegno Law Group, P.C. as Board Attorney.

11. Approve the Appointment of the Architect of Record

To appoint Parette Somjen Architects as the Architect of Record.

12. Approve the Appointment of the Insurance Agent

To appoint Brown & Brown, as the Insurance Agent of Record and Risk Management Consultant.

13. Approve the Appointment of the Broker of Record

To appoint Integrity Consulting Group as the Broker of Record for Health Insurance.

14. Approve the Payroll Services

To approve the professional services of R & L Data Centers, Inc. as the payroll service provider.

15. Recognize the White Township Education Association as the Official Bargaining Unit

To recognize the White Township Education Association as the official bargaining unit of the faculty.

16. 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.

17. Designate Check Signing Authority

To designate the Board President, Business Administrator, and Chief School Administrator as the officials authorized to sign general custodial, payroll, payroll agency and cafeteria account checks.

18. Set Tuition Rates for the 2024-2025 School Year

To approve the tuition rate for out-of-district students to attend White Township School.

Kindergarten	\$ 17,000
Grades 1-5	\$ 23,000
Grades 6-8	\$ 24,000
MD Class	\$ 61,500

19. Approve the Rate for Home Instruction

To approve the rate of \$45 per hour for home instruction in the 2024-2025 school year.

20. Approve Travel for the CSA and Business Administrator

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

21. Authorization for Payment of Bills

The District, in an effort to improve business practices and procedures, take advantage of cash discounts offered, and establish a good credit rating for the Board of Education by paying bills and obligations of the Board promptly, the following procedures are hereby adopted: In accordance with New Jersey Statute 18A: 19-1, the Board of Education hereby appoints the School Business Administrator to approve invoices for payment; The School Business Administrator is hereby authorized to pay necessary bills to be ratified at the next scheduled meeting of the Board and upon review by the finance Committee to pay all bills on the bill list during the summer, to be ratified at the next regular meeting.

22. Budget Transfer Authority

As provided by N.J.S.A. 18A:22-8.2 amended, the Chief School Administrator and the Business Administrator/Board Secretary be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

23. Resolution Authorizing Appointment of Purchasing Agent, Bid and Quote Authority

WHEREAS, changes to the Public School Contracts Laws gave boards of education the ability to increase their bid threshold up to \$44,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Lori Tirone possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the White Township Board of Education desires to maintain the bid threshold at \$44,000 as provided in N.J.S.A. 18A:18A-3;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the White Township Board of Education, in the County of Warren, in the State of New Jersey hereby continues its bid threshold at \$44,000; and

BE IT FURTHER RESOLVED that all contracts that are in the aggregate less than 15% (\$6,600) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Lori Tirone as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

24. Procurements of Goods & Services Through Hunterdon County Educational Services Commission and Educational Services Commission of New Jersey

Resolved to approve the 2024-2025 purchasing of goods and services through the cooperative bidding procedures offered by Educational Services Commissions and CO-Ops to better control prices and procure services at the most competitive rates.

25. Approve the following appointments for the 2024-2025 school year:

- Affirmative Action Officer (required by N.J.A.C. 6A:7-1.5) - CSA, William Thompson
- Asbestos Hazard Emergency Response Act (AHERA) Head Custodian, Stephen Lemoine
- Anti-Bullying Coordinator – Chief School Administrator, William Thompson
- Anti-Bullying Specialist - Guidance Counselor, Stephanie Quinn
- Attendance Officer– Chief School Administrator, William Thompson
- Board Secretary – Business Administrator, Lori Tirone
- Chemical Hygiene Officer/Bloodborne Pathology – School Nurse, Justine Mahon
- Chief Equity Officer - Chief School Administrator, William Thompson
- Custodian of Public Records (P.L.2001, Chapter 404) – Business Administrator, Lori Tirone
- 504 Compliance Officer – Chief School Administrator, William Thompson
- Free/Reduced Lunch Hearing Officer – Chief School Administrator, William Thomapson
- Homeless Liaison/American with Disabilities Officer - Guidance Counselor, Stephanie Quinn
- Indoor Air Quality (IAQ) designee – Head Custodian, Stephen Lemoine
- Integrated Pest Management designee (IPM)- Head Custodian, Stephen Lemoine
- PEOSHA Officer - Head Custodian, Stephen Lemoine
- Public Agency Compliance Officer (N.J.A.C. 17:27-3.2) – Business Administrator, Lori Tirone
- Purchasing Agent – Business Administrator, Lori Tirone
- Right to Know Officer – Head Custodian, Stephen Lemoine
- Recycling Coordinator - Head Custodian, Stephen Lemoine
- School Safety Specialist – Gary Hutchinson
- Substance Awareness Coordinator- Guidance Counselor, Stephanie Quinn
- Title IX Coordinator - Guidance Counselor, Stephanie Quinn

On a roll call vote, all present were in favor. The motion passed.

VIII. PERSONNEL - Mr. Panetta, Mr. Havlusch, Mr. Murray, Mrs. Vesper

Mrs. Vesper gave a committee update.

MOTION by Mr. Havlusch, seconded by Mrs. Lensi to approve Personnel items 1 through 9.

1. Approve CSA Secretary/Transportation Coordinator

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept and appoint Ingrid Scott as the CSA Secretary/Transportation Coordinator for the 2024-2025 school year at an annual salary (12 months) of \$59,045.

2. Approve School Secretary

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept and appoint Kathryn Cavitch as the School Secretary for the 2024-2025 school year at an annual salary (12 months) of \$51,000.

3. Approve Part-Time Business Office Assistant

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept and appoint Kimberly Wagner as a part-time Business Office Assistant for the 2024-2025 school year at an annual salary (12 months) of \$19,263.

4. Approve Head Custodian

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept and appoint Stephen Lemoine as a Head Custodian for the 2024-2025 school year at an annual salary (12 months) of \$62,040.

5. Approve Custodian

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept and appoint Michael Hosterman as a Custodian for the 2024-2025 school year at an annual salary (12 months) of \$46,760.

6. Approve Custodian

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept and appoint Alexander Zocchi as a Custodian for the 2024-2025 school year at an annual salary (12 months) of \$44,260.

7. Approve Substitute Teacher

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Peyton Hawk as a substitute teacher, pending background check.

8. Approve Interpreter

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Alejandra Contreras Pacheco for interpreting, as needed, at a rate of \$45.00 per hour and travel expenses.

9. Approve Home Instruction Staff

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Megan Frutchey to provide speech therapy/home instruction, as needed, at the rate of \$75 / hour from June 12, 2024 through August 30, 2024.

On a roll call vote, all present were in favor. The motion passed.

IX. CURRICULUM - Ms. Nusser-Meany, Mrs. Gardella, Mr. Jonkoski, Mrs. Pinkerton

Mrs. Gardella gave a committee update.

X. OPERATIONS - Mrs. Vesper, Mr. Havlusch, Mr. Murray, Mr. Panetta

Mrs. Vesper gave a committee update.

MOTION by Mrs. Lensi, seconded by Mr. Havlusch to approve Operations items 1 through 10.

1. Approval of Transfers

BE IT RESOLVED that the Board approve the attached list of budget transfers as presented by the School Business Administrator for the period of April 1, 2024 through April 30, 2024.

2. Approval of Bills

BE IT RESOLVED that the Board approve the attached list of district bills for payment as presented by the School Business Administrator for the period of May 1, 2024 through May 20, 2024 in the amount of \$ 553,251.65

3. Authorizing the Application and Receipt of a Safety Grant Award from NJSIG

WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the White Board of Education, hereinafter referred to as the "Educational Institution," is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members with the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED, that:

1. The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2024 fiscal year in the amount of \$2,000.00 for the purposes set forth in their safety grant application, which is attached hereto; and,
2. The Business Administrator is hereby authorized to take all action necessary to apply for and receive a safety grant award.

4. Approve Tuition Contract

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve a Special Education Tuition Contract Agreement for the 2024-2025 school year between the White

Township Board of Education (sending) and Celebrate the Children an approved private school (receiving) for Student ID #9132106692 at a per diem rate of \$484.00 a total of \$98,252.00 for tuition and a per diem rate of \$190.00 a total of \$38,570.00 for extraordinary services.

5. Approve Tuition Contract

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve a Special Education Tuition Contract Agreement for the 2023-2024 school year between the White Township Board of Education (sending) and Bonnie Brae an approved private school (receiving) for Student ID #4713701006 at a per diem rate of \$430.00 a total of \$29,240.00 for tuition.

6. Approval of Donation

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve a donation of \$60.00 for the cafeteria.

7. Approval of Donation

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve a donation of \$3,000.00 from the PTO to pay for field trip transportation.

8. Approval of Travel

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Erika Puskas to attend The American Legion, Department of New Jersey's 2024 "Spirit of Americanism Award" as the representative for the White Township Student Body. The ceremony will be held in Wildwood, NJ on Thursday, June 13, 2024. The district would pay for one night of lodging not to exceed \$120.00.

9. Approve Shared Services -Child Study Team

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Shared Services with the Belvidere Township School District, Hope Township School District, and Harmony Township School District for Child Study Team Services in the amount of \$241,598.00 for the 2024-2025 school year.

10. Approve PaySchools Central - Online Payment

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve PaySchools Central to integrate an online payment module to our student data system to pay for school lunches and student activity fees. It will be a one time setup charge of \$995.00 an annual charge of \$995.00.

Discussion on Online payments.

On a roll call vote, all present were in favor. The motion passed.

XI. GOVERNANCE - Mrs. Pinkerton, Mrs. Gardella, Mr. Jonkoski, Ms. Nusser-Meany
Mrs. Gardella gave a committee update.

XII. BHS BOARD MEMBER UPDATE - Mrs. Gardella
Mrs. Gardella gave an update.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

MOTION by Mrs. Lensi, seconded by Mrs. Vesper to accept zero HIB cases.

XIII. OLD BUSINESS - None

XIV. NEW BUSINESS - None

XV. OTHER BUSINESS - None

XVI. PUBLIC COMMENTS - Privilege of the Floor

Mrs. Tirone opened the public hearing for public comment. No one from the public made any comments.

XVII. ADJOURNMENT

MOTION TO ADJOURN by Mrs. Lensi, seconded by Mrs. Vesper.

On a voice vote, all present were in favor. The meeting adjourned at 7:15 p.m.

Respectfully Submitted,



Lori A. Tirone
Board Secretary