

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



**REGULAR MEETING MINUTES  
March 17, 2025**

For the Regular Meeting of the White Township Board of Education  
Monday, March 17, 2025, 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**

President Panetta called the meeting to order at 6:33 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>Absent</i>	Mr. Frank Panetta	<i>Present</i>
Mr. Tim Havlusch	<i>Present</i>	Mr. Kevin Murray	<i>Present</i>	Mrs. Natalie Pinkerton	<i>Absent</i>
Mr. George Jonkoski	<i>Present</i>	Ms. Michelle Nusser-Meany	<i>Present</i>	Mrs. Elizabeth Vesper	<i>Present</i>

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

**V. CSA REPORT**

**• Presentation of Student of the Month for March - Evan Thompson**

Mr. Thompson reported:

- Budget will have a 3.1% increase tax levy.
- Hope 6th through 8th grade attending White on send/receive tuition.
- Feasibility Study Presentation at Belvidere HS on April 9, 2025.
- Strategic Plan will be adopted by the end of the school year.
- QSAC on Friday, March 22, 2025
- Staff & 8th grade Basketball Game, Friday March, 22, 2025
- Drama production of the Wizard of Oz, Friday, April 4, 2025

**VI. PUBLIC COMMENTS - Privilege of the Floor**

President Panetta opened the public hearing for public comment. No one from the public made any comments.

**VII. MINUTES**

**MOTION** by Mr. Havlusch, seconded by Mr. Panetta to approve the following 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.

February 24, 2025 - Regular Meeting Minutes

February 24, 2025 - Executive Meeting Minutes

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

**VIII. ADOPTION OF THE 2025-2026 PROPOSED TENTATIVE BUDGET**

**MOTION** by Mr. Murray, seconded by Mrs. Vesper to approve the Proposed Tentative Budget for the 2025-2026 school year.

**BE IT RESOLVED** that the White Township Board of Education hereby adopts the following proposed budget for the 2025-2026 school year and approves it for submission to the Warren County Department of Education Executive County Superintendent for required review and approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is compliant with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. The District has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education.

**REVENUE**

***Fund 10: Operating Budget***

Local Tax Levy	\$ 8,532,560
W/D Capital Reserve	806,538
W/D Maintenance Reserve	60,000
State Aid	562,362
Extraordinary Aid	70,000
Fund Balance	598,667
Tuition and Miscellaneous	67,475

***Fund 20: Special Funds***

Grant Entitlements (Est)	\$ 133,000
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**TOTAL REVENUE: \$10,830,602**

**APPROPRIATIONS**

***Fund 10: Operation Budget***

Current Expense	\$ 9,802,739
Capital Outlay*	894,863

***Fund 20: Special Funds***

ESEA/IDEA Grants	\$ 133,000
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**TOTAL APPROPRIATIONS: \$10,830,602**

(\*Capital Outlay includes the State Assessment for Debt Service on SDA Grant Funding)

And, to advertise said tentative budget in the New Jersey Herald accordance with the form suggested by the New Jersey Department of Education and according to law;

A public hearing on the budget for the 2025-2026 school year will be held at the White Township Consolidated School Media Center, 565 County Road 519, Belvidere, New Jersey, on Monday, April 28, 2025, at 6:30 p.m.

**Adjustment for Enrollment**

**BE IT RESOLVED** that the Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$88,847. The full amount of the enrollment adjustment was \$115,910. The district will use a portion enrollment adjustment. The district had an increase in enrollment of 3.08%. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

**Health Care Adjustment**

**BE IT RESOLVED** that the Board of Education did not use the adjustment for health care in the 2025-2026 budget in the amount of \$144,747. The district intends to bank the full amount to use in future years.

**Travel, Maximum Travel, and Related Expense Reimbursement**

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq., and

**WHEREAS**, White Township Board of Education recognizes school staff and Board members will incur travel expenses related to, and within the scope of, their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to

receive prior approval of these expenses by the Chief School Administrator and a majority of the full voting membership of the Board; and

**WHEREAS**, a board of education may establish, for regular district business travel only, an annual school year threshold of \$200 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7, but deemed by the board of education to be necessary and unavoidable as noted on the approved White Township Board of Education out-of-district travel and reimbursement forms;

**NOW, THEREFORE BE IT RESOLVED**, that the White Township Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$8,000.00 for the 2025-2026 school year. The maximum travel expenditure amount for the 2024-2025 school year is \$8,000.00, which, \$5,368.00 has been spent and \$3,000.00 is encumbered to date; and

**BE IT FURTHER RESOLVED**, that the White Township Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved White Township Board of Education out of district travel and reimbursement forms; and

**BE IT FURTHER RESOLVED**, that the White Township Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$12,000.00 for all staff and board members for the 2025-2026 school year; and

**BE IT FURTHER RESOLVED**, the School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

#### **Approval of Capital Reserve Withdrawal**

**WHEREAS**, the White Township Board of Education (the "Board") has established a capital reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A.18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

**WHEREAS**, the Board may use the capital reserve account to implement a capital project in the White Township School District's ("District") Long Range Facility Plan ("LRFP") as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay major account/fund to fund the total costs, less any excess costs, of a school facilities project; and

**WHEREAS**, the Roof Project is planned for in the 2025-2026 budget; and

**WHEREAS**, the Board directs the Business Administrator and architect of record to submit all projects listed above to the State of New Jersey for amendment and inclusion in the District's LRFP; and

**WHEREAS**, the Board intends to transfer \$806,538.00 from its capital reserve account to its capital outlay/major account to fund the total cost of the Project;

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Education hereby authorizes the use of capital reserve to fund this Project.
2. The Board hereby approves the total transfer of \$806,538.00 from the capital reserve account to the capital outlay/major account/fund to fund the total costs, less any excess costs, of the Project.

**Approval of Maintenance Reserve Withdrawal**

**BE IT RESOLVED**, that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$60,000.00 for the purpose of removing attic insulation, replacing insulation, providing repairs, and replacing ceilings in older parts of building.

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

**IX. PERSONNEL** - Mr. Panetta, Mrs. Robyn Gardella, Mr. Havlusch, Mr. Murray

Mr. Panetta provided a committee update.

**MOTION** by Ms. Nusser-Meany, seconded by Mrs. Vesper to approve Personnel items 1 and 2.

**1. Approve Extension of Medical Leave**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Employee # 00450 for an extension of medical leave March 12, 2025 through March 21, 2025, sick days will be used for the absence.

**2. Approve Unpaid Leave**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve, Employee #00714 for unpaid leave on April 16, 2025 and April 17, 2025.

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

**X. CURRICULUM** - Ms. Nusser-Meany, Mr. Jonkoski, Mrs. Pinkerton, Mrs. Vesper

Committee did not meet this month.

**MOTION** by Mr. Havlusch, seconded by Mrs. Vesper to approve Curriculum items 1 through 4.

### **1. Approve Professional Development**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Dana Rochelle to attend the National Science Teachers Associations Annual Conference in Philadelphia Convention Center on March 26, 2025 through March 29, 2025. The register will be of no cost to the district. The lodging will be \$956.22, paid by the district.

### **2. Approve Field Trip**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a field trip for the 5th grade to visit the Raritan Valley Community College Planetarium and a nearby Dairy Queen on April 28, 2025. Cost per pupil is \$12.00 and a cost for transportation.

### **3. Approve Field Trip**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a field trip for 6th, 7th, and 8th grade chorus students to visit the Prudential Center to perform in a concert on June 3, 2025. Cost per pupil is \$50, which includes the cost for transportation.

### **4. Approve Field Trip**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a field trip for middle school students to attend an InCorruptible.US Statewide Summit at Brookdale Community College on April 5, 2025. Transportation and lunch is being paid by our local Center for Prevention. Cost per pupil is \$0.

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

## **XI. OPERATIONS - Mrs. Gardella, Mr. Havlusch, Mr. Murray, Mr. Panetta**

Mrs. Gardella provided a committee update.

**MOTION** by Ms. Nusser-Meany, seconded by Mr. Murray to approve Operations items 1 through 8.

### **1. Acceptance of the Financial Report February 2025**

**WHEREAS**, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the White Township Board of Education to certify that no budgetary line-item account has been over-expended and that the sufficient funds are available to meet the district's financial obligation, and

**WHEREAS**, N.J.A.C.6A:23A-16.10 further requires the White Township Board of Education receive and accept the monthly financial statements, the Board Secretary's and Treasurer's reports; and

**WHEREAS**, the Board Secretary's and Treasurer's reports for the month ending February 28, 2025 is presented for the Board to accept and are on file in the Office of the School Business Administrator;

**NOW, THEREFORE BE IT RESOLVED**, the White Township Board of Education acknowledges receipt of and accepts the Board Secretary's and Treasurer's Report for the month ending February 28, 2025; and

**BE IT FURTHER RESOLVED**, that the Board Secretary and White Township Board of Education certify that no budgetary line-item account has been over-expended and that there are sufficient funds available to meet the district's financial obligation.

## **2. Approval of Budget Transfers for February 2025**

**WHEREAS**, N.J.A.C.6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line-item accounts for each line-item account shown on the budget prepared in accordance with N.J.S.A.18A:22-8; and

**WHEREAS**, transfers in the report "Budget Transfers" for the time period of February 2025 were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

**NOW, THEREFORE BE IT RESOLVED**, upon the recommendation of the Chief School Administrator, that White Township Board of Education ratifies and approves the transfers in the report "Budget Transfers" for February in fiscal year 2024-2025, approved by the Chief School Administrator, so that no budgetary line-item account has been over-expended and that sufficient funds would be available to meet the district's financial obligations.

## **3. Approval of February and March Bill Lists**

**WHEREAS**, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Boards of Education to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

**WHEREAS**, a list of bills for the months of February 2025 and March 2025 are being presented to the board with the recommendation that they be ratified, approved and paid; and

**WHEREAS**, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2;

**NOW, THEREFORE BE IT RESOLVED**, that the White Township Board of Education, upon the recommendation of the Chief School Administrator, ratifies and approves the list of bills for payment in the sum of \$238,022.27 for February and \$639,490.26 for March 2025; and

**BE IT FURTHER RESOLVED**, the list of bills is on file in the Office of the School Business Administrator, and

**BE IT FURTHER RESOLVED**, that the White Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting.

## **4. Approve the Use of Facilities**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the use of the gymnasium facilities to the WTYAA for softball practice from 5:30 pm to 7:30 pm weeknights.

**5. Approve the Use of Facilities**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the use of the cafeteria, gymnasium and playing facilities to the PTO for Breakfast with the Bunny and Egg Hunt on April 12, 2025 from 9:00 am to 1:00 pm.

**6. Approve the Use of Facilities**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the use of the cafeteria facilities to the PTO for Book Fair Family Night on April 28, 2025 from 5:30 pm to 8:30 pm.

**7. Participation in Coordinated Transportation Services with WCSSSD**

**BE IT RESOLVED** that the Board, upon the recommendation of the Chief School Administrator, approve a resolution for the Participation in Coordinated Transportation Services between White Township Board of Education and Warren County Special Services School District for July 1, 2025 to June 30, 2026.

**8. Approval March 17th Bill Lists**

**WHEREAS**, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Boards of Education to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

**WHEREAS**, a list of bills for the months of March 17, 2025 are being presented to the board with the recommendation that they be ratified, approved and paid; and

**WHEREAS**, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2;

**NOW, THEREFORE BE IT RESOLVED**, that the White Township Board of Education, upon the recommendation of the Chief School Administrator, ratifies and approves the list of bills for payment in the sum of \$112,846.24 for March 17, 2025; and

**BE IT FURTHER RESOLVED**, the list of bills is on file in the Office of the School Business Administrator, and

**BE IT FURTHER RESOLVED**, that the White Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting.

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



**XII. GOVERNANCE** - Mrs. Vesper, Mr. Jonkoski, Ms. Nusser-Meany, Mrs. Pinkerton  
Committee did not meet this month.

**XIII. BHS BOARD MEMBER UPDATE** - Mrs. Gardella

Mrs. Gardella reported on:

- Teacher of the Year
- Policy
- Special Services
- Spring Sports

**XIV. OLD BUSINESS**

No old business.

**XV. NEW BUSINESS**

No new business.

**XVI. PUBLIC COMMENTS - Privilege of the Floor**

President Panetta opened the public hearing for public comment. No one from the public made any comments.

**XVII. EXECUTIVE SESSION**

**MOTION** by Mr. Havlusch, seconded by Mr. Murray for the Board to enter into Executive Session at 7:08 p.m.

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

**WHEREAS**, the New Jersey Open Public Meetings Act authorizes a public body to exclude the public from that portion of a meeting at which the Board of Education discusses topics falling within certain specified exceptions to the requirement for public meetings;(N.J.S.A. 10:4-13) and

**WHEREAS**, the Board of Education wishes to discuss matters that fall within statutory exceptions to open public meetings

**BE IT RESOLVED** pursuant to Section 7 of the Open Public Meetings Act(N.J.S.A. 10:4-12), that the Board adjourn from public session and enter into executive session at this time to discuss confidential matters pertaining to legal matters and personnel.

**BE IT FURTHER RESOLVED** that the matters discussed in executive session should be made public as soon as the need for confidentiality no longer exists, but it is not known at this time

when that may be. The Board expects to reconvene into public session in approximately 30 minutes. Action may be taken.

**BE IT RESOLVED** to return to Open Public Session at 7:43 p.m.

**MOTION** by Mr. Havlusch, seconded by Mr. Murray for the Board to reconvene the public session.

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

#### **XVIII. ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

**MOTION** by Mr. Murray, seconded by Mr. Havlusch to acknowledge receipt of no HIB investigations.

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

#### **XIX. ADJOURNMENT**

**MOTION TO ADJOURN** by Mr. Murray, seconded by Mr. Havlusch.

On a voice vote, all present were in favor. The meeting adjourned at 7:44 p.m.

Respectfully Submitted,



Lori A. Tirone  
Board Secretary