

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



**REGULAR MEETING MINUTES**  
**November 25, 2024**

For the Regular Meeting of the White Township Board of Education  
Monday, November 25, 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**

President Panetta called the meeting to order at 6:31 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>6:33 pm</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>Absent</i>

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

## **V. CSA REPORT**

Mr. Thompson reported:

- Presented Johan Jonkoski as the Student of the Month for November.
- NJSLA Test Scores School Performance White Township at the top for the County.
- Feasibility Study clarification mid-December.
- Strategic Planning to begin in January
- Governor Educator of the Year Nominations
- Christmas Tree Lighting December 6th and the Winter Concert December 11th

## **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 Mrs. Lensi, seconded by Mr. Murray 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.

October 28, 2024 - Regular Meeting Minutes

October 28, 2024 - Executive Meeting Minutes

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

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

Committee update

**MOTION** by Mr. Havlusch, seconded by Mrs. Lensi to approve Personnel items 1 through 6.

### **1. Approve Home Instruction**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Michele Laubach to provide 54 hours of home instruction for Student ID # 8100188416 at a rate of \$45.00 an hour.

### **2. Approve After-School Artists Advisor**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Rosie Magyar as the advisor for After-School Artists at a rate of \$45.00 an hour not to exceed \$1,080.00.

### **3. Approve Drama Assistant**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Margaret Sheneman to assist with the Drama Club at a rate of \$45.00 an hour not to exceed \$1,800.00.

**4. Approve Student Observation**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Noelle Wilson from Warren County Community College to complete 20 hours of Observation.

**5. Approve Substitute**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Chenel Torres as a teaching substitute at a rate of \$115.00 daily for the 2024-2025 school year, pending background check.

**6. Approve Medical Leave**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Employee # 00450 for medical leave February 10, 2025 through March 11, 2025, sick days will be used for the absence.

Sick time discussed for Employee # 00450.

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

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

Ms. Nusser-Meany provided a committee update.

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

**1. Tuition Contract - Warren Hills Regional School**

**BE IT RESOLVED** to approve a Special Education Tuition Contract Agreement for the 2024-2025 school year between the White Township Board of Education (sending) and Warren Hills Regional School Board of Education (receiving) for Student ID #5404077684 starting October 17th, 2024 at a cost of \$28,000.00 for tuition prorated. (11.000.100.562.000.000). And extraordinary services of \$30,502.00. (11.000.217.320.000.000)

**2. Approve Field Trip**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve 6th grade students to attend Warren Hills Regional High School to participate in the Warren County 6th Grade All Star Band on Wednesday, February 19, 2025, at 11:00 am through 7:00 pm concert. The registration fee is \$75.00 and there will not be a cost of transportation, parents will drive their students.

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

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

Mr. Panetta provided a committee update.

**MOTION** by Mr. Murry, seconded by Mrs. Lensi to approve Operations items 1 through 7.

**1. Acceptance of the Financial Report October 2024**

**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 October 31, 2024 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 October 31, 2024; 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 October 2024**

**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 October 2024 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 October 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 November Bill List**

**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 month of November 2024 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 \$942,276.39 for November 2024; 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 Providers of 403B Plans**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the following vendors to provide 403B plans to White Township Consolidated School employees.

**AXA EQUITABLE  
EQUI-VEST**  
Unit Annuity Collections  
PO Box 13463  
Newark, NJ 07188-0463

Dan Holt  
973-239-8888

**INVESCO INVESTMENT SERVICE**  
(formerly Oppenheimer Funds)  
PO Box 219078  
Kansas City, MO 64121-9078

866-690-0193

**T. ROWE PRICE**  
PO Box 17302  
Baltimore, MD 21297-1350

800-225-5132

#### **5. Approval of Donation**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a donation of 180 new books from 1st Sgt Stephen Porter, Region 1/Dover, Toys for Tots Coordinator.

#### **6. Award Roof Replacement Contract**

**WHEREAS**, the White Township Consolidated School District Board of Education ("Board") advertised for bids for the Partial Roof Replacement - Roof B at White Township Consolidated School ("Project"); and

**WHEREAS**, the Public School Contracts Law, N.J.S.A. 18A:18A-1 et. seq. (“Public School Contracts Law”) provides that the Board must award bids to the lowest responsive and responsible bidder for a project, as is defined in the Public School Contracts Law; and

**WHEREAS**, the Board previously held a public bid opening for the award of a contract for the Project on November 20, 2024, and, at that time, received bids from eight (8) vendors, MAK Group, LLC, Marshall NJ, LLC, Laumar Roofing Co. Inc., Weathertite Solutions, Badger Roofing, USA General Contractors Corp., Northeast Roof Maintenance, Inc., and D.A. Nolt, Inc.; and

**WHEREAS**, the lowest numerical bid was submitted by Mak Group, LLC., with a Base Bid of Eight Hundred Eighty Nine Thousand Seven Hundred Fifty Eight Dollars (\$889,758), which included a general project allowance of Eighty-Five Thousand Dollars (\$85,000); and

**WHEREAS**, the Board has reviewed Mak Group, LLC’s bid submission with the Board’s professionals and has determined Mak Group, LLC to be the lowest responsive and responsible bidder for the Project; and

**NOW, THEREFORE, BE IT RESOLVED**, that in accordance with the provisions of the Public School Contracts Law, the Board hereby awards the contract for the project to Mak Group, LLC; and

**BE IT FURTHER RESOLVED**, that the Board President, Business Administrator and their designees are authorized to execute a contract on behalf of the Board with Mak Group, LLC for the Project, based on its Base Bid of Eight Hundred Eighty Nine Thousand Seven Hundred Fifty Eight Dollars (\$889,758), which included a general project allowance of Eighty-Five Thousand Dollars (\$85,000), for a total contract amount of Eight Hundred Eighty Nine Thousand Seven Hundred Fifty Eight Dollars (\$889,758).

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

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the use of the Cafeteria facility by the PTO for Breakfast with Santa on Saturday, December 21, 2024, from 8:00 am to 1:00 pm.

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

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

#### **XII. BHS BOARD MEMBER UPDATE** - Mrs. Gardella

Mrs. Gardella reported on the BHS Meeting on November 20th. The next meeting is December 11th. Winter Sports started today.

#### **ACKNOWLEDGE RECEIPT OF HIB INCIDENTS**

**MOTION** by Mrs. Lensi, seconded by Mr. Panetta to acknowledge receipt of no HIB investigations.

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

### **XIII. OLD BUSINESS**

No old business.

### **XIV. NEW BUSINESS**

No new business.

### **XV. PUBLIC COMMENTS - Privilege of the Floor**

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

### **XVI. EXECUTIVE SESSION**

**MOTION** by Mrs. Lensi, seconded by Ms. Nusser-Meany for the Board to enter into Executive Session at 7:00 p.m.

On a voice 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, specifically the Chief School Administrator contract.

**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 15 minutes. Action may be taken.

**BE IT RESOLVED** to return to Open Public Session at 7:10 p.m.

**MOTION** by Mrs. Lensi, seconded by Mr. Panetta for the Board to reconvene public session.

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

**XVII. ADJOURNMENT**

**MOTION TO ADJOURN** by Mr. Murray, seconded by Mrs. Lensi.

On a voice vote, all present were in favor. The meeting adjourned at 7:12 p.m.

Respectfully Submitted,



Lori A. Tirone  
Board Secretary