

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



**REGULAR MEETING MINUTES  
September 23, 2024**

For the Regular Meeting of the White Township Board of Education  
Monday, September 23, 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 6:30 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>Present</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>Present</i>	Mrs. Elizabeth Vesper	<i>Present</i>

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

## **V. CSA REPORT**

Mr. Thompson reported:

- September and October Students of the month will be presented at the October Meeting.
- Enrollment has increased, the start of school went smoothly and Back to School Night.
- Curriculum - NJSLA Score Presentation in October.
- Capital Projects Summer 2025.
- Strategic Planning.
- Feasibility Study.

## **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 Mrs. Vesper 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.

August 26, 2024 - Regular Meeting Minutes

August 26, 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

Mr. Paneeta provided a committee update.

**MOTION** by Mr. Havlusch, seconded by Mrs. Lensi to approve Personnel items 1 through 3.

### **1. Approve Extracurricular Activity Positions**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the following staff for Extra-Curricular activity positions for the 2024-2025 school year.

Staff Member	Position	Year	Stipend
Allyson Evans	Jump Start (Asst)	8	\$2,902.00
Rebecca Dionne	Jump Start (Asst)	2	\$2,436.00
Michele Laubach	Jump Start (Asst)	2	\$2,436.00

### **2. Approve Bus Aide Coverage**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve staff for the bus aide coverage as follows:

Staff Member	Hourly
Robert Bunn	\$17.90 per hour
Kathryn Cavitch	\$40.00 per hour
Carol Chobot	\$17.30 per hour
Dana Yuhas	\$17.37 per hour

### 3. Approve Substitute

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Emily Bussard as a substitute for the 2024-2025 school year. Pending criminal history background.

Discussion on bus aide coverage rates.

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 Mr. Panetta to approve Curriculum items 1 through 11.

### 1. Approve Fundraiser

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a Student, Faculty, and Coach Basketball Game Fundraiser for the 8th Grade Class.

### 2. Approve a Teacher Mentor Plan

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the White Township School District Teacher Mentor Plan for the 2024-2025 school year.

### 3. Approve a Professional Development Plan

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the White Township School District Professional Development Plan for the 2024-2025 school year.

### 4. Approve Field Trip

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a field trip for the 1st grade to visit the Pumpkin Patch on October 4, 2024. The transportation cost is \$175.00.

### 5. Approve Field Trip

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a field trip for the 6th grade to visit Medieval Times on May 16, 2025. The cost per student is \$48.00. The transportation cost is \$500.00.

#### 6. Approve Afterschool Field Trips

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve field trips for GEM for the following dates.

Date	Event	Grades	Location
December 10, 2024	Battle of the Minds	5 - 6	Lopatcong Middle School, Phillipsburg
January 30, 2025	Legos on the Loose	3	Willow Grove Elementary School, Hackettstown
February 12, 2025	Battle of the Minds	7 - 8	Lopatcong Middle School, Phillipsburg
February 19, 2025	Robotics	3 - 8	Harmony Township School, Phillipsburg
April 3, 2025	Invention Expo	4	Willow Grove Elementary School, Hackettstown
May 8, 2025	Battle of the Books	7 - 8	North Warren Regional, Blairstown
May 9, 2025	Video Expo	6 - 8	Mansfield Elementary School, Port Murray
May 28, 2025	Battle of the Books	3 - 4	Knowlton Elementary School, Delaware

#### 7. Tuition Contract Extended School Year - High School Multiple Disabilities Program

**BE IT RESOLVED** to approve a Special Education Tuition Contract Agreement for the extended school year, July 1, 2024 through August 6, 2024 between the White Township Board of Education (sending) and Mount Olive Board of Education (receiving) for Student ID #4552810184 at a cost of \$3,243.00. (11.000.100.562.000.000)  
And extraordinary services of \$1,902.42. (11.000.217.320.000.000)

#### 8. Tuition Contract - High School Multiple Disabilities Program

**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 Mount Olive Board of Education (receiving) for Student ID #4552810184 at \$32,430 for tuition. (11.000.100.562.000.000)

#### 9. Approve Itinerant Services for Students with Hearing Loss

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve an agreement with the Mountain Lakes Board of Education for SID# 5821730854 to receive a monthly 50 minute Itinerant Service Session at a cost of \$1,800.00 for the 2024-2025 school year.

#### 10. Tuition Contract - Bonnie Brae

**BE IT RESOLVED** to approve a Private School Tuition Contract Agreement for the 2024-2025 school year between the White Township Board of Education (sending) and Bonnie Brae (receiving) for Student ID #267835560 at a per diem cost of \$410.00 for a total of 179 day school year for a total of \$73,390 for tuition. (11.000.100.566.000.000)

#### 11. Approve Curriculum Writing Services -Revised

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve Inspired Instruction for curriculum writing services in the amount of \$1,631.25 as a part of a shared service with Pohatcong School District, Lopatcong School District, Greenwich School District, Frelinghuysen School District, Hope Township School District, Belvidere School District and Harmony Township School District.

Discussion on Bonnie Brae Private School.

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

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

Mr. Havlusch provided a committee update.

**MOTION** by Mrs. Lensi, seconded by Ms. Nusser-Meany to approve Operations items 1 through 12.

**1. Acceptance of the Financial Report July 2024 and August 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 months ending July 31, 2024 and August 31, 2024 are 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 months ending July 31, 2024 and August 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 August 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 August 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 August 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 September 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 September 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 \$499,976.51 for September 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 Use of Facilities**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the use of the Parking Lot by the Belvidere High School Girls Soccer on September 21, 2024 from 11:30 am to 4:30 pm for a Car Wash Fundraiser.

### **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 facility by the Cub Scouts for Den Meetings on the 1st and 3rd Monday of every month beginning on October 7, 2024.

### **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 facility by the PTO for the 5th through 8th grade Halloween Dance on Friday October 25, 2024 from 5:00 pm to 9:00 pm.

### **7. Approval of Staff Travel and Professional Development**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve the following staff to attend the New Jersey School Boards Association Fall Workshop on October 21-24, 2024. The cost of the workshop is \$550.00 per person and the mileage reimbursement is \$0.47 a mile.

Michelle Nusser-Meany  
Lori Tirone

**8. Participation in the Educational Cooperative Pricing System with the Educational Services Commission of Morris**

**WHEREAS**, N.J.S.A. 40A:11-11 (5), specifically authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purchase of work, materials, services and supplies; and

**WHEREAS**, the Educational Services Commission of Morris County is conducting a voluntary Cooperative Pricing System with other authorized contracting units within Morris County or adjoining counties utilizing the administrative purchasing services and the facilities of the Educational Services Commission of Morris County; and

**WHEREAS**, this Cooperative Pricing Agreement is to effect substantial economies in the purchase of work, materials and supplies; and

**WHEREAS**, all parties hereto have approved the within Agreement by Ordinance or Resolution as appropriate, in accordance with the statute; and

**WHEREAS**, it is the desire of all parties to enter into such Agreement for said purposes;

**NOW, THEREFORE IN CONSIDERATION OF** the premises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1. The work, materials or supplies to be priced cooperatively may include computer hardware, software, courseware, copying equipment and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.
2. The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.
3. The Lead Agency, on behalf of all participating contracting units, shall upon approval of the System's registration and annually thereafter in January of each succeeding year, publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it to include such information as the:
  - (A) name of the Lead Agency soliciting competitive bids or informal quotations
  - (B) address and telephone number of Lead Agency
  - (C) names of the participating contracting units
  - (D) State Identification Code for the Cooperative Pricing System, and
  - (E) expiration date of the Cooperative Pricing System Agreement.
4. Each of the participating contracting units shall advise the Lead Agency, in writing, of the items to be purchased and indicate there in the approximated quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.
5. The specifications shall be prepared and approved by the Lead Agency and no charges shall



thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.
7. The Lead Agency shall advertise for bids or solicit informal quotations on behalf of all participating contracting units. Following its receipt and review of bids, the Lead Agency shall either reject all or certain of the bids or make one award to the lowest possible responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a master contract with the successful bidder(s) providing for two categories of purchases.
  - (A) The quantities ordered for the Lead Agency's own needs, and
  - (B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's overall (master) contract.
8. The Lead Agency shall enter into a formal written contract (s), when required by law, directly with the successful bidder (s) only after it has certified the funds available for its own needs.
9. Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder (s); issue purchase orders in its own name directly to successful bidder (s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidder (s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidders (s); make payment directly to the successful bidder (s), and be responsible for any tax liability.
10. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally by any other participating contracting unit, and shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.
11. The provisions of Paragraph 7, 8, 9 and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting unit.
12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.
13. The Lead Agency reserves the right to exclude any item or commodity from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.



14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
15. This Agreement shall become effective on August 27, 2024 subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect until the expiration of the System's registration in the year 2025, unless any party to this Agreement shall give written notice of its intention to terminate its participation.
16. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.
17. The inclusion of new contracting units or the withdrawal of participating contracting units shall not invalidate the Agreement between the Lead Agency and other signatories to this Agreement.
18. The Lead Agency and individual participating contracting units may sign separate copies of the Agreement. All executed copies shall be integrated as one fully executed document.
19. The Lead Agency status may rotate on a volunteer basis each year. The Director of the Division of Local Government Services within the State Department of Community Affairs shall be notified within thirty (30) days of any change in the designated Lead Agency.
20. This Agreement shall be binding upon and ensure to the benefit of the successors and assigns of the respective parties hereto.

**9. Authorizing the White Township School District to enter into a cooperative pricing agreement  
Resolution Number 26EDCP**

**WHEREAS** N.J.S.A. 40A:11-11 (5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

**WHEREAS** the Educational Services Commission of Morris County, hereinafter referred to as the "Lead Agency", has offered voluntary participation in a Cooperative Pricing System known as the "Educational Cooperative Pricing System" for the purchase of work, materials and supplies; and

**WHEREAS**, the **WHITE TOWNSHIP SCHOOL DISTRICT** within the County of **WARREN**, New Jersey, desires to participate in the Educational Cooperative Pricing System.

**NOW THEREFORE, BE IT RESOLVED** on the September 23, 2024 by the said Board of Education as follows:

**AUTHORITY**

As directed by N.J.S.A. 18A-18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11 (5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead

Agency.

### **CONTRACTING UNIT**

The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the **WHITE TOWNSHIP SCHOOL DISTRICT** shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

### **EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

#### **10. Approve Technology Shared Services**

**BE IT RESOLVED** that the Board, upon recommendation of the Chief School Administrator, approve a Shared Service Agreement for Technology Services with Belvidere Board of Education for the 2024-2025 school year in the amount of \$25,000.00.

#### **11. Approve Transportation Contract**

**BE IT RESOLVED**, that the Board, upon recommendation of the Chief School Administrator, approve the transportation contract of \$22,378 with Cassidy Trans. Inc. to transport special education student to and from Mount Olive Township School District for 67 days in the 2024-2025 school year.

#### **12. Approval of Additional Bill September**

**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 September 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 \$71,250 for September 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.

On a roll call vote all present were in favor except, Mrs. Gardella abstained from item 4; Mrs. Vesper abstained from item 5; Ms. Nusser-Meany abstained from item 7; and Mr. Havlusch abstained from items 7, 8, and 9.

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

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

Mrs. Gardella reported the BHS Meeting is September 25, 2024 and there would be a Board Resolution approving of restructuring the administration.

The Board discussed the restructuring at Belvidere School District.

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

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

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

#### **XIII. OLD BUSINESS**

The Board discussed the Feasibility Study and how the restructuring at Belvidere could affect it. And tuition payments to Belvidere were discussed.

#### **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. ADJOURNMENT**

**MOTION TO ADJOURN** by Mrs. Lensi, seconded by Ms. Nusser-Meany.

On a voice vote, all present were in favor. The meeting adjourned at 7:10 p.m.

Respectfully Submitted,



Lori A. Tirone  
Board Secretary