

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * April 24, 2017 * 6:00 PM

Mount Horeb School

I. Call to Order and Statement of Presiding Officer Tia Allocco, President

Re: Chapter 231 P.L. 1975: "The adequate notice of this regular meeting as required by the open public meetings act was provided by the posting, mailing/delivery, and filing of this notice on April 20, 2017. This notice was on that date posted on the bulletin board in the Township Office, sent to the Courier News, the Echoes Sentinel and TAP into Warren, and filed with the Township Clerk of the Township of Warren, all in accordance with the requirements of the Open Public Meetings Act."

II. Pledge of Allegiance

III. Roll Call

- PA, DB, LD, LD, AF, JS, JS, PZ, CA

IV. Executive Session

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss:

- pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege and
- specific prospective or current employees unless all who could be adversely affected request an open session

Action will be taken upon return to public session;

the length of the meeting is anticipated to be approximately 60 minutes; and be it

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

V. Minutes

- RESOLVED, that the Board of Education approves the public session minutes of the April 3, 2017 Board Meeting.

VI. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

0

0

VII. President's Remarks – Tia Allocco

VIII. Superintendent's Remarks – Matthew Mingle

IX. Presentations

- Mt. Horeb School Presentation - Grade 5 "Genius Hour" Projects
- Preschool Recommendation
- Reimagined Classroom Design Challenge
- Goals Update
- Public Hearing - 2017-2018 Budget

- X. Discussion
 - Reimagined Classroom Design Challenge
- XI. Committee Reports
- XII. Public Commentary (agenda items only)

Note on public input at BOE meetings: Board Policy #9322, adopted on April 14, 2008, provides for and encourages public participation in Board of Education meetings. Such participation is governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name and place of residence;
2. Each statement made by a participant shall be limited to three minutes' duration (limit may be adjusted at the discretion of the presiding officer as circumstances dictate);
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard; and
4. All statements shall be directed to the presiding officer—no participant may address or question Board members individually.

The portion of the meeting during which participation of the public is invited shall be limited to fifteen minutes (limit may be adjusted at the discretion of the presiding officer as circumstances dictate).

XIII. Items for Board Consideration/Action

A. Education

- A.1. HIB Report
RESOLVED, that the Board of Education approves the HIB Report submitted by the Superintendent for the period ending on April 20, 2017.
- A.2. Establish Autism Class at Central
RESOLVED, that the Board of Education approves to establish an Autism Class at Central School to meet the needs of our students for the 2017-2018 school year.
- A.3. Alternative Physical Education Program
RESOLVED, that the Board of Education approves the alternative physical education program for Student #5266212957 for the period of April 25, 2017 through June 20, 2017.
- A.4. Bedside Instruction
RESOLVED, that the Board of Education approves bedside instruction through Silvergate Prep for Student #6672870988 beginning April 18, 2017, at an hourly rate of \$40, at a cost not to exceed \$4,400.

B. Finance/Operations/Transportation

- B.1. Payment of Bills
RESOLVED, that the Board of Education approves the payment of bills for the month of April 2017 in the amount of \$3,885,645.54.
- B.2. Board Secretary's and Treasurer's Report
WHEREAS, the Board of Education has received the report of the secretary for the month of March, 2017,
WHEREAS, this report shows the following balances on March 31, 2017

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$9,771,280.79		\$973,637.24
(11) Current Expense		\$2,091,161.06	
(12) Capital Outlay		\$343,020.74	
(13) Special Schools		\$294.52	
(20) Special Revenue Fund	\$34,367.84	\$28,594.71	\$0.00
(30) Capital Projects Fund	\$81,127.62	\$0.00	\$223,889.55
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$9,886,776.25	\$2,463,071.03	\$1,197,526.79

WHEREAS, in compliance with law and code the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it

RESOLVED, the Board of Education accepts the above reference reports and certifications and be it

FURTHER RESOLVED, in compliance with law and code, the Board of Education certifies that, after review of the secretary's monthly financial report (appropriation section), to the best of its knowledge, no major account or fund has been over expended in violation of law and code and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

B.3. Budget Transfers for Month of March 2017

RESOLVED, the Board of Education ratifies the following transfers between budget line items that have been approved by the Superintendent of Schools and that are now being reported to the Board pursuant to Policy 3160:

	TO:		FROM:		
1.	11-000-216-600-08-00	Speech/OT/PT - Supplies	11-000-216-100-00-01	Speech & OT - Extra Pay	\$750
2.	11-000-219-390-08-00	CST-Purchased Prof. Services	11-000-219-800-08-00	CST - Dues & Memberships	\$5,000
3.	11-000-230-580-01-00	Travel - Superintendent	11-000-230-895-01-02	BOE - Membership & Dues	\$1,500
4.	11-000-261-420-09-03	Maintenance Repairs - Central	11-000-261-100-09-00	Salaries - Maintenance	\$10,000
5.	11-230-100-610-12-07	Basic Skills - Supplies - Middle	11-230-100-500-12-04	Basic Skills - Purchased Svcs.-MH	\$1,840
6.	11-230-100-610-12-07	Basic Skills - Supplies - Middle	11-230-100-500-12-05	Basic Skills - Purchased Svcs -ALT	\$1,865
7.	11-402-100-600-07-00	Sports Supplies	11-190-100-640-07-00	Textbooks - Middle School	\$400
8.	12-000-263-730-09-00	Grounds Equipment	11-000-262-621-00-03	Heat - Central	\$13,000

9.	12-000-263-730-09-00	Grounds Equipment	11-000-262-621-00-07	Heat - Middle	\$9,075
10.	12-130-100-730-07-00	Instructional Equipment - MS	11-190-100-610-07-10	Instructional Supplies - Middle	\$2,796

B.4. Travel Approval

Whereas, in accordance with State of New Jersey School District Accountability Act (A-5) and the Warren Township Schools' policy number 4133-Travel and Work Related Expense Reimbursement, travel by school district employees and Board of Education members must be approved in advance.

Now Therefore Be It RESOLVED, the Warren Township Schools Board of Education approves the following expenses for faculty, staff, administrators, and board members for seminars, conferences and workshops. The expense includes travel costs, if applicable:

Name	School	Workshop/ Conference	Location	Month/Yr	Cost
Scott Cook	MTH	How Should I Teach Reading Next Year? Workshop	Mahwah	May 2017	\$217
Alison Tugya	CS	How Should I Teach Reading Next Year? Workshop	Mahwah	May 2017	\$221
Christine Smith	ALT	How Should I Teach Reading Next Year? Workshop	Mahwah	May 2017	\$224
Jeff Heaney	WS	How Should I Teach Reading Next Year? Workshop	Mahwah	May 2017	\$220
Carol Keirstead	MTH	Oppositional, Defiant, Disruptive Children and Adolescents	South Plainfield	May 2017	\$224
Amy Brunswick	MH	Mental Health Issues in the classroom	Edison	June 2017	\$211
Andrea Freijomil	BOE	NJSBA Workshop 2017	Atlantic City	Oct 2017	\$990
Tia Allocco	BOE	NJSBA Workshop 2017	Atlantic City	Oct 2017	\$990
Patricia Leonhardt	BOE	NJSBA Workshop 2017	Atlantic City	Oct 2017	\$970
Matthew Mingle	BOE	NJSBA Workshop 2017	Atlantic City	Oct 2017	\$971

All of the above travel has been approved by the Superintendent. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

- B.5. Adoption of 2017-2018 Warren Township School District Budget
 RESOLVED, the Board of Education adopts the 2017-2018 Warren Township School District Budget as approved by the Executive County Superintendent of Schools for Somerset County.
 The budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards and is in compliance with N.J.S.A. 18A and N.J.A.C Title 6 and 6A.

2017-2018 Warren Township School District Budget			
Appropriations:		Revenue:	
Fund 10			
Operating Budget	\$41,349,996	State Aid: General Fund	\$1,247,692
Deposit to Capital Reserve	\$500	Tax Levy: General Fund	39,579,035
Capital Outlay	\$457,441	Other Revenues	\$485,034
Summer School	\$246,541	Fund Balance	\$458,000
Transfer to Charter Schools	\$33,624	Withdrawal from Emergency Reserves	\$318,341
	\$42,088,102		\$42,088,102
Fund 20			
Special Revenue Appropriations	\$420,594	Grants: Federal, State and Local	\$420,594
Fund 40	\$0	Fund 40	\$0

FURTHER RESOLVED, per NJAC 6A:23B-1.2(b), the budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2017-2018 budget includes a maximum travel appropriation of \$129,250. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded, and be it

FURTHER RESOLVED, a Board of Education may, and this Board does, establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required for regular business travel, and be it

FURTHER RESOLVED, the Board of Education hereby authorizes the Superintendent and Business Administrator to implement the 2017-2018 budget as hereby approved.

- B.6. Joint Transportation Agreements
 RESOLVED, that the Board of Education authorizes Joint Transportation Agreements for the 2017-2018 school year as follows:
- Somerset County Educational Services Commission - administrative fee of 4%
 - Union County Education Services Commission - administrative fee of 4%
 - The Educational Services Commission of New Jersey - administrative fee of 6%

B.7. Dealaman Bus Services Contract Renewal for 2017-2018

RESOLVED, that the Board of Education approves the renewal of the transportation contracts for the 2017-2018 school year with Dealaman Bus Services of Warren, NJ. Renewed routes increased by CPI of .3%. Reflects consolidation resulting in the elimination of six routes. The details are as follows:

Multi Contract #	Renewal #	2017-2018 Cost
1	23	\$23,3470.41
2	19	\$77,086.76
4	6	\$33,338.24
5	19	\$15,1697.02
6	18	\$41,475.26
7	17	\$70,030.11
8	9	\$141,124.37
9	15	\$18,012.55
10	14	\$27,927.54
11	13	\$53,988.16
12	12	\$47,545.49
	TOTAL	\$ 895,695.91

B.8. Tax Payment Schedule for 2017-2018 School Year

RESOLVED, that the Board of Education approves the following tax payment schedule for 2017-2018 from the Township of Warren:

July 3, 2017	\$700,000	January 2, 2018	\$3,298,253
July 17, 2017	\$700,000		
August 1, 2017	\$700,000	February 1, 2018	\$3,298,253
August 15, 2017	\$1,000,000		
September 1, 2017	\$2,000,000	March 1, 2018	\$3,298,253
September 15, 2017	\$2,000,000		
October 2, 2017	\$4,229,840	April 2, 2018	\$3,298,253
November 1, 2017	\$4,229,839	May 1, 2018	\$3,298,253
December 1, 2017	\$4,229,839	June 1, 2018	\$3,298,252
		TOTAL	\$39,579,035

B.9. Sale of Obsolete Items

RESOLVED, that the Board of Education declares as obsolete the following items:

- 15 Folding Cafeteria Tables with Seating (MHS). Asset tag numbers 900136 through 900150.

BE IT FURTHER RESOLVED, that the Board of Education approves the listed equipment to be disposed of in accordance with N.J.S.A. 18A:18A:45 – Sale of Property.

- B.10. 403(b) Plan Document for Public Education
RESOLVED, that the Board of Education approves the Revised 403(b) Plan Document for Public Education Organizations, dated April 25, 2017, for the Warren Township School District, effective May 1, 2017. This revision adds Primerica as an additional vendor and deletes ASpire, which failed to obtain the required number of participants. Primerica to offer 403(b), Roth 403(b) and 457 plans.
- B.11. Field Trip Destination Approval
RESOLVED, that the Board of Education approves Monster Golf, in Edison as a field trip destination for the Warren Middle School 6th grade.

C. Personnel/Student Services

- C.1. Employment for the 2016-2017 School Year
RESOLVED, upon recommendation from the Superintendent that the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by *) conditional upon the final approval by the New Jersey Department of Education, for the 2016-2017 school year and the Board further authorizes the submission of an application for emergency hiring pursuant to N.J.S.A. 18A:6-7.1, et. Seq., N.J.S.A. 18A:6.14.12, et. Seq.”
- a. Kristen Carleen, Leave Replacement Speech Therapist, Warren Middle School, MA, Step 8-9 of the 2016-2017 salary guide, at a per diem rate of \$333.41, from on or about May 15, 2017 through June 30, 2017, with three additional transition days between May 1, 2017 through May 15, 2017, all of which is not creditable toward tenure acquisition. (Ms. Carleen is LRT for Employee #2931.)
- C.2. Substitute Teachers
RESOLVED, that the Board of Education approves the following to be appointed as substitute teachers for the 2016-2017 school year:
- a. MaryAnn Minervini
- C.3. Approval to Abolish Positions
RESOLVED, that the Board of Education hereby approves the abolishment of the following positions for reasons of declining enrollment and schedule restructuring:
- Art Teacher
 - Curriculum Coordinator
 - Music Teacher
 - REACH Teacher
 - Computer Teachers (2.0 FTE)
 - Spanish Teacher (1.6 FTE)
 - ELA/SS Teacher
- C.4. Approval to Create Positions
RESOLVED, that the Board of Education hereby approves the creation of the following positions:
- Curriculum Director
 - Physical Education Teacher
 - Instructional Specialist

- C.5. CPR/AED and First Aid Training
RESOLVED, that the Board of Education approves the following staff to present First Aid on May 17, 2017 and or CPR/AED training on either May 23 or May 24, 2017, at the contractual rate of \$40 per hour, for the total cost of \$1,440:
- Jan Brennan
 - Lisa Lontai
 - Harriet Stambaugh
 - Doris Zanchelli
- C.6. Movement on the Guide
RESOLVED, that the Board of Education approves the following staff for amended placements on the 2016-2017 salary guide:
- a. Megan O'Donnell, with congratulations, for movement from MA to MA+30, effective April 1, 2017.
 - b. Carla Annese, with congratulations, for movement from MA+30 to MA+45, effective April 1, 2017.
- C.7. Additional Hours
RESOLVED, that the Board of Education approves the following additional hours for Nancy Lauber to accompany Student #1316551903, Student #6966351129 and Student #7829480945, to the 3rd Grade Recorder Concert on June 1, 2017 at a cost not to exceed \$40.
- C.8. Long Term Substitute
RESOLVED, that the Board of Education approves Hayley Scuderi as Long Term Substitute, effective on or about April 27, 2017 through June 30, 2017. (Ms. Scuderi is LTS for Employee #1752.)
- C.9. Substitute Bus Monitor
RESOLVED, that the Board of Education approves Patricia Doll as a substitute bus monitor at the approved pay rate for the 2016-2017 school year.
- C.10. Leave Request
RESOLVED, that the Board of Education approves the following:
- a. Employee #1764 for leave (paid and unpaid according to legal and contractual entitlement), from on or about September 22, 2017 through on or about November 1, 2017, with an anticipated return date of November 2, 2017.
- C.11. Retirement/Resignation
RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:
- a. Jacklyn Gualtieri, LA/SS Teacher, Warren Middle School, for the purpose of retirement, with appreciation for her 17 years of service to the Warren Township students, effective June 1, 2017.
 - b. Jennifer Pote, Special Education Teacher, Angelo L. Tomaso School, for the purposes of resignation, effective June 30, 2017.
- D. Policy
- D.1. Policy – Second Reading
RESOLVED, that the Board of Education approves the second and final reading of the following policy:
- a. Policy 6171.4 - Special Education
- D.2. Policy – First Reading
RESOLVED, that the Board of Education approves the first reading of the following policy:
- a. Policy 1250 - Visitors

- XIV. Unfinished Business
- XV. New Business
 - SCESC Update
 - Future Discussion - Financial Oversight Role
- XVI. Public Commentary (any topic)

Note on public input at BOE meetings: Board Policy #9322, adopted on January 21, 2013, provides for and encourages public participation in Board of Education meetings. Such participation is governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name and place of residence;
2. Each statement made by a participant shall be limited to three minutes' duration (limit may be adjusted at the discretion of the presiding officer as circumstances dictate);
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard; and
4. All statements shall be directed to the presiding officer—no participant may address or question Board members individually.

The portion of the meeting during which participation of the public is invited shall be limited to fifteen minutes (limit may be adjusted at the discretion of the presiding officer as circumstances dictate).

XVII. Executive Session

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss:

specific prospective or current employees unless all who could be adversely affected request an open session

Action will not be taken upon return to public session;

the length of the meeting is anticipated to be approximately 30 minutes; and be it

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

XVIII. Adjourn

2016-2017 Board Goals

1. Refresh the district mission statement by focusing on the whole child, whole school, and whole community approach to education.
2. Continually create and support an environment where a definition of student achievement and how we measure it empowers the whole child.
3. Establish a clear line of communication to keep all stakeholders fully informed on matters of board business and other district news by maintaining effective board discussions and decision-making processes.

2016-2017 District Goals

1. Continue to focus on elements of instruction that impact student achievement within the context of the whole child and "the five" belief statements.
2. Continue to develop consistent practices that support a culture of attention to safety and security.
3. Recommend plans to the board of education that addresses challenges of declining enrollment while seeking to identify expanded program and instructional opportunities for students.