

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * April 25, 2016 * 7:00 PM

Mount Horeb School

- I. Call to Order and Statement of Presiding Officer Tia Allocco, President
Re: tt 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 January 5, 2016. 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, CC, LD, LD, AF, KH, JS, JS, CA
- IV. Presentation
 - Mt. Horeb Student Presentation
 - NJSBA regarding STEEP Community Feedback Session and Survey Results
 - Public Hearing 2016-17 Budget
- V. Minutes
 - RESOLVED, that the Board of Education approves the public and private session minutes of the April 4, 2016 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 – Elizabeth Nastus
- IX. Committee Reports
- X. Discussion
 - STEEP - Next Steps
- XI. Public Commentary (including opportunity to speak about items for Board Consideration/Action)

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).

XII. 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 21, 2016.
- A.2. Approval of School Self-Assessment Statement of Assurances
RESOLVED, that the Board of Education approves the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act Statement of Assurances for submission to the Department of Education.

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 2016 in the amount of \$3,791,468.82.
- 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 2016.
WHEREAS, this report shows the following balances on March 31, 2016

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$7,640,145.20		\$1,046,472.82
(11) Current Expense		\$2,104,254.12	
(12) Capital Outlay		\$14,627.42	
(13) Special Schools		\$283.16	
(20) Special Revenue Fund	(\$62,677.27)	\$34,250.12	\$0.00
(30) Capital Projects Fund	\$183,151.48	\$69,362.56	\$1,555,224.63
(40) Debt Service Fund	(\$0.29)	\$0.00	(\$0.29)
TOTAL	\$7,760,619.12	\$2,222,777.38	\$2,601,697.16

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 2016

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:		
11-000-100-562-08-01	Tuition - Other LEAs - Reg. SY	11-000-100-566-08-01	Tuition - Private - Regular SY	\$26,100
11-000-218-600-04-00	Guidance Supplies - Mt. Horeb	11-190-100-610-04-10	Instructional Supplies - Mt. Horeb	\$70
11-000-252-600-11-01	Admin. Technology - Supplies	11-000-252-330-11-01	Technology - Professional Services	\$10,000
11-000-263-610-09-00	Grounds - Supplies	11-000-263-100-00-00	Salaries - Grounds Staff	\$5,000
11-000-270-512-07-00	Field Trip Transportation - Middle	11-000-270-610-10-00	General Supplies - Transportation	\$150
11-000-270-593-10-00	Misc. Purchased Svcs. - Transp.	11-000-270-610-10-00	General Supplies - Transportation	\$3,100
11-000-270-615-10-00	Transportation Supplies	11-000-270-610-10-00	General Supplies - Transportation	\$4,000
11-190-100-500-11-01	Other Purchased Svcs. - Technology	11-190-100-610-11-01	Supplies - Instructional Hardware	\$3,250
11-190-100-640-12-00	Textbooks - Series Replacement	11-190-100-610-12-00	Instructional Supplies - Curriculum	\$1,350
11-401-100-800-07-00	Co-Curricular Clubs - Other	11-401-100-600-07-00	Co-Curricular Supplies - Middle	\$50
12-000-261-730-00-00	Required Maint. - School Equipment	11-000-291-270-00-00	Health Benefits	\$22,405
12-000-263-730-09-00	Grounds - Equipment	11-000-262-621-00-06	Heat - Woodland	\$4,665

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
Marisol Ziegler	ALT	Behavior Modification Training	Scotch Plains	May 2016	\$225
Kelly Blessing-Maire	ALT	Behavior Modification Training	Scotch Plains	May 2016	\$250
Paula Pontoriero	ALT	Dyslexia, Dyscalculia, and Dysgraphia	Parsippany	May 2016	\$217
Jennifer McMahon	MHS	Theory of the Mind	Somerset	June 2016	\$200

Allison Reu	CS	Theory of the Mind	Somerset	June 2016	\$200
Rebecca Hartman	CS	Newmark Behavioral Disabilities Training	Scotch Plains	May 2016	\$232
Karen Leski	ALT	Newmark Behavioral Disabilities Training	Scotch Plains	May 2016	\$225
Shannon Sharkey	MHS	Strategies for Inclusive Education	Lincroft	June 2016	\$150
Brittany Leonard	ALT	Newmark Behavioral Disabilities Training	Scotch Plains	May 2016	\$225
Lindsay Chell	CS	Best Children's Books of 2016	Somerset	May 2016	\$200
Mary Ellen Weaver	MS	Conquer Math	Fairfield	May 2016	\$151
Barbara LaSaracina	MS	Conquer Math	Fairfield	May 2016	\$151
Robert Comba	MS	AMLE National Conference	Austin, TX	Oct 2016	\$2,156
Scott Cook	MHS	AMLE National Conference	Austin, TX	Oct 2016	\$2,156
Jennifer McMahon	MHS	Theory of the Mind	Somerset	June 2016	\$200
Allison Reu	CS	Theory of the Mind	Somerset	June 2016	\$200
Paula Pontoreiro	ALT	Theory of the Mind	Somerset	June 2016	\$217

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 2016-2017 Warren Township School District Budget
 RESOLVED, the Board of Education adopts the 2016-2017 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.

2016-17 Budget			
Appropriations:			Revenue:
Fund 10			
Operating Budget	\$41,082,976	State Aid: General Fund	\$1,247,692

Deposit to Capital Reserve	\$500		Tax Levy: General Fund	\$39,300,340
Capital Outlay	\$89,700		Other Revenues	\$393,174
Summer School	\$208,030		Fund Balance	\$440,000
	\$41,381,206			\$41,381,206
Fund 20				
Special Revenue Appropriations	\$439,052		Grants: Federal, State and Local	\$439,052
Fund 40	\$0		Fund 40	\$0

FURTHER RESOLVED, per NJAC 6A:23B-1.2(b), the tentative budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2016-2017 budget includes a maximum travel appropriation of \$127,950. 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 2016-2017 budget as hereby approved.

B.6. Tax Payment Schedule for 2016-2017 School Year

RESOLVED, that the Board of Education approves the following tax payment schedule for 2016-2017 from the Township of Warren:

July 5, 2016	\$700,000		January 3, 2017	\$3,275,030
July 18, 2016	\$700,000			
August 1, 2016	\$700,000		February 1, 2017	\$3,275,028
August 15, 2016	\$1,000,000			
September 6, 2016	\$2,000,000		March 1, 2017	\$3,275,028
September 19, 2016	\$2,000,000			
October 4, 2016	\$4,183,390		April 3, 2017	\$3,275,028
November 1, 2016	\$4,183,390		May 1, 2017	\$3,275,028
December 1, 2016	\$4,183,390		June 1, 2017	\$3,275,028
TOTAL 2016 - 2017:				\$39,300,340

B.7. Dealman Bus Services Contract Renewal for 2016-2017

RESOLVED, that the Board of Education approves the renewal of the

transportation contracts for the 2016-2017 school year with Dealaman Bus Services of Warren, NJ. All are being renewed at no increase over 2015-16 rates. The details are as follows:

Multi Contract #	Renewal #	2016-2017 Cost
1	22	\$ 280,342.11
2	18	\$ 94,932.03
4	5	\$ 33,238.52
5	18	\$ 184,848.68
6	17	\$ 41,351.21
7	16	\$ 69,820.65
8	8	\$ 164,326.87
9	14	\$ 17,958.67
10	13	\$ 27,844.01
11	12	\$ 53,826.68
12	11	\$ 47,403.28
	TOTAL	\$ 1,015,892.71

B.8. Acceptance of HCESC Certification for Procurement of Proprietary Goods
RESOLVED, that the Board of Education hereby accepts the Certification for Procurement of Proprietary Goods as presented by the Hunterdon County Educational Services Commission for approval of cooperative purchasing of proprietary Apple products.

B.9. Approval of HCESC Apple Bid
RESOLVED, that the Board of Education hereby approves the following:
WHEREAS the Hunterdon County Educational Services Commission ("HCESC"), as Lead Agency for the HCESC cooperative pricing system (system identifier (34HUNCCP), has awarded a contract for proprietary Apple technology products following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13, and N.J.A.C. 5:34-9.1; and

WHEREAS the Warren Township School District is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS the Apple technology products covered by the HCESC contract sought by the Warren Township School District are of such a specialized nature that only such products will meet the needs of the Warren Township School District; and

WHEREAS the Warren Township School District has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the Warren Township School

district or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the Warren Township Board of Education hereby authorizes the purchase of proprietary Apple technology products from the HCESC contract as follows:

- iPad, iPad Air, iPad accessories

B.10. Middle School Social Studies Trip

RESOLVED, that the Board of Education approves an 8th grade social studies trip, at various sites within Warren and its surrounding communities, on June 10, 2016. Student transportation to be provided through a combination of district buses and buses provided through the Dealaman Bus Company at a cost of \$360.

C. **Personnel/Student Services**

C.1. Employment for the 2015-2016 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 2015-2016 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. Marcia Gutierrez, Transportation Driver, effective April 26, 2016 through June 30, 2016, 7 hours per day, \$18 per hour, at a salary of \$22,680 (prorated).
- b. Roseann Weinfeldt, temporary transfer from Multi-Duty Paraprofessional to Classroom Paraprofessional, Central School, 25 hours, Step 1-4 of the 2015-2016 Salary Guide, \$15,825 (prorated), effective April 25, 2016 through June 30, 2016. (Ms. Weinfeldt will be temporary replacement for J. Santos.)

C.2. Movement on the Guide

RESOLVED, that the Board of Education approves the following staff for amended placements on the 2015-2016 salary guide:

- a. Suzanne Wisher, with congratulations, for movement from MA+30 to MA+45, effective April 1, 2106.
- b. Sanjita Livingston, with congratulations, for movement from MA to MA+15, effective April 1, 2106.

C.3. Leave Request

RESOLVED, that the Board of Education approves the following:

- a. Employee #2951 for leave of absence (paid and unpaid according to legal and contractual entitlement), from on or about May 26, 2016 through December 2, 2016, with an anticipated return date of December 5, 2016.
- b. Employee #1970 for leave of absence (unpaid according to legal and contractual entitlement), from April 18, 2016 through April 22, 2016, with an anticipated return date of April 25, 2016.
- c. Employee #1340 for leave of absence (unpaid according to legal and contractual entitlement) from May 17, 2016 through May 27, 2016, with an anticipated return date of May 31, 2016.

C.4. Retirement/Resignation

RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:

- a. Kathryn Bond, Principal, Angelo L. Tomaso School, for the purpose of retirement, with appreciation for her 18 years of service to the Warren Township students, effective June 30, 2016.
- b. Jessica Santos, Classroom Paraprofessional, Central School, for the purpose of resignation, with appreciation for her 8 years of service to the Warren Township students, effective April 22, 2016.
- c. Florence Lui, Multi-Duty Paraprofessional, Central School, for the purpose of resignation, effective April 15, 2016.

C.5. First Aid Training

RESOLVED, that the Board of Education approves the following staff to present First Aid training on May 18, 2016, at the contractual rate of \$40 per hour, for the total cost of \$720:

- Jan Brennan
- Alexis Sacks
- Doris Zanchelli

C.6. Service Providers List

RESOLVED, that the Board of Education approves the following Service Provider additions for the 2015-2016 school year:

- Dr. Elliot J. Gursky, at a rate of \$550 per Child Psychiatric Evaluation
- Dr. Mario Finkelstein, at a rate of \$1,000 per Fitness for Duty Psychiatric Evaluations

C.7. Additional Work Schedule

RESOLVED, that the Board of Education approves Lisa Lontai, School Nurse, Warren Middle School, to work a total of 3 days during August 2016, for the purpose of completing student physicals and medical forms, at the employee's per diem rate.

C.8. Temporary Multi-Duty Paraprofessional

RESOLVED, that the Board of Education approves Rachel Jacobs as a temporary Multi-Duty Paraprofessional, Central School (pending completion of required paperwork), 2 hours per day, \$15.62 per hour, effective on or about May 2, 2016 through June 20, 2016. (Mrs. Jacobs will be temporary replacement for R. Weinfeldt.)

C.9. Substitute Bus Monitor

RESOLVED, that the Board of Education approves Casey Hardy as a substitute bus monitor (pending completion of required paperwork), at an hourly rate of \$13.12 per hour, effective on or about May 2, 2016.

D. Policy

D.1. Policy – First Reading

RESOLVED, that the Board of Education approves the first reading of the following policy:

- a. 3326 - Payment for Goods and Services

XIII. Old Business

XIV. New Business

- Proposed 2017-2018 calendar

XV. Public Commentary

XVI. 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 not be taken upon return to public session;
the length of the meeting is anticipated to be approximately 20 minutes; and be it
FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

XVII. Adjourn