

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * August 28, 2017 * 6:00 PM

Warren Middle 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 August 15, 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. Board of Education Retreat

V. 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:

- a collective bargaining agreement and/or negotiations related to it; and
- pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege

Action will 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.

***NOTE: It is anticipated that the regular business portion of the meeting will begin at approximately 7:00 P.M.**

VI. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the August 14, 2017 Board Meeting.

VII. Correspondence and Information

· HIB Information

Total # of Investigations:

0

Total # of Determined Bullying Incidents:

0

VIII. President's Remarks – Tia Allocco

IX. Superintendent's Remarks – Matthew Mingle

- X. Presentation
 - Communication Survey Results
- XI. Discussion
 - District Logo Trademark and Servicemark
 - Impact of Potential Development in Warren Township
- XII. Committee Reports
- XIII. Public Commentary (agenda items only)

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).

XIV. 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 August 24, 2017.
- A.2. HIB Summary Report
RESOLVED, that the Board of Education approves the HIB Summary Report submitted by the Superintendent for the period January 1, 2017 through June 30, 2017.
- A.3. Board Goals
RESOLVED, that the Board of Education approves the Board Goals for the 2017-2018 school year as follows:
 1. Approve updated policies managing all facets of district operations.
 2. Develop a long range capital improvement and financial plan that addresses maintenance needs and aspirational projects.
 3. Support the consistent application of security practices across the district.
 4. Engage with the community about Board of Education business by researching, discussing and making decisions about public availability of audio and/or video recordings of meetings.
- A.4. District Goals
RESOLVED, that the Board of Education approves the District Goals for the 2017-2018 school year as follows:
 1. Implement new elementary and middle school schedules.
 - a. Whole Child connection - Healthy, Safe, Engaged, Supported Challenged
 2. Support each student and staff member in learning about and practicing a lifestyle that is both physically and mentally healthy.

- a. Whole Child connection - Healthy
- 3. Ensure that security practices are consistently implemented across the district.
 - a. Whole Child connection - Safe
- 4. Increase access to opportunities that enrich the student experience (such as field trips, extracurricular activities, and athletics).
 - a. Whole Child connection - Healthy, Engaged, Supported Challenged

A.5. Out-of-District Placements

RESOLVED, that the Board of Education approves the out-of-district placements for Student #2942299668 and Student #5076374904, to the Long Hill Public Schools, beginning on September 6, 2017 through June 30, 2018, at a cost of \$40,000 per student.

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the month of August 2017 in the amount of \$2,387,200.75.

B.2. 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 expenses for faculty, staff, administrators, and board members for seminars, conferences and workshops. The expense includes travel costs, if applicable.

All of the 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.3. Field Trip Destinations Approval

RESOLVED, that the Board of Education hereby approves the following field trip destination additions to the list for the 2017-2018 School Year.

- a. Visual Arts Center, Summit, NJ
- b. Deserted Village, Watchung Reservation

B.4. Board Secretary's and Treasurer's Report

WHEREAS, the Board of Education has received the report of the secretary for the month of June, 2017 (final),

WHEREAS, this report shows the following balances on June 30, 2017:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$7,595,679.46		\$909,303.32
(11) Current Expense		\$1,488,035.17	
(12) Capital Outlay		\$70,904.26	
(13) Special Schools		\$294.52	

(20) Special Revenue Fund	\$18,381.54	\$20,938.54	\$0.00
(30) Capital Projects Fund	\$63,040.94	\$73,246.50	\$297,136.05
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$7,677,101.94	\$1,653,418.99	\$1,206,439.37

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.5. Grant - Health and Wellness

RESOLVED, that the Board of Education accepts, with gratitude, a grant of \$3,470 from Sustainable Jersey for schools. The grant will be utilized for a Health and Wellness program at the Middle School.

B.6. Transportation Contracts for Out-of-District Students

RESOLVED, that the Board of Education approves transportation contracts for the transportation of students for the 2017-18 School Year as follows:

<u>Host District</u>	<u>Joining District</u>	<u>Destination</u>	<u>Cost</u>
Warren	Berkeley Heights	DLC	\$ 5,409.25
Warren	WHRHS	WHRHS (WH-1)	\$ 8,275.20
Warren	WHRHS	WHRHS (WH-3)	\$ 6,718.59

B.7. Grant – Child Assault Prevention

RESOLVED, that the Board of Education accepts, with gratitude, a grant of \$2,210.60 from the Somerset County Child Assault Prevention program.

B.8. Electronic Visitor Management System Databases

RESOLVED, that the Board of Education approves the use of those databases that publish each state's sex offender registry and locally developed databases as necessary to implement Policy #1250.

C. Personnel/Student Services

C.1. Employment for the 2017-2018 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 2017-2018 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. Timothy Brennan, Transportation Driver, District, 5 hours per day at a salary of \$16,200, effective September 1, 2017 through June 30, 2018.
- b. Kathryn Miller, Classroom Paraprofessional, Angelo L. Tomaso School,

Step 6-7 of the 2016-2017 salary guide, \$20,190, plus a stipend of \$1,800 for her teaching certificate (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (This is a new position.)

- c. Maria Rodriguez, Head Night Custodian, Warren Middle School, at an annual salary of \$33,385 (prorated), effective September 1, 2017 through June 30, 2018.

C.2. Substitute Teachers

RESOLVED, that the Board of Education approves the following to be appointed as substitute teachers for the 2017-2018 school year:

- a. Joann Palumbo
- b. Julie Bu
- c. Elisa Kominsky

C.3. ICS 100 Training

RESOLVED, that the Board of Education approves Carla Annese for online ICS 100 Training, a requirement for participation as part of the Building Crisis Team, at a rate of \$20 per hour for 3 hours for a total of \$60 (pending settlement of the WTEA 2017-2020).

C.4. Leave Request

RESOLVED, that the Board of Education approves the following:

- a. Employee #0634 for leave (paid and unpaid according to legal and contractual entitlement) from September 5, 2017 through on or about November 1, 2017.
- b. Employee #2553 for extended leave (paid according to legal and contractual entitlement), from September 5, 2017 through on or about September 18, 2017.
- c. Employee #1598, for leave (paid and unpaid according to legal and contractual entitlement) from August 2, 2017 through on or about August 25, 2017.
- d. Employee #1328, for leave (paid and unpaid according to legal and contractual entitlement) from August 14, 2017 through on or about September 11, 2017.

C.5. Approval of Merit Goals 2017-18 - Superintendent

RESOLVED, that the Board of Education approves the following Superintendent's merit goals for 2017-2018:

- Quantitative: 3.33% per goal
 - Increase the percentage of students meeting or exceeding expectations on the PARCC grade 8 mathematics assessment by 10%.
 - Decrease the number of unfilled teacher vacancies (substitutes needed but not available) by 10%.
 - Expand before/after school enrichment and extracurricular participation by 10%.
- Qualitative: 2.5% per goal
 - Develop the Warren Township Schools tuition program.
 - Create standardized methods of communicating key district information related to new initiatives, student achievement, and financials.

C.6. Job Descriptions

RESOLVED, that the Board of Education approves updated job descriptions.

C.7. Extended Work Schedule

RESOLVED, that the Board of Education approves Nancy Duffy, Classroom Paraprofessional, Mt. Horeb School to work a maximum of five days before the commencement of the 2017-2018 school year, at the employee's per diem rate.

C.8. Rescind Extended Work Schedule

RESOLVED, that the Board of Education rescinds the extended work schedule approved on June 19, 2017 for Michele Delserro, Multi-Duty Paraprofessional, Mt. Horeb School.

D. Policy

D.1. Policies – Second Reading

RESOLVED, that the Board of Education approves the second and final reading of the following policies and regulations:

- a. Policy 2460 Special Education
- b. Regulation 2460 Special Education
- c. Regulation 2460.1 Special Education - Location, Identification, and Referral
- d. Regulation 2460.8 Special Education - Free and Appropriate Public Education
- e. Regulation 2460.9 Special Education - Transition from Early Intervention Programs to Preschool Programs
- f. Regulation 2460.15 Special Education - In-Service Training Needs for Professional and Paraprofessional Staff
- g. Regulation 2460.16 Special Education - Instructional Material to Blind or Print-Disabled Students

XV. Unfinished Business

XVI. New Business

XVII. Public Commentary (any topic)

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

XIX. Settlement Approval

RESOLVED, that the Board of Education hereby approves the Settlement for Student #2610013558.

XX. 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.