

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * December 11, 2017 * 7:00 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 January 4, 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. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the November 27, 2016 Board Meeting.

V. Correspondence and Information

· HIB Information

Total # of Investigations:

1

Total # of Determined Bullying Incidents:

0

· Fire Drills

ALT

November 16

Central

November 27

Mt. Horeb

November 2

Woodland

November 3

Middle

November 29

· Security Drills

ALT

November 21

Bomb Threat

Central

November 21

Bomb Threat

Mt. Horeb

November 20

Bomb Threat

Woodland

November 20

Bomb Threat

Middle

November 20

Bomb Threat

VI. President's Remarks – Tia Allocco

VII. Superintendent's Remarks – Matthew Mingle

VIII. Presentation

- Recognition of Service to Board Members - Mrs. Tia Allocco, Mr. Len deMontagnac, and Dr. Joan Schiller

IX. Discussion

- Role of the Board President

X. Committee Reports

XI. 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:

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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
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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 December 7, 2017.

A.2. Recording of Board Meetings

RESOLVED, that the Board of Education approves the recording of selected presentations made during its meetings for the purpose of posting to the district website and directs the Curriculum, Communication, and Technology Committee to recommend guidelines for such recording.

A.3. Bedside Instruction

RESOLVED, the Board of Education approves the bedside instruction through Silvergate Prep for Student #6672870988, beginning November 28, 2017, at an hourly rate of \$40, at a cost not to exceed \$2,400.

A.4. 2018-2019 Calendar

RESOLVED, that the Board of Education approves the revised 2018-2019 calendar.

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the period December 1, 2017 through December 11, 2017 in the amount of \$1,576,780.68.

B.2. Partial Payment of Bills

RESOLVED, that the Board of Education authorizes the School Business Administrator/Board Secretary, pursuant to Policy 3326, to audit pending bills and claims, to pay qualifying bills and claims within approved budget line item amounts, from December 12, 2017 to December 31, 2017, and to submit those bills to the Board of Education for approval at its first meeting in January 2018.

B.3. Board Secretary's and Treasurer's Report

WHEREAS, the Board of Education has received the report of the secretary for the month of November, 2017; and
WHEREAS, this report shows the following balances on November 30, 2017:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$10,615,337.30		\$990,303.32
(11) Current Expense		\$1,898,728.64	
(12) Capital Outlay		\$410,031.93	
(13) Special Schools		\$14,937.47	
(20) Special Revenue Fund	(\$51,388.38)	\$26,378.99	\$0.00
(30) Capital Projects Fund	\$104,711.05	\$0.00	\$297,136.05
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$10,668,659.97	\$2,350,077.03	\$1,287,439.37

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.4. Budget Transfers for Month of November 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.	11-000-221-110-040-12-00	Curriculum Development - Stipends - ALT	11-000-223-580-030-00-00	Workshops & Travel - Admins - CS	\$400
2.	11-000-221-110-040-12-00	Curriculum Development - Stipends - ALT	11-000-223-580-033-00-00	Workshops & Travel - Admins - MS	\$400
3.	11-000-221-110-040-12-00	Curriculum Development - Stipends - ALT	11-000-223-580-035-00-00	Workshops & Travel - Admins - MHS	\$200
4.	11-000-221-110-050-12-00	Curriculum Development - Stipends - WS	11-000-223-580-035-00-00	Workshops & Travel - Admins - MHS	\$200
5.	11-000-221-110-050-12-00	Curriculum Development - Stipends - WS	11-000-223-580-040-00-00	Workshops & Travel - Admins - ALT	\$400
6.	11-000-221-110-050-12-00	Curriculum Development - Stipends - WS	11-000-223-580-050-00-00	Workshops & Travel - Admins - WS	\$400
7.	11-000-230-630-000-01-00	BOE - Meeting Supplies	11-000-230-610-000-01-00	Administration - Supplies	\$550
8.	11-150-100-320-033-08-00	Home Instruction - Purchased Svcs.- MS	11-150-100-101-000-00-00	Home Instruction - Salaries	\$3,760
9.	11-150-100-320-035-08-00	Home Instruction - Purchased Svcs.-MHS	11-150-100-101-000-00-00	Home Instruction - Salaries	\$2,400

B.5. 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
Sharon Carroll	CS	School Nurse: Enhance effective medical emergency response teams at each school sites	Freehold	Jan 2018	\$295
Jan Donlay	Transp.	STS 50th Annual Conference	Atlantic City	Mar 2018	\$562
Lance Riegler	Tech	NJ Techspo 2018	Atlantic City	Jan 2018	\$275
Kenya Cook	WS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$154
Bernadette Danner	MS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$156
Paola Gower	MS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$155
Kristen Boni	MS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$154
Mary Pat Forenza	MS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$156
Hildegarde Jackson	CS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$152
Jeannie Pang	MS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$226
Alexis Slack	MS	FLENJ 2018 Annual Conf.	Iselin	Apr 2018	\$153

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.6. Donation Acceptance - Angelo L. Tomaso School PTO

RESOLVED, that the Board of Education accepts, with gratitude, a donation of approximately \$1,250 from the Angelo L. Tomaso School PTO. This donation will be used to purchase furniture for the new broadcasting program.

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. Joan Lo Iacono, Grade 6 Math Teacher, Warren Middle School, MA, Step 11-12 of the 2017-2018 salary guide, \$69,751 (prorated), effective January 2, 2018 through June 30, 2018. (Ms. Lo Iacono replaces Kathryn Gausz.)

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. Helen Moore
- b. Jordan Gelber

C.3. Employee Discipline

RESOLVED, the Board of Education approves the suspension, without pay, of Employee #3049 and Employee #2947 (for transportation duty only) for November 29 and November 30, 2017.

C.4. Approval of Merit Goals 2017-2018 - Superintendent

RESOLVED, that the Board of Education approves the following Superintendent's merit goals for 2017-2018, which supersede the goals approved on August 28, 2017:

- 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.
 - Improve the provision of after-care services.

C.5. Extra Pay

RESOLVED, that the Board of Education approves the following staff members for extra pay based on the employee's per diem rate for the inputting of data for the Califon Associates' seniority list project:

- Denise Armand
- Sally DeFelice
- Sandra Dodd
- Ashley Militch
- Darlene Nardi

Total cost estimated not to exceed \$5,000.

C.6. Job Description

RESOLVED, that the Board of Education approves the revised job descriptions for the following:

- a. District Communications/Human Resources Coordinator

C.7. Leave Request

RESOLVED, that the Board of Education approves the following:

- a. Employee #1598 for extended unpaid leave from October 30, 2017 through January 25, 2018.
- b. Employee #1328 for extended paid leave from November 6, 2017 through on or about January 26, 2018.
- c. Employee #2088 for leave (paid according to legal and contractual entitlement), from November 22, 2017 through on or about March 29, 2018.

C.8. Retirement/Resignation

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

- a. Mary Ann McGann, District Communications/Human Resources Coordinator, District, for the purpose of resignation, with appreciation for her 7 years of service to the Warren Township students and staff, effective January 31, 2018.

C.9. Crisis Prevention Intervention (CPI) Building Teams

RESOLVED, that the Board of Education approves the following staff as Crisis Prevention Intervention Building Team members. Each staff member will receive an annual amount of \$500 stipend per the WTEA Collective Bargaining Agreement. The stipend will be rewarded upon verified completion of the Crisis Prevention Intervention training. For a total cost not to exceed \$4,500.00.

Natalie Caterisano	Alison Hales	Sandra Surowiec
Kristen Chmielewski	Keith LaBadie	Sara von Bartheld
Ashley Dendy	Alyssa Pech	Deborah Yankowicz

C.10. Warren Middle School Musical

RESOLVED, that the Board of Education approves the following personnel and stipends in support of the Warren Middle School production:

- a. Laurie Wood, Choreographer, at a stipend amount of \$1,470.

C.11. Rescind Employment for 2017-2018 School Year

RESOLVED, that the Board of Education rescinds the employment of Adrienne Schillizzi as Substitute Van Driver/Substitute Bus Monitor, effective December 4, 2017.

XIII. Unfinished Business

XIV. New Business

XV. Public Commentary (any topic)

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XVI. Adjourn

2017-2018 Board Goals

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.

2017-2018 District Goals

1. Implement new elementary and middle school schedules.
2. Support each student and staff member in learning about and practicing a lifestyle that is both physically and mentally healthy.
3. Ensure that security practices are consistently implemented across the district.
4. Increase access to opportunities that enrich the student experience (such as field trips, extracurricular activities, and athletics).