

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * December 12, 2016 *6:30 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 September 27, 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, JS, JS, CA
- IV. Interview Board of Education Candidates
- 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:
 - material the disclosure of which constitutes an unwarranted invasion of individual privacy; and
 - specific prospective or current employees unless all who could be adversely affected request an open sessionAction will be taken upon return to public session;
the length of the meeting is anticipated to be approximately 35 minutes; and be it
FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.
- VI. Board of Education Member Appointment and Administration of Oath
 - RESOLVED, that the Board of Education appoints _____ to the Board, for a term of December 12, 2016 to December 31, 2017.*
(*Remaining year of the seat's term will be on the ballot in November 2017.)
 - Administration of Oath of Office
- VII. Presentation
 - Revised Class Size Guidelines
- VIII. Minutes
 - RESOLVED, that the Board of Education approves the public and private session minutes of the November 21, 2016 Board Meeting.
- IX. Correspondence and Information
 - HIB Information

Total # of Investigations:

0

Total # of Determined Bullying Incidents:

0

· Fire Drills

<u>ALT</u> November 18	<u>Central</u> November 4	<u>Mt. Horeb</u> November 28	<u>Woodland</u> November 18	<u>Middle</u> November 2
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· Security Drills

<u>ALT</u> November 29 Bomb Threat	<u>Central</u> November 28 Bomb Threat	<u>Mt. Horeb</u> November 15 Bomb Threat	<u>Woodland</u> November 3 Bomb Threat	<u>Middle</u> Month 17 Bomb Threat
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X. President's Remarks – Tia Allocco

- Recognition of Service to Board Members - Ms. Celeste Campos and Mr. Jim Sena

XI. Superintendent's Remarks – Matthew Mingle

XII. Committee Reports

XIII. Discussion

- Class Size Guidelines Recommendation

XIV. 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).

XV. 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 8, 2016.

A.2. 2017-2018 Calendar

RESOLVED, the Board of Education approves the revised 2017-2018 calendar.

A.3. Mission Statement

RESOLVED, the Board of Education approves the revised district mission statement:

“The mission of the Warren Township School District is to provide, through a safe, nurturing yet challenging environment, all students with an outstanding education that engages students and fosters academic excellence, healthy social and emotional development, and a lifelong passion for learning.”

A.4. Fieldwork Site
RESOLVED, that the Board of Education approves the request from Rutgers University to secure Warren Township Schools as a field site to provide supervised Practicum educational experiences in the Learning Disabilities Teacher Consultant program from January through June 2017.

A.5. Home Instruction
RESOLVED, that the Board of Education approves up to 10 hours of home instruction for Student #3385531519, beginning December 1, 2016, at a rate of \$40 per hour.

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, 2016 through December 12, 2016 in the amount of \$1,700,878.08.

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 13, 2016 to December 31, 2016, and to submit those bills to the Board of Education for approval at its first meeting in January 2017.

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, 2016; and
WHEREAS, this report shows the following balances on November 30, 2016

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$9,891,712.78		\$973,637.24
(11) Current Expense		\$1,994,866.75	
(12) Capital Outlay		\$124,301.12	
(13) Special Schools		\$227.54	
(20) Special Revenue Fund	\$27,977.67	\$31,610.45	\$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	\$10,000,818.07	\$2,151,005.86	\$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.4. Budget Transfers for Month of November 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:		
1.	11-000-223-600-12-00	Staff Training Supplies	11-000-223-580-12-00	Workshops & Travel - Staff Training	\$1,050
2.	11-000-251-890-01-00	Business Office - Miscellaneous	11-000-262-622-00-05	Electricity - ALT	\$1,500
3.	11-000-266-610-09-00	Security - Maintenance Supplies - B&G	11-000-262-610-09-00	Building Supplies - Maintenance	\$2,000
4.	11-000-270-517-10-00	Contracted Non-Public Transportation	11-000-270-515-10-00	Special Ed Transportation (Jointure)	\$2,984
5.	11-000-291-241-00-00	Retirement Contributions - PERS	11-000-291-270-00-00	Health Benefits	\$935
6.	11-150-100-320-08-00	Home Instruction - Purchased Services	11-190-100-320-08-00	Purchased Professional Services - SPS	\$780
7.	12-000-261-730-00-00	Required Maintenance - School Equipment	11-000-261-610-09-04	Maintenance Supplies - Mt. Horeb	\$3,450
8.	12-000-400-450-04-M1	Construction - MH Bldg Envelope Restoration	11-000-261-420-09-04	Maintenance Repairs - Mt. Horeb	\$11,400
9.	12-000-400-450-06-W1	Construction - WD Bldg Envelope Restoration	11-000-261-420-09-06	Maintenance Repairs - Woodland	\$9,000

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
Shannon Sharkey	District	Math Skills and Concepts for Students with Disabilities and struggling learners	Monroe	Jan and Feb 2017	\$250
Lance Riegler	District	NJ Techspo	Atlantic City	Jan 2017	\$275

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. Banking Services RFP - Rejection of Proposals

WHEREAS, a Request for Proposals (RFP) was published and distributed by the Warren Township School District to seek proposals for Banking and Cash Management Services; and

WHEREAS, the Project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

WHEREAS, on Thursday October 20, 2016 the Board received proposals from potential bidders in accordance with N.J.S.A. 18A:18A-1, *et seq.*;

HOWEVER, the proposal specified that the bidder's place of business be located in the Township of Warren; and

WHEREAS, in accordance with N.J.S.A. 18A:18A-15, no specification may require that the bidder's place of business be located in the county or school district in which the contract will be awarded or performed, unless the physical proximity to the bidder is requisite to the efficient and economical performance of the contract;

NOW, THEREFORE:

BE IT RESOLVED, that the Board hereby rejects the submittals as the proposal has a defect, and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Request for Proposals be published and distributed pursuant to New Jersey Public Contract Laws, N.J.S.A. 18A:18A-1, *et seq*

B.7. Comprehensive Maintenance Plan (CMP) - Updated

RESOLVED, that the Board of Education approves the following motion:

Whereas, the Department of Education requires New Jersey School Districts to submit the Comprehensive Maintenance Plan (CMP) and the Annual Maintenance Budget Amount Worksheet (M-1) documenting "required" maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Warren Township Schools are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, and

Now, therefore be it resolved that the Warren Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan (CMP) and the Annual Maintenance Budget Amount Worksheet (M-1) for the Warren Township Schools in compliance with Department of Education requirements

B.8. 2017-2018 Budget Goals

RESOLVED, that the Board of Education approves the following goals for the 2017-18 budget:

- a. Complete a funding plan which continues to utilize sustainable zero-based budgeting practices, and allocated resources based on enrollment and need.
- b. Fund appropriate personnel, programs, and supplies to, at a minimum meet, and where appropriate, exceed state mandates in curriculum, evaluation, and assessment.
- c. Continue to support the development and implementation of standardized safety and security practices districtwide.

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. Jennifer Pote, Special Education Teacher, Angelo L. Tomaso School, MA, Step 2 of the 2016-2017 salary guide, \$63,668 (prorated), effective December 5, 2016 through June 30, 2017. (Ms. Pote replaces Christine Spencer.)
- b. Melissa Fedosh, Classroom Paraprofessional, 32.5 hours, Angelo L. Tomaso School, Step 23 of the 2016-2017 salary guide, \$29,808 (prorated), with an additional \$1,800 for her teaching certificate, effective December 21, 2016 through June 30, 2017. (Mrs. Fedosh replaces Marisol Ziegler.)
- c. Michael Pate, Supervisor of Buildings and Grounds, District, at an annual salary of \$94,000 (prorated), effective on or about March 13, 2017 through June 30, 2017.

C.2. Job Description

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

- a. Assistant Principal/Supervisor of Summer Programs
- b. Secretary of Summer Programs

C.3. Job Description

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

- a. Principal/Supervisor Summer Programs

C.4. Leave Request

RESOLVED, that the Board of Education approves the following:

- a. Employee #2280 for leave (paid and unpaid according to legal and contractual entitlement), from on or about March 23, 2017 through June 30, 2017, with an anticipated return date of September 1, 2017.
- b. Employee #2574 for leave (paid and unpaid according to legal and contractual entitlement), from on or about February 27, 2017 through June 30, 2017, with an anticipated return date of September 1, 2017.

C.5. Additional Days Approval

RESOLVED, that the Board of Education hereby approves Ronald Berry, Security Program Compliance Manager, for an additional 20 days in the 2016-2017 School Year, at a per diem cost of \$300 per day.

C.6. Retirement/Resignation

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

- a. Marisol Ziegler, Classroom Paraprofessional, Angelo L. Tomaso School, for the purpose of resignation, effective December 21, 2016.

C.7. Substitute Teacher

RESOLVED, that the Board of Education approves the following to be appointed as substitute teacher for the 2016-2017 school year:

- a. Sumin Tsai

- C.8. Movement on the Guide
RESOLVED, that the Board of Education approves the following staff for amended placements on the 2016-2017 salary guide:
- a. Michele Lepore, with congratulations, for movement from MA to MA+15, effective November 1, 2016.
- C.9. Long Term Substitute Paraprofessional
RESOLVED, that the Board of Education approves Linda Hatcher as Long Term Substitute Paraprofessional, effective December 12, 2016 through on or about January 18, 2017.
- C.10. Extended Hours
RESOLVED, that the Board of Education approves an additional half hour per work day for Lucia Raphael, Classroom Paraprofessional, Central School, effective November 28, 2016 through on or about December 20, 2016. (Ms. Raphael is covering for Employee #2085.)
- C.11. Additional Days
RESOLVED, that the Board of Education approves Michael Pate to work up to an additional three days, at a daily rate of \$361.54, at a cost not to exceed \$1,084.62, for the purposes of job transitioning.

D. Policy

- D.1. Policies – Second Reading
RESOLVED, that the Board of Education approves the second reading of the following policies:
- a. Policy 6164.2 Guidance Services
 - b. Policy 3515 Smoking Prohibition
 - c. Policy 6171.1 Remedial Instruction
 - d. Policy 6171.2 Gifted and Talented
 - e. Policy 2131 Chief School Administrator
 - f. Policy 2240 Research, Evaluation and Planning
 - g. Policy 3100 Budget Planning, Preparation and Adoption
 - h. Policy 6146.2 Promotion/Retention
 - i. Policy 4113/4213 Assignment; Transfer
 - j. Policy 1330 Use of School Facilities
 - k. Policy 1120 Board of Education Meetings
- D.2. Policies – First Reading
RESOLVED, that the Board of Education approves the first reading of the following policies:
- a. Policy 4112.6/4212.6 Personnel Records
 - b. Policy 4112.2/4212.2 Certification

XVI. Unfinished Business

XVII. New Business

- NJSBA Delegate Assembly Opportunity for Resolution Recommendation

XVIII. Public Commentary (any topic)

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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).

XIX. 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

Action will not be taken upon return to public session;

the length of the meeting is anticipated to be approximately 15 minutes; and be it

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

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.