

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \* February 19, 2019 \* 6:30 PM

## Woodland School

I. Call to Order and Statement of Presiding Officer David Brezee, 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 February 6, 2019. 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

___Aaron Bellish	___Naresh Chand	___Jeannine Sarosy
___Christian Bellmann	___Lisa DiMaggio	___Ayanna Taylor-Venson
___David Brezee	___Marc Franco	___Patricia Zohn

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:

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

V. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the February 4, 2019 Board Meeting.

VI. Correspondence and Information

HIB Information

Total # of Investigations:

0

Total # of Determined Bullying Incidents:

0

Suspension Report

In School:

Out of School:

0

0

- VII. President's Remarks – Mr. David Brezee
- VIII. Superintendent's Remarks – Dr. Matthew Mingle
- IX. Presentation
  - Woodland School Student Presentation
  - Development in Warren Township
- X. Discussion
  - 2019-2020 Budget
- XI. Committee Reports
- XII. Public Commentary (agenda items only)

**Note on public input at BOE meetings:** Board Policy #0167, adopted on June 18, 2018, provides for 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, address, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to three minutes' duration. If necessary, the public comment portion of the meeting may be extended fifteen minutes with Board approval;
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;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board;

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 accepts the HIB Report submitted by the Superintendent for the period ending on February 4, 2019.
  - B. Finance/Operations/Transportation
    - B.1. Payment of Bills  
RESOLVED, that the Board of Education approves the payment of bills for the month of February 2019 in the amount of \$3,822,500.73.
    - 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 January 31, 2019; and  
WHEREAS, this report shows the following balances on January 31, 2019:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$11,970,584.83		\$1,001,355.68
(10) General Current Expense		\$36,852.00	
(11) Current Expense		\$1,604,644.67	
(12) Capital Outlay		\$211,625.94	
(13) Special Schools		\$2,452.19	
(20) Special Revenue Fund	(\$87,179.19)	\$62,616.82	\$0.00
(30) Capital Projects Fund	\$0.00	\$0.00	\$0.00
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$11,883,405.64	\$1,918,191.62	\$1,001,355.68

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 January 2019

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.	11-000-222-600-035-04-10	Library Supplies - MHS	11-190-100-610-035-04-10	Instructional Supplies - MHS	\$300
2.	11-000-223-500-030-12-00	Staff Training - Other Purchased Services - CS	11-000-223-580-030-12-00	Workshops & Travel - Staff Training - CS	\$25
3.	11-000-223-500-033-12-00	Staff Training - Other Purchased Services - MS	11-000-223-580-033-12-00	Workshops & Travel - Staff Training - MS	\$20
4.	11-000-223-500-035-12-00	Staff Training - Other Purchased Services - MHS	11-000-223-580-035-12-00	Workshops & Travel- Staff Training - MHS	\$425
5.	11-000-223-500-040-12-00	Staff Training - Other Purchased Services - ALT	11-000-223-580-040-12-00	Workshops & Travel - Staff Training - ALT	\$20
6.	11-000-223-500-050-12-00	Staff Training - Other Purchased Services - WS	11-000-223-580-050-12-00	Workshops & Travel - Staff Training - WS	\$20
7.	11-000-230-331-000-01-00	Legal Services	11-000-100-562-000-08-01	Tuition - Other LEAs	\$23,000
8.	11-000-230-339-000-01-00	Admin - Purchased Professional Services	11-000-100-562-000-08-01	Tuition - Other LEAs	\$8,000

9.	11-000-230-590-000-00-23	Legal Ads	11-000-100-562-000-08-01	Tuition - Other LEAs	\$5,000
10.	11-000-240-600-030-03-10	Admin. Supplies - Central	11-000-291-270-000-00-00	Health Benefits	\$19,000
11.	11-000-240-600-033-04-10	Admin. Supplies - Middle	11-000-291-270-000-00-00	Health Benefits	\$19,000
12.	11-000-240-600-035-04-10	Admin. Supplies - Mt. Horeb	11-000-291-270-000-00-00	Health Benefits	\$19,000
13.	11-000-240-600-040-05-10	Admin. Supplies - ALT	11-000-291-270-000-00-00	Health Benefits	\$19,000
14.	11-000-240-600-050-06-10	Admin. Supplies - Woodland	11-000-291-270-000-00-00	Health Benefits	\$19,000
15.	11-000-251-580-000-00-00	Business Office - Workshops & Travel	11-000-291-270-000-00-00	Health Benefits	\$5,000
16.	11-000-251-600-000-01-00	Business Office - Supplies	11-000-291-290-000-00-01	Medical Return	\$4,000
17.	11-000-252-500-000-11-01	Technology - Other Purchased Services	11-000-291-290-000-00-01	Medical Return	\$17,000
18.	11-000-252-600-000-11-01	Admin Technology - Supplies	11-000-291-270-000-00-00	Health Benefits	\$17,000
19.	11-000-270-503-000-10-00	Aide in Lieu of Transportation	11-000-270-161-000-10-00	Salaries - Special Ed Transportation	\$22,000
20.	11-000-270-512-033-07-01	Sports & Music Trips - Middle	11-000-270-518-000-10-00	Contracted Special Ed Transportation - ESC	\$275
21.	11-000-270-580-000-10-00	Transportation - Workshops & Travel	11-000-270-518-000-10-00	Contracted Special Ed Transportation - ESC	\$160
22.	11-120-100-101-035-04-00	Salaries - Grades 1-5 Teachers - MHS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$18,500
23.	11-120-100-101-035-04-00	Salaries - Grades 1-5 Teachers - MHS	11-130-100-101-033-07-02	Grades 6-8 - Substitute Teachers - MS	\$3,832
24.	11-150-100-320-033-08-00	Home Instruction - Purchased Services. - MS	11-000-100-562-000-08-01	Tuition - Other LEAs	\$800
25.	11-401-100-500-033-07-00	Co-Curricular Club - Purchased Services - MS	11-401-100-600-033-07-00	Co-Curricular Clubs - Supplies - MS	\$90
26.	11-401-100-600-030-03-00	Co-Curricular Supplies - CS	11-190-100-610-030-03-10	Instructional Supplies - CS	\$350
27.	13-422-100-500-040-00-00	Summer Fun - Purchased Services - ALT	11-000-291-270-000-00-00	Health Benefits	\$3,270
28.	13-422-100-500-040-00-00	Summer Fun - Purchased Services - ALT	13-422-100-101-035-00-02	Summer Fun - Teachers - ESY - MHS	\$230

#### 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
Myranda Shimko	MS	New Jersey Branch International Dyslexia Association and New Jersey Speech-Language- Hearing Association	Garwood	Mar 2019	\$220

Catherine Lazas	MS	New Jersey Branch International Dyslexia Association and New Jersey Speech-Language-Hearing Association	Garwood	Mar 2019	\$220
Denise Kennedy	MH	New Jersey Branch International Dyslexia Association and New Jersey Speech-Language-Hearing Association	Garwood	Mar 2019	\$225
Susan Jackson	ALT	Winners Workshop; The 100 Top Children's Books of the Year	Piscataway	May 2019	\$209
William Kimmick	District	Annual Tenure and Seniority Conference - Califon Consultants	Edison	Apr 2019	\$325

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. Acceptance of Audit for the 2017-2018 School Year

WHEREAS, the Board of Education has engaged Suplee Clooney & Company of Westfield, NJ, to audit the district's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2018, in compliance with N.J.S.A.18A:23-1 et seq, and,

WHEREAS, this audit has been completed and the CAFR filed with the State Department of Education and submitted to the Warren Township Board of Education along with a synopsis of the audit report and recommendations, which synopsis and recommendations are available for public review, and,

WHEREAS, pertinent results of operations during the 2017-2018 school year are:

SCHOOL YEAR 2017-2018		
REVENUES	FINAL BUDGET	ACTUAL
Local Sources	\$39,867,069	\$40,236,335
State Sources*	\$1,447,692	\$7,746,026
Federal Sources	-	-
TOTAL	\$41,314,761	\$47,982,361
EXPENDITURES		
Regular Instruction	\$11,923,416	\$11,674,521

Special Education	\$4,195,699	\$4,148,752
Other Instruction	\$1,741,118	\$1,717,658
Undistributed Expenditures*	\$24,025,892	\$28,098,378
Total General Expenses(A1-4)	\$41,886,125	\$45,639,309
Capital Outlay	\$2,272,668	\$972,446
Special Schools	\$262,967	\$252,409
Transfer of Funds to Charter School	\$50,433	\$50,433
TOTAL	\$44,472,193	\$46,914,597
OTHER SOURCES/USES		
Transfer in from Capital Projects	-	\$184,260
Transfer to Capital Projects	-	-
EXCESS (DEFICIENCY)	-	\$1,252,024
Fund Balance July 1, 2017	-	\$7,997,969
Fund Balance June 30, 2018	-	\$9,249,993
Analysis of Fund Balance		
Excess Surplus- subsequent year's expenditures (18-19)		\$459,000
Excess Surplus (19-20)		\$ 460,000
Emergency Reserve Account		\$56,659
Maintenance Reserve Account		\$180,775
Capital Reserve Account		\$5,478,917
Encumbrances		\$1,613,286
TOTAL** (Undesignated Fund Balance)		\$1,001,356
**Allowable Undesignated Fund Balance is as follows:		
2% of 2017-18 General Fund Expenditures		\$817,434
2017-18 NP Transportation		\$40,600
Excess 2017-18 Extraordinary Aid		\$143,322
TOTAL		\$1,001,356
*Majority of variance due to State's TPAF FICA reimbursement and payments to pension(\$6,042,913)		

Now therefore be it,  
**RESOLVED**, that the Board of Education hereby accepts the report, notes the

following recommendations, and directs that appropriate corrective action be taken:

Recommendation: None  
Corrective Action: None

- B.6. Donation - Warren Middle School PTO  
RESOLVED, that the Board of Education accepts, with gratitude, a donation totaling approximately \$1,246 for teacher mini grants.

C. Personnel/Student Services

- C.1. Employment for the 2018-2019 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 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., if applicable Staff members shall be paid in accordance with provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

Name	Position/PCR	Location	Degree	Step	Salary	Effective Date	Discussion
Laura Colantoni	Leave Replacement Science Teacher	MS	BA	2	\$58,855	9/20/2018 -6/3/2019 (This motion supersedes previous motion January 7, 2019.)	Replacing employee #2684

- C.2. Warren Academy Courses Instructor Stipend 2018-2019  
RESOLVED, that the Board of Education approves the following staff for reimbursement as an Instructor. Each instructor will be reimbursed at the WTEA contractual rate \$50 per hour. The total cost shall not exceed \$400.

Staff Member	Course	Date	Prep Hours	Instructor Hours	Cost Total
Justin Guglielmino	Potential Harmful Effects of Video Gaming and Social Media	Mar 5, 2019	3	1	\$200
Jessica Nathan	Classroom Management PART 2: The Sequel	Mar 6, 2019	1	1	\$100
Michele Wolkun	Adapting Units of Study in Writing for Students with IEPS	Feb 25, 2019	1	1	\$100

- C.3. 2018-2019 Approval of Title I - Extended Day Tutor  
RESOLVED, that the Board of Education approves the appointment of the following staff members as Title I - Extended Day Tutors, to be paid the contractual rate of \$50 per hour. Total cost dependent upon needs of identified students in the district's Title I school, which is Central School, at a total cost not to exceed \$43,114. Cost to be fully funded by ESEA Title I.

Name
Carla Annese
Melanie Munoz

- C.4. Leave Request  
RESOLVED, that the Board of Education approves the following leave requests:

Employee ID	Paid/Unpaid
#2574	FMLA - May 23, 2019 through June 30, 2019 (paid) NJFLA - August 28, 2019 through November 15, 2019 (unpaid) Extended Leave - November 18, 2019 through December 20, 2019 (unpaid)

D. Policy

D.1. Policy - First Reading

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

Policy Number	Name	New/Revision	Source of Changes
4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing	Revision	SEA
7440	School District Security	Revision	SEA
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	Revision	SEA
2422	Health and Physical Education	Revision	SEA
2610	Educational Program Evaluation	Revision	SEA
5111	Eligibility of Resident/Non Resident Students	Revision	SEA
5337	Service Animals	Revision	SEA
2415.06	Unsafe School Choice Options	Revision	SEA
5600	Student Discipline/Code of Conduct	Revision	SEA
5611	Removal of Students for Firearms Offenses	Revision	SEA
5612	Assaults on District Board of Education Members or Employees	Revision	SEA
5613	Removal of Students for Assaults with Weapons Offenses	Revision	SEA
5756	Transgender Students	Revision	SEA

D.2. Regulations - First Reading

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

Policy Number	Name	New/Revision	Source of Changes
5530	Substance Abuse	Revision	SEA
2460.8	Special Education - Free and Appropriate Public Education	Revision	SEA



D.3. Policy – Abolish

RESOLVED, that the Board of Education approves to abolish the following policy:

Number	Name	New/Revision	Source of Changes
5330.04	Administering an Opioid Antidote	N/A	SEA

IX. Unfinished Business

X. New Business

- Superintendent Merit Goals
- NJSBA Delegate Assembly - Resolution recommendation

XI. Public Commentary (any topic)

XII. Adjourn

2018-2019 Board Goals

1. Define whole child priorities.
2. Determine a facilitator for a strategic planning process.
3. Develop a communications strategy for the referendum.
4. Review Bylaw 0155 (Board Committees).

2018-2019 District Goals

1. Develop programs and practices that Support each student and staff member in learning about and practicing a lifestyle that is socially, emotionally, and mentally healthy.
  - a. Whole Child connection - Healthy, Safe
2. Implement consistent safety and security procedures and practices throughout the district.
  - a. Whole Child connection - Healthy, Safe
3. Increase access to opportunities that enrich the student experience.
  - a. Whole Child connection - Engaged, Supported, Challenged
4. Design and implement interdisciplinary capstone experiences that encourage students to think critically, solve challenging problems, and develop such skills as oral communication, public speaking, research skills, media literacy, teamwork, planning, self-sufficiency, or goal-setting at each school level transition point.
  - a. Whole Child connection - Engaged, Supported, Challenged