

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \*January 2, 2018 \* 7:00 PM

## Warren Middle School

I. Call to Order and Statement by Board Secretary Patricia Leonhardt

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 3, 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. Election Results

For entry into the minutes, Mrs. Leonhardt provided the Somerset County Clerk certified results of the Annual School Election, held on November 7, 2017:

Watchung Hills Regional - One (1) Three Year Board of Education Seat

- Peter B. Fallon

Warren Township - Three (3) Three Year Board of Education Seats

- David Brezee
- Ayanna Taylor-Venson
- Christian Bellmann

Warren Township - One (1) One Year Unexpired Board of Education Seat

- Ilana Y. Goldstein

IV. Oath of Office

- The Oath of Office will be administered to Mr. Bellmann, Mr. Brezee, Ms. Goldstein and Mrs. Taylor-Venson by Mrs. Leonhardt.

V. Roll Call

___ Paige Albano	___ Lisa DiMaggio	___ Jeannine Sarosy
___ Christian Bellmann	___ Andrea Freijomil	___ Ayanna Taylor-Venson
___ David Brezee	___ Ilana Goldstein	___ Patricia Zohn

VI. Discussion

- Board Officer Election Process

VII. Election of Board Officers

A. President: \_\_\_\_\_

The newly elected Board President will preside over the remainder of the meeting.

B. Vice President: \_\_\_\_\_

VIII. Annual Reorganization Action Items

A. Policies

RESOLVED, the Board of Education approves adoption of current Board Policies & Bylaws for the Calendar Year 2018.

B. Service Appointments

RESOLVED, the Board of Education approves the following:

1. The Echoes-Sentinel as the official school district newspaper for the Calendar Year 2018.
2. The Courier News and Star-Ledger as official alternate newspapers to be used in lieu of the Echoes-Sentinel, when necessary, for the Calendar Year 2018.
3. TAP into Warren and the Echoes-Sentinel (online version) as official electronic news sources for the Calendar Year 2018.
4. The appointment of Cleary Giacobbe Alfieri Jacobs, LLC as Board Attorneys for the Calendar Year 2018 at an hourly rate of \$150 (non fair and open), at an approximate total cost not to exceed \$50,000.
5. The appointment of Sciarrillo, Cornell, Merlino, McKeever & Osborne, as limited counsel for ongoing construction and Special Education matters for the Calendar Year 2018 at an hourly rate of \$165 (non fair and open), at an approximate total cost not to exceed \$15,000.
6. The appointment of Parette Somjen Architects, LLC as the architect of record (non fair and open) for the Calendar Year 2018, at an approximate total cost not to exceed \$30,000, at the following hourly rates:
  - a) Principal \$164
  - b) Partner \$164
  - c) Director \$154
  - d) Senior Associate \$154
  - e) Associate \$143

and additional rates and terms as specified in the contract.

C. Board Committees

RESOLVED, the Board of Education approves the plan to work generally as a committee of the whole, with a limited number of standing committees as follows (membership to be designated at a future Board meeting):

**Committees**

Curriculum/Communications/Technology  
Finance/Operations/Security  
Personnel/Negotiations

**Liaisons**

- NJSBA (see G.1. below)
- SCESC (see G.2. below)
- Watchung Hills Municipal Alliance (see G.3 below)

D. Board Meeting Dates

RESOLVED, the Board of Education approves the following list of meetings for the Calendar Year 2018.

**WARREN TOWNSHIP BOARD OF EDUCATION  
2018 MEETING SCHEDULE**

(NOTE: All meetings will be held on a Monday in the Library at the Middle School unless otherwise noted)

<u>DATE</u>	<u>TIME</u>
January 2, 2018 TUESDAY REORGANIZATION	7:00pm
January 16, 2018 TUESDAY	7:00pm
February 5, 2018	7:00pm (at MTH)
February 20, 2018 TUESDAY	7:00pm (at WS)
March 5, 2018	7:00pm (at CS)
March 19, 2018	7:00pm (at WMS)
April 9, 2018	7:00pm (at ALT)
April 24, 2018 TUESDAY	7:00pm
May 7, 2018	7:00pm
May 21, 2018	7:00pm
June 4, 2018	7:00pm
June 18, 2018	7:00pm
July 16, 2018	4:00pm
August 20, 2018	7:00pm
September 4, 2018 TUESDAY	7:00pm
September 17, 2018	7:00pm
October 1, 2018	7:00pm
October 15, 2018	7:00pm
November 5, 2018	7:00pm
November 19, 2018	7:00pm
December 10, 2018	7:00pm
January 8, 2019 REORGANIZATION	7:00pm

E. Board Member Code of Ethics

RESOLVED, the Board of Education acknowledges that each Board Member has received a copy of the Code of Ethics as follows:

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only

through legal and ethical procedures.

2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Superintendent.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the Superintendent and will act on such complaints at public meetings only after failure of an administrative solution.

F. District Mission Statement

RESOLVED, the Board of Education readopts the district's mission statement as follows:

"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."

G. Appointments

1. The election of \_\_\_\_\_ as Board Representative to the NJSBA Delegate Assembly for the Calendar Year 2018 and the election of \_\_\_\_\_ as the alternate.
2. The election of \_\_\_\_\_ as the Board Representative to the Somerset County Educational Services Commission for the Calendar Year 2018 and the election of \_\_\_\_\_ as the alternate.
3. The election of \_\_\_\_\_ and \_\_\_\_\_ as Watchung Hills Municipal Alliance Committee members.
4. The appointment of the Superintendent of Schools as the Board Representative to the Morris Union Jointure Commission Board of Education for the Calendar Year 2018.
5. The appointment of the Superintendent of Schools and Board of Education president as liaisons to the Warren Township committee.

H. Evaluation Instruments

RESOLVED, that the Board of Education readopts district evaluation systems as follows:

- Kim Marshall Principal Evaluation system as evaluation system for building administrators as well as curriculum supervisors.
- Danielson Framework for Teaching as evaluation systems for the district's teaching staff.

I. Parliamentary Procedure

RESOLVED, that the Board of Education adopts Robert's Rules of Order as its parliamentary procedure.

\*\*\*\*\*End of Reorganization Items\*\*\*\*\*

- IX. Minutes
  - RESOLVED, that the Board of Education approves the public session minutes of the December 11, 2017 Board Meeting.

X. Correspondence and Information

- HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

1

0

- Fire Drills

<u>ALT</u>	<u>Central</u>	<u>Mt. Horeb</u>	<u>Woodland</u>	<u>Middle</u>
December 19	December 12	December 7	December 18	December 19

- Security Drills

<u>ALT</u>	<u>Central</u>	<u>Mt. Horeb</u>	<u>Woodland</u>	<u>Middle</u>
December 20 Active Shooter	December 20 Active Shooter	December 12 Active Shooter	December 19 Active Shooter	December 21 Active Shooter

XI. President's Remarks -

XII. Superintendent's Remarks - Dr. Matthew Mingle

XIII. Presentations

- Special Recognition of Mrs. Mary Russo - Board President
- Substitute Shortage Recommendations - Dr. Matthew Mingle

XIV. Committee Reports

XV. 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).

XVI. 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 20, 2017.
- A.2. Summer Fun Program  
RESOLVED, that the Board of Education approves the 2018-2019 Summer Fun Program to begin on Tuesday, June 26, 2018 through Friday, July 27, 2018.
- A.3. Extended School Year  
RESOLVED, that the Board of Education approves the 2018-2019 Extended School Year to begin on Tuesday, June 26, 2018 through Friday, July 27, 2018.

B. Finance/Operations/Transportation

- B.1. Payment of Bills  
RESOLVED, that the Board of Education approves the payment of bills for the period December 12, 2017 through December 31, 2017 in the amount of \$3,434,889.33.
- 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 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
Alison Hales	ALT	Executive Functioning Skills: Strategies for organizing tasks, time, materials and behavior	West Orange	Feb 2018	\$268
Rebecca Sutherland	CS	Strategies and Structures for teaching reading and writing	Livingston	Mar 2018	\$249
Amanda Rodrigues	MS	Womens Leadership Conf.	Monroe Twp	Mar 2018	\$329
Michelle Barbagallo	MH	Executive Functioning Skills: Strategies for organizing tasks, time, materials and behavior	West Orange	Feb 2018	\$269

Laurie Donovan	WS	Executive Functioning Skills: Strategies for organizing tasks, time, materials and behavior	West Orange	Feb 2018	\$265
Matthew Mingle	BOE	ASCD Empower 18	Boston	Mar 2018	\$1,707
Michael Pate	B&G	NJSBGA Expo 2018	Atlantic City	Mar 2018	\$471

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.3. Field Trip Destination

RESOLVED, that the Board of Education hereby approves Mayo Performing Arts Center as a field trip destination for the 2017-2018 School Year.

B.4. Sale of Obsolete Items

RESOLVED, that the Board of Education declares as obsolete the following miscellaneous items:

2 - Dell Latitude E5510 Computers	4 - Dell Latitude E5440 Computers	1 - Clarke 24 inch floor scrubber (asset number 5105)
22 - Dell Latitude E5520 Computers	20 - Dell 17 inch LCDs	1 - Clarke 26 inch floor scrubber (asset number 5100)
15 - Dell Latitude E5530 Computers	10 - HP Color LaserJet 4650n printers	
13 - Dell Latitude E5430 Computers	1 - HP Color LaserJet 5550n printer	

BE IT FURTHER RESOLVED, that the Board of Education approves the sale of the listed equipment in accordance with N.J.S.A. 18A:18A:45 – Sale of Property.

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. Lauralee Dupper, Bus Monitor, District, increase from 5 hours to 6 hours per day, at an annual salary of \$15,142 (prorated), effective January 2, 2018 through June 30, 2018.
- b. Pamela Ditzel, Bus Monitor, District, decrease from 6 hours to 5 hours per day, at an annual salary of \$12,942 (prorated), effective January 15, 2018 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. Danielle Gaebele
- b. Liana Nemiroff

C.3. Leave Request

RESOLVED, that the Board of Education approves the following:

- a. Employee #2693 for leave (paid and unpaid according to legal and contractual entitlement) from on or about April 16, 2018 through on or about October 26, 2018
- b. Employee #1937 for leave (paid according to legal and contractual entitlement) from January 2, 2018 through February 28, 2018.
- c. Employee #0547 for leave (unpaid according to legal and contractual entitlement) from January 2, 2018 through on or about January 12, 2018.
- d. Employee #2217 for leave (paid and unpaid according to legal and contractual entitlement) from December 11, 2017 through on or about December 22, 2017.
- e. Employee #2277 for extended leave (paid according to legal and contractual entitlement) from January 2, 2018 through on or about January 16, 2018.
- f. Employee #2051 for leave (unpaid according to legal and contractual entitlement) from on or about January 16, 2018 through on or about April 13, 2018.
- g. Employee #1680 for leave (paid and unpaid according to legal and contractual entitlement) from on or about January 2, 2018 through on or about February 28, 2018.

C.4. 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 \$500.00.

- a. Stacey Lederman-Kroll

C.5 Long Term Substitute

RESOLVED, that the Board of Education approves Adele Tenore as a Long Term Substitute, effective January 2, 2018 through on or about March 29, 2018. (Ms. Tenore will be LTS for Employee #2088.)

C.6. Additional Hours

RESOLVED, that the Board of Education approves the following additional hours:

- a. Deborah Singer to accompany Student #9240417981 to Backstage Club starting February 1, 2018, at a cost not to exceed \$330.
- b. Anastasia Papalitskas to accompany Student #9240417981 to Backstage Club, starting February 1, 2018, at a cost not to exceed \$750.

XVII. Unfinished Business

XVIII. 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 may 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.

- XIX. New Business
- Policy 5111 - Admission

- XX. Public Commentary (any topic)

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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
4. All statements shall be directed to the presiding officer—no participant may address or question Board members individually.

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- XXI. 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).