

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting *January 3, 2017 * 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 5, 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. Election Results

For entry into the minutes, Mrs. Leonhardt will read the Somerset County Clerk certified results of the Annual School Election, held on November 8, 2016:

Watchung Hills Regional - Two (2) Three Year Board of Education Seats
Robert "Bob" Morrison
John Patrick Fahy

Warren Township - Three (3) Three Year Board of Education Seats
Lisa DiMaggio
Patricia Zohn
Jeannine Sarosy

IV. Oath of Office

- The Oath of Office will be administered to Mrs. Lisa DiMaggio, Mrs. Jeannine Sarosy and Mrs. Patricia Zohn.

V. Roll Call

- PA, CA, DB, LD, LD, AF, JS, JS, PZ

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 2017.

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 2017.
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 2017.
3. TAP into Warren and the Echoes-Sentinel (online version) as official electronic news sources for the Calendar Year 2017.
4. The appointment of Cleary Giacobbe Alfieri Jacobs, LLC as Board Attorneys for the Calendar Year 2017 at an hourly rate of \$150 (non fair and open), at an approximate total cost not to exceed \$90,000
5. The appointment of Sciarillo, Cornell, Merlino, McKeever & Osborne, as limited counsel for ongoing construction and Special Education matters for the Calendar Year 2017 at an hourly rate of \$165 (non fair and open), at an approximate total cost not to exceed \$15,000.
6. The appointment of USA Architects as the architect of record (non fair and open) for the Calendar Year 2017, at an approximate total cost not to exceed \$30,000, at the following hourly rates:
 - a) Principal \$200 (depends on individual)
 - b) Associates/Project Manager \$140
 - c) Project Manager/Sr. Architect \$130
 - d) Project Architect \$110
 - e) Staff Architect/Designer \$90
 - f) Technical Assistant \$80
 - g) Intern \$55and additional 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

- Communications
- Curriculum & Technology
- Finance/Operations/Security
- Personnel/Negotiations
- Policy

Liaisons

- MUJC (see G.1. below)
- NJSBA (see G.2. below)
- SCESC (see G.3. below)
- Township (see G.4. below)

D. Board Meeting Dates

RESOLVED, the Board of Education approves the following list of meetings for the Calendar Year 2017.

**WARREN TOWNSHIP BOARD OF EDUCATION
2017 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 3, 2017 Note: Tuesday REORGANIZATION	7:00pm

January 17 Note: Tuesday	7:00pm
February 6	7:00pm
February 21 Note: Tuesday	7:00pm
March 6	7:00pm (@ALT)
March 20	7:00pm
April 3	7:00pm (@WS)
April 24	7:00pm (@MHS)
May 8	7:00pm (@CS)
May 22	7:00pm
June 5	7:00pm
June 19	7:00pm
July 24	7:00pm
August 14	7:00pm
August 28	7:00pm
September 11	7:00pm
September 25	7:00pm
October 16	7:00pm
October 30	7:00pm
November 13	7:00pm
November 27	7:00pm
December 11	7:00pm
January 2, 2018 Note: Tuesday 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 policymaking, 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 appointment of the Superintendent of Schools as the Board Representative to the Morris Union Jointure Commission Board of Education for the Calendar Year 2017.
2. The election of _____ as Board Representative to the NJSBA Delegate Assembly for the Calendar Year 2017 and the election of _____ as the alternate.
3. The election of _____ as the Board Representative to the Somerset County Educational Services Commission for the Calendar Year 2017 and the election of _____ as the alternate.
4. 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.

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

IX. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the December 12, 2016 Board Meeting.

X. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

2

0

· Fire Drills

<u>ALT</u> December 14	<u>Central</u> December 7	<u>Mt. Horeb</u> December 14	<u>Woodland</u> December 12	<u>Middle</u> December 20
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· Security Drills

<u>ALT</u> December 19 Active Shooter	<u>Central</u> December 21 Active Shooter	<u>Mt. Horeb</u> December 20 Active Shooter	<u>Woodland</u> December 15 Active Shooter	<u>Middle</u> December 6 Active Shooter
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XI. President's Remarks

XII. Superintendent's Remarks

XIII. Committee Reports

XIV. Discussion

- Class Size Guidelines

XV. Public Commentary (including opportunity to speak about items for Board Consideration/Action)

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).

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 22, 2016.

- A.2. Summer Fun Program
RESOLVED, that the Board of Education approves the 2016-2017 Summer Fun Program to begin on Monday, June 27, 2016 through Friday, July 29, 2016.
- A.3. Extended School Year
RESOLVED, that the Board of Education approves the Extended School Year to begin on Monday, June 27, 2016 through Friday, July 29, 2016.
- A.4. Home Instruction
RESOLVED, that the Board of Education approves up to 10 hours per week of home instruction for Student #9797461583 and Student #9453681605, beginning December 12, 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 13, 2016 through December 31, 2016 in the amount of \$3,366,916.82.

- 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
Christine Burkhardt	MHS	Judy Freeman's Winners Workshop	Somerset	May 2017	\$209
Shannon Sharkey	District	Implementing High Quality Preschool	Sparta	February - May, 2017 (1 day per month)	\$700
Sean Convery	MS	NJECC Techspo	Montclair	Jan 2017	\$271
Paul Duncan	MHS	NJECC Techspo	Montclair	Jan 2017	\$250
Chris Burkhardt	MHS	NJECC Techspo	Montclair	Jan 2017	\$268
Joe Larramendia	ALT	NJECC Techspo	Montclair	Jan 2017	\$271
Suzanne Wisher	WD	NJECC Techspo	Montclair	Jan 2017	\$265
Jola Scassera	MHS	NJECC Techspo	Montclair	Jan 2017	\$269
Stacey Hann-Modugno	MS	NJECC Techspo	Montclair	Jan 2017	\$267
Lynn Alger	MS	NJECC Techspo	Montclair	Jan 2017	\$271

Bill Kimmick	MS	NJECC Techspo	Montclair	Jan 2017	\$540
Melissa Stoeckel	ALT	NJECC Techspo	Montclair	Jan 2017	\$528
Anna Rizzo	MS	Conquer Math	Pompton Plains	Feb 2017	\$166
Ashley Militch	MS	PowerSchool Enterprise Report Training	Rahway	Jan and Feb 2017	\$500

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.

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. Natalie Flamme, ASAP Teacher, Mt. Horeb School, MA, Step 1 of the 2016-2017 salary guide, \$62,722 (prorated), effective January 4, 2017 through June 30, 2017. (Mrs. Flamme replaces Laurie Green.)
 - b. Michele Sauro, Multi-Duty Paraprofessional, 10 hours, Central School, Step 1-5 of the 2016-2017 salary guide, \$5,982 (prorated), effective on or about January 4, 2017 through June 30, 2017. (Ms. Sauro replaces Jennifer Scharf.)
- C.2. Summer Fun Principal/Supervisor
RESOLVED, that the Board of Education approves Meryl Lettire as the 2017-2018 Summer Fun/ESY Principal/Supervisor, at a salary of \$15,128.
- C.3. Summer Fun Secretary
RESOLVED, that the Board of Education approves Eileen Haddican as the 2017-2018 Summer Fun/ESY Secretary, at a salary of \$5,623.
- C.4. Substitute Teachers
RESOLVED, that the Board of Education approves the following to be appointed as substitute teachers for the 2016-2017 school year:
- a. Emily Bruno
 - b. Debra McNulty
 - c. Emily Weaver
- C.5. Leave Request
RESOLVED, that the Board of Education approves the following:
- a. Employee #2931 for leave (paid and unpaid according to legal and contractual entitlement) from on or about May 15, 2016 through November 17, 2017, with an anticipated return date of November 20, 2017.
- C.6. After School Clubs/Activities
RESOLVED, that the Board of Education approves the following 2016-2017 after school activities/clubs at Central School, and the instructors for each, at the negotiated stipend rate.
- a. School Drama Club - Hildy Jackson - \$1,430

b. School Drama Club - Lindsay LaNeve - \$1,430

C7. Approval of Stipends

RESOLVED, that the Board of Education approves a stipend of \$100 per day/\$500 per week each for Kevin Potter and Mike Gonnella to serve as Interim Co-Supervisors of Buildings and Grounds from January 1, 2017 to on or about March 13, 2017.

C.8. Warren Middle School Bus Arrival Supervision

RESOLVED, that the Board of Education approves Deborah Hunt for morning supervision at Warren Middle School for Marking Period 3, effective January 31, 2017 through April 5, 2017, at a stipend amount of \$500. (Ms. Hunt replaces Heather Saum.)

C.9. Staff Transfer

RESOLVED, that the Board of Education approves the following staff transfer:

- a. Laurie Green, transfer from ASAP Teacher to Grade 2 Teacher, Mt. Horeb School, BA+15, Step 16-17 of the 2016-2017 salary guide, \$68,996 (prorated), effective January 4, 2017 through June 30, 2017.

C.10. Movement on the Guide

RESOLVED, that the Board of Education approves the following staff for amended placements on the 2016-2017 salary guide:

- a. Bonnie Pierson, congratulations, for movement from MA+15 to MA+30, effective December 1, 2016.

C.11. Additional Hours

RESOLVED, that the Board of Education approves the additional hours for Harriet Stambaugh to accompany Student #9199137918 and Student #6780273678, to Band Club for approximately 30 sessions from November 2, 2016, through the end of the school year, at a cost not to exceed \$600.

D. Policy

D.1. Policies – Second Reading

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

- a. Policy 4112.6/4212.6 Personnel Records
- b. Policy 4112.2/4212.2 Certification

XVII. Unfinished Business

XVIII. New Business

XIX. Public Commentary (any topic)

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fifteen minutes (limit may be adjusted at the discretion of the presiding officer as circumstances dictate).

XX. 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.

XXI. 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.