

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * June 5, 2017 * 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 June 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. Roll Call

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

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:

pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege and

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.

V. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the May 22, 2017 Board Meeting.

VI. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

1

0

· Fire Drills

ALT
May 30

Central
May 17

Mt. Horeb
May 14

Woodland
May 31

Middle
May 23

· Security Drills

ALT
May 31
Non-Fire
Evacuation

Central
May 26
Non-Fire
Evacuation

Mt. Horeb
May 31
Non-Fire
Evacuation

Woodland
May 24
Non-Fire
Evacuation

Middle
May 23
Non-Fire
Evacuation

- VII. President's Remarks – Tia Allocco
- VIII. Superintendent's Remarks – Matthew Mingle
- IX. Presentations
 - Excellence in Education Award Recipients
 - Warren Middle School Student Achievement Awards
 - Retiree Recognition
 - Direct Install Program
- X. Discussion
 - 2018-2019 Calendar
 - Field Trips
- XI. Committee Reports
- XII. 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).

XIII. 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 June 1, 2017.

B. Finance/Operations/Transportation

B.1. 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
Matthew Mingle	BOE	ASCD Leader to Leader	Arlington, VA	Jul 2017	\$261

Amy Brunswick	MH	NJ Coalition for Inclusive Education	Montclair	Jun 2017	\$176
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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.2. Donation - Warren Middle School AED
RESOLVED, that the Board of Education accepts, with gratitude, the donation of an Automatic External Defibrillator, valued at approximately \$1,500. This donation is from the Warren Middle School PTO utilizing a grant from the Janet Zilinski Fund.
- B.3. Copy Machine Purchase
RESOLVED, that the Board of Education approves the purchase of two copy machines, at a cost of \$20,338 each, for a total of \$40,676, from Atlantic Tomorrow's Office of Freehold, NJ. The district will be purchasing Savin MP7503SP copiers with 3 hole punch capability. This purchase is covered by NJ State Contract A40467.
- B.4. Purchase of Truck
RESOLVED, that the Board of Education approves the purchase of 2017 Ford F-250 Super Duty, at a purchase price of \$43,662. Purchase from Beyer Ford, under State Purchasing Contract A88727.
- B.5. 2017-2018 Custodial Charges for Building Usage
RESOLVED, that the Board of Education approves the following rates for the billing of custodial charges for the groups that use our buildings:
- Straight time \$32.00 per hour
 - Time and a half \$48.00 per hour
 - Double time \$64.00 per hour
- B.6. Application and Acceptance of Federal Grant Monies
RESOLVED, that the Board of Education approves the application submission to the Department of Education and accepts the award itself for the following 2017-2018 Federal Grant Programs:
- IDEA - Basic \$ 416,973
 - IDEA - Preschool \$ 15,981
- B.7. Donation - CISCO Spark Board
RESOLVED, that the Board of Education accepts, with gratitude, the donation of a Spark Board for Woodland School, valued at approximately \$5,000.
- B.8. Middle School Front Door Replacement Project
RESOLVED, that the Board of Education approves the submission of the documents to the Department of Education for review of the Middle School Front Door Replacement Project. The documents will be prepared by USA Architects. If required, USA Architects is authorized to update the Long Range Facilities Plan for these projects. Approval also includes the solicitation of bids for the project and the transfer of Emergency Reserve funds in the 2017-2018 Year. Fees as per the Architect of Record agreement.
- B.9. Custodial Supplies Purchase
RESOLVED, that the Board of Education approves the purchase of custodial supplies from ATRA, totaling \$47,558.84. Purchase is under Ed Data Cooperative purchasing bid #6595.

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. Luis Marciscano, Head Day Custodian, Mt. Horeb School, at an annual salary of \$44,459 (prorated), effective June 6, 2017 through June 30, 2017. (Mr. Marciscano replaces Christopher Grundman.)

C.2. 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. Linda Hatcher, transfer from Classroom Paraprofessional, 32.5 hours, Mt. Horeb School, to Classroom Paraprofessional, 30 hours, Woodland School, Step 6-7 of the 2016-2017 salary guide, \$20,685 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Mrs. Hatcher replaces Jerilyn Mulvaney.)
- b. Alyssa Pech, Leave Replacement Guidance Counselor, Central School, MA, Step 1 of the 2016-2017 salary guide, \$62,722 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018, which is not creditable service toward tenure acquisition. (Ms. Pech will be LRT for Employee #2495.)
- c. Martha Moncada, Spanish Teacher, Warren Middle School, BA Step 3-4 of the 2016-2017 salary guide, \$58,740 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Ms. Moncada replaces Angela Della Ventura.)
- d. Danielle Buzby, .5 Physical Education Teacher, Warren Middle School, BA, Step 5-7 of the 2016-2017 salary guide, \$29,800(prorated) (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (This is a new position.)
- e. Danielle Buzby, .5 Multi-Duty Paraprofessional, Warren Middle School, Step 1-5 of the 2016-2017 salary guide, \$8,973 (prorated) (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (This is a new position.)
- f. Michelle Velasco, Grade 2 Teacher, Angelo L. Tomaso School, MA, Step 8-9 of the 2016-2017 salary guide, \$66,682 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Ms. Velasco replaces Jane Woods.)
- g. Ali Zafar, Grade 1 Teacher, Angelo L. Tomaso School, MA, Step 5-7 of the 2016-2017 salary guide, \$65,560 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Ms. Zafar replaces Jessica Nathan.)
- h. Deborah Yankowicz, Preschool Teacher, Mt. Horeb School, BA+15, Step 2 of the 2016-2017 salary guide, \$60,774 (2017-2018 step and salary will be

determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (This is a new position.)

- i. Sandra Renzetti, Payroll Administrator, District, at an annual salary of \$50,000, effective July 1, 2017 through June 30, 2018. (Ms. Renzetti replaces Patrice Granda.) Ms. Renzetti will also work two transition days in June 2017, to be paid at her per diem rate of \$192.31, for a total not to exceed \$384.62.

C.3. Movement on the Guide

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

- a. Anna Rizzo, with congratulations, for movement from MA+15 to MA+30, effective May 1, 2017.
- b. Kelly Backus, with congratulations, for movement from BA to BA+15, effective May 1, 2017.
- c. Emily Puhak, with congratulations, for movement from BA+15 to MA, effective May 1, 2017.
- d. Simone Miller, with congratulations, for movement from MA+15 to MA+45, effective May 1, 2017.
- e. Sean Convery, with congratulations, for movement from MA to MA+15, effective May 1, 2017.
- f. Philip Jones, with congratulations, for movement from MA+30 to MA+45, effective May 1, 2017.

C.4. Warren Middle School Arrival Supervision

RESOLVED, that the Board of Education approves the following staff members for morning arrival supervision at Warren Middle School, at a rate of \$40 per hour, at a cost not to exceed \$1,200, effective May 24, 2017 through June 20, 2017.

- a. Christine Parolise
- b. Laurie Pelosi-Fetten
- c. Mary Pat Forenza
- d. Lauren Regal

C.5. 2017-2018 Non-WTEA Employment

RESOLVED, that the Board of Education approves the list of non-WTEA employee assignments and salaries for the 2017-2018 school year, dated May 30, 2017.

C.6. Summer Employees - 2017

RESOLVED, that the Board of Education approves the list of summer employees, dated May 30, 2017, at the listed hourly rates.

C.7. Summer Fun Staff - 2017

RESOLVED, that the Board of Education approves an amended pay rate for Joshua Katz, Summer Fun Paraprofessional of \$15.00 per hour.

C.8. Leave Request

RESOLVED, that the Board of Education approves the following:

- a. Employee #2139 for leave (paid according to legal and contractual entitlement), from May 15, 2017 through June 2, 2017, with an anticipated return date of June 5, 2017.
- b. Employee #0634 for leave (paid according to legal and contractual entitlement) from May 26, 2017 through June 20, 2017.

- C.9. Job Description
RESOLVED, that the Board of Education approves the following job description:
a. School Business Administrator - Board Secretary
- C.10. Summer Work - Child Study Team
RESOLVED, that the Board of Education approves the Child Study Team to conduct summer evaluations and therapy hours (in-district) per the list dated May 30, 2017, at a cost not to exceed \$57,617.
- C.11. Special Education Service Provider's List
RESOLVED, that the Board of Education approves the list of special education providers for the upcoming 2017-2018 school year, dated May 30, 2017.

XIV. Unfinished Business

XV. New Business

XVI. 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).

XVII. 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

Action will not be taken upon return to public session;

the length of the meeting is anticipated to be approximately 60 minutes; and be it

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

XVIII. 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.