

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * March 19, 2018 * 6:30 PM

Warren Middle 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 March 6, 2018. 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

___Paige Albano	___Lisa DiMaggio	___Jeannine Sarosy
___Christian Bellmann	___Andrea Freijomil	___Ayanna Taylor-Venson
___David Brezee	___Ilana Goldstein	___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:

protection of public safety and property and/or investigations of possible violations or violations of law

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 March 5, 2018 Board Meeting.

VI. Correspondence and Information

HIB Information

Total # of Investigations:

1

Total # of Determined Bullying Incidents:

0

VII. President's Remarks – Mr. David Brezee

VIII. Superintendent's Remarks – Dr. Matthew Mingle

- IX. Presentations
 - After Care Proposal - Dr. Mingle, AlphaBest
 - Long-Range Capital Planning - Parette Somjen Architects
 - Tentative Budget Hearing/Adoption - Dr. Mingle, Mrs. Leonhardt
- X. Discussion
- XI. Committee Reports
- XII. 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).

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 March 15, 2018.
- A.2. Extended School Year
RESOLVED, that the Board of Education approves the 2018-2019 Extended School Year to run Tuesday, June 26, 2018 through Thursday, August 2, 2018. This motion supersedes the motion on the January 2, 2018 agenda.
- A.3. Field Trip Destination
RESOLVED, that the Board of Education hereby approves the field trip destination for the 2017-2018 School Year as follows:
 - a. Rutgers University
- A.4. Out-of-District Tuition
RESOLVED, that the Board of Education approves an out of district placement for Student #4058597640, to The Midland School, beginning March 19, 2018 through June 30, 2018, at a cost not to exceed \$19,691. (This motion supersedes the previous motion on March 5, 2018.)

B. Finance/Operations/Transportation

- B.1. Payment of Bills
RESOLVED, that the Board of Education approves the payment of bills for the month of March 2018 in the amount of \$3,703,977.63.
- 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 February, 2018;
WHEREAS, this report shows the following balances on February 28, 2018:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$10,844,310.13		\$990,303.32
(11) Current Expense		\$2,061,962.41	
(12) Capital Outlay		\$239,911.53	
(13) Special Schools		\$12,565.47	
(20) Special Revenue Fund	(\$155,490.70)	\$24,921.08	\$0.00
(30) Capital Projects Fund	\$104,711.05	\$0.00	\$297,136.05
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$10,793,530.48	\$2,339,360.49	\$1,287,439.37

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 February 2018

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.	11-000-213-100-030-03-02	Nurse - Substitutes - CS	11-000-219-800-030-08-00	CST - Dues & Memberships - CS	\$2,900
2.	11-000-217-106-040-05-02	Salaries - Extraordinary Paras - ALT	11-000-217-320-033-08-00	Extraordinary Services - Purchased Professional Services - MS	\$8,865
3.	11-000-222-100-050-06-02	Salaries - Librarian - WS	11-000-219-104-030-03-00	Salaries - Child Study Team - CS	\$2,000
4.	11-000-230-630-000-01-00	BOE - Meeting Supplies	11-000-230-610-000-01-00	Administration - Supplies	\$45
5..	11-000-261-610-030-09-03	Maintenance Supplies - CS	11-000-261-100-000-09-00	Salaries - Maintenance	\$5,400
6.	11-000-263-420-00-09-00	Grounds - Repairs & Maintenance .	11-000-262-610-000-09-00	Building Supplies - Maintenance	\$4,000
7.	11-000-263-610-000-09-00	Grounds - Supplies	11-000-262-621-033-09-07	Heat - Middle School	\$3,000
8.	11-000-270-503-000-10-00	Aide in Lieu of Transportation	11-000-270-517-000-10-00	Contracted Transportation - Non-Public	\$16,000
9.	11-000-270-512-030-03-00	Field Trip Transportation - CS	11-000-270-515-000-10-00	Special Ed Transportation (Jointure)	\$275
10.	11-000-270-512-033-07-00	Field Trip Transportation - MS	11-000-270-515-000-10-00	Special Ed Transportation (Jointure)	\$320
11.	11-000-270-512-035-04-00	Field Trip Transportation - MHS	11-000-270-515-000-10-00	Special Ed Transportation (Jointure)	\$275

12.	11-000-270-512-040-05-00	Field Trip Transportation - ALT	11-000-270-515-000-10-00	Special Ed Transportation (Jointure)	\$275
13.	11-000-270-512-050-06-00	Field Trip Transportation - WS	11-000-270-515-000-10-00	Special Ed Transportation (Jointure)	\$275
14.	11-150-100-320-033-08-00	Home Instruction - Purch. Services-MS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$2,200
15.	11-150-100-320-035-08-00	Home Instruction - Purch. Svcs.- MHS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$480
16.	11-213-100-101-033-07-00	Salaries - RC Teachers - MS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$3,030
17.	11-213-100-106-033-07-02	RC Aides - Substitute Aides - MS	11-000-262-107-033-07-02	Paras - Substitutes - MS	\$3,500
18.	11-213-100-106-033-07-02	RC Aides - Substitute Aides - MS	11-000-262-107-040-05-02	Paras - Substitutes - ALT	\$3,500
19.	11-213-100-106-033-07-02	RC Aides - Substitute Aides - MS	11-000-262-107-050-06-02	Paras - Substitutes - WS	\$3,500
20.	11-213-100-106-035-04-02	RC Aides - Substitute Aides - MHS	11-000-262-107-035-04-00	Salaries Lunch & Playground Aide- MH	\$1,300
21.	11-401-100-100-030-03-00	Co-Curricular Stipends - CS	11-120-100-101-030-03-00	Salaries - Grades 1-5 Teachers - CS	\$3,180
22.	11-401-100-100-033-07-00	Co-Curricular Stipends - MS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$5,548
23.	11-401-100-100-035-04-00	Co-Curricular Stipends - MHS	11-120-100-101-035-04-00	Salaries - Grades 1-5 Teachers - MHS	\$93
24.	11-401-100-100-040-05-00	Co-Curricular Stipends - ALT	11-120-100-101-040-05-00	Salaries - Grades 1-5 Teachers - ALT	\$240
25.	11-401-100-100-050-06-00	Co-Curricular Stipends - WS	11-120-100-101-050-06-00	Salaries - Grades 1-5 Teachers - WS	\$1,710
26.	11-402-100-100-033-07-00	Sports Stipends - MS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$2,110
27.	12-000-262-730-000-09-00	Operations & Maintenance Equipment	11-000-262-622-033-09-07	Electricity - MS	\$23,500

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
Paula Williams	CS	TESOL/NJE 2018 Spring Conf.	New Brunswick	May and June 2018	\$319
Kristen Nardiello	WS	Approaches to the most challenging behaviors	Parsippany	April 2018	\$204
Candida Hengemuhle	BOE	NJASA/NJAPSA One Vision-Our Voice: Mindful Leadership	Atlantic City	May 2018	\$921
Matthew Mingle	BOE	NJASA/NJAPSA One Vision-Our Voice: Mindful Leadership	Atlantic City	May 2018	\$1,001
Jennifer McMahon	MH	Mental Health Issues in the Classroom	Parsippany	Apr 2018	\$200

Allison Reu	CS	NJSHA 2018 Convention	Long Branch	Apr 2018	\$250
Doris Zanchelli	MH	Treating Insomnia	Webcast	Apr 2018	\$200

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. Before and After Care Contract
RESOLVED, that the Board of Education authorizes a contract with AlphBEST Education, Inc. for the provision of Before and After School Care services for the period of July 1, 2018 through June 30, 2020.
- B.6. TENTATIVE 2018-2019 Warren Township School District Budget
RESOLVED, the Board of Education approves the tentative 2018-2019 Warren Township School District Budget and approves the tentative budget for submission to the Executive County Superintendent of Schools for Somerset County for review.
The tentative budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards and is in compliance with N.J.S.A. 18A and N.J.A.C Title 6 and 6A.

Proposed 2018-2019 Budget			
Appropriations:			Revenue:
Fund 10			
Operating Budget	\$42,196,997		State Aid: General Fund
Transfer to Charter Schools	\$55,278		Tax Levy: General Fund
Deposit to Capital Reserve	\$100,500		Other Revenues
Capital Outlay	\$139,347		Fund Balance
Summer School	\$256,783		Withdrawal from Emergency Reserves
TOTAL	\$42,748,905		\$42,748,905
Fund 20			
Special Revenue Appropriations	\$414,682		Grants: Federal, State and Local
Fund 40	\$0		Fund 40
			\$0

FURTHER RESOLVED, per NJAC 6A:23B-1.2(b), the tentative budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2018-2019 tentative budget includes a maximum travel appropriation of \$128,550. The School Business Administrator shall track and record these costs to insure that the maximum

amount is not exceeded, and be it

FURTHER RESOLVED, a Board of Education may, and this Board does, establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required for regular business travel, and be it

FURTHER RESOLVED, the Board of Education hereby establishes April 24, 2018 as the date for the Public Hearing on the budget and authorizes the Superintendent and Board Secretary, after approval by the Executive County Superintendent of Schools, to advertise the budget and the budget hearing as required by law.

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. Katherine Tejeda, Leave Replacement Speech Therapist, Woodland School, MA, Step 1 of the 2017-2018 salary guide, \$63,206 (prorated), effective October 2, 2017 through May 29, 2018, which is not creditable service toward tenure acquisition. (Ms. Tejeda is the LR for Employee # 2818), (This motion supersedes previous motion from September 11, 2017.)

C.2. Family Leave Request

RESOLVED, that the Board of Education approves the following:

a. Employee #2818 for extended leave (unpaid according to legal and contractual entitlement), from May 4, 2018 through on or about May 29, 2018. (This motion supersedes previous motion dated July 17, 2017.)

C.3. Retirement/Resignation

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

a. Carolyn McCloskey, Special Education Teacher, Warren Middle School, for the purpose of retirement, with appreciation for her 24 years of service to the Warren Township students, effective July 1, 2018.

b. Ashley Militch, District Data Manager, Warren Township School District, for the purpose of resignation, with appreciation for her 4 years of service to the Warren Township students, effective April 30, 2018.

c. Diane Langworthy, School Counselor, Woodland School, for the purpose of retirement, with appreciation for her 13 years of service to the Warren Township students, effective June 30, 2018.

C.4. Transfer/Change in Assignment

RESOLVED, that the Board of Education approves the transfer/change in assignment of the following district staff:

a. Danielle Buzby, from 0.5 FTE Multi-Duty Paraprofessional and 0.5 FTE Health and Physical Education Teacher, Warren Middle School, to 1.0 FTE Health and Physical Education Teacher, Warren Middle School, Step 6-8 of the 2017-2018 salary guide, \$61,060 (prorated), effective May 1, 2018 through June 30, 2018. (Ms. Buzby will be replacing Debra Granrath.)

b. Marcela Stefanikova, from 0.5 FTE Custodian, Warren Middle School, to

Transportation Monitor, 25 hours, \$11,700 (prorated), effective March 1, 2018 through June 30, 2018. This is a new position. (This motion supersedes the previous motion from March 5, 2018).

C.5. Job Description

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

- a. Head Maintenance and Grounds

C.6. After School Activities/Clubs

RESOLVED, that the Board of Education approves the following:

- a. Dennis Lamson as Drama Club Advisor at Central School for approximately 6 sessions, at a cost not to exceed \$294. (Mr. Lamson will replace Employee #1569)

XIV. Unfinished Business

XV. New Business

XVI. Public Commentary (any topic)

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:

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XVII. 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).