

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * March 11, 2019 * 7:00 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 January 8, 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. Certified Election Results

For entry into the minutes, Mrs. Leonhardt provided the Somerset County Clerk certified results for the Election for the Warren School District Facilities Referendum Question, held on January 22, 2019:

Yes	No
824	185

V. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the February 19, 2019 Board Meeting.

VI. Correspondence and Information

· HIB Information

Total # of Investigations:

1

Total # of Determined Bullying Incidents:

1

· Suspension Report

In School:

0

Out of School:

0

· Fire Drills

<u>ALT</u> February 5	<u>Central</u> February 5	<u>Mt. Horeb</u> February 21	<u>Woodland</u> February 5	<u>Middle</u> February 28
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· Security Drills

<u>ALT</u> February 25 Modified Lockdown	<u>Central</u> February 25 Modified Lockdown	<u>Mt. Horeb</u> February 7 Modified Lockdown	<u>Woodland</u> February 21 Modified Lockdown	<u>Middle</u> February 26 Modified Lockdown
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VII. President's Remarks – Mr. David Brezee

VIII. Superintendent's Remarks – Dr. Matthew Mingle

IX. Presentation

- 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 #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 19, 2019.

A.2. Fieldwork Site

RESOLVED, that the Board of Education approves the School Psychology Externship Agreement with Kean University, from September 1, 2019 through June 30, 2020, securing Warren Township as a fieldwork site to provide supervised clinical educational experiences in psychology.

- A.3. Field Trip Destination
RESOLVED, that the Board of Education hereby approves the field trip destination for the 2018-2019 School Year as follows:
a. Montgomery High School
- A.4. School Safety Data System Summary Report
RESOLVED, that the Board of Education approves the School Safety Data System Summary Report submitted by the Superintendent for the period July 1, 2018 through December 31, 2018.

B. Finance/Operations/Transportation

- B.1. Board Secretary's and Treasurer's Report
WHEREAS, the Board of Education has received the report of the secretary for the month of February, 2019; and
WHEREAS, this report shows the following balances on Feb. 28, 2019:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$11,942,747.60		\$1,001,355.68
(10) General Current Expense		\$36,852.00	
(11) Current Expense		\$1,733,748.67	
(12) Capital Outlay		\$209,155.94	
(13) Special Schools		\$1,262.19	
(20) Special Revenue Fund	(\$4,467.53)	\$51,306.45	\$0.00
(30) Capital Projects Fund	\$0.00	\$0.00	\$0.00
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$11,938,280.07	\$2,032,325.25	\$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.2. Budget Transfers for Month of February 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.	11-000-219-390-050-08-00	CST-Other Purchased Professional/Technical Svcs. - WS	11-000-100-562-000-08-01	Tuition - Other LEAs	\$8,870
2.	11-000-261-610-035-09-04	Maintenance Supplies - MHS	11-190-100-610-035-04-10	Instructional Supplies - MHS	\$300
3.	11-000-270-615-000-10-00	Transportation Supplies	11-000-270-610-000-10-00	General Transportation Supplies	\$5,000
4.	11-204-100-101-033-07-00	Salaries - LLD Teachers	11-213-100-106-033-07-00	Salaries - RC Aides - MS	\$1,540
5.	11-204-100-500-033-08-00	LLD - Other Purchased Svcs. - MS	11-204-100-610-033-08-00	LLD - Supplies - MS	\$62
6.	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	\$30
7.	11-401-100-600-030-03-00	Co-Curricular Supplies - CS	11-190-100-610-030-03-10	Instructional Supplies - CS	\$85

B.3. 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
Cynthia Cassidy	MS	International Society for Technology in Education Ed Tech Conference 2019	Philadelphia, PA	June 2019	\$281
Lance Riegler	District	International Society for Technology in Education Ed Tech Conference 2019	Philadelphia, PA	June 2019	\$345

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.4. Central School Health Office Renovations Project Award

WHEREAS, a recommendation was made by the Superintendent of Schools to the Warren Township Board of Education ("Board") to seek a contract for construction services for the Health Office Renovation Project at the Central School (hereinafter "Project"); and

WHEREAS, the Project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

WHEREAS, on Thursday, February 21, 2019 the Board received the following bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, *et seq.*;

Contractor	Amount
Lanyi & Tevald, Inc.	\$160,000

Hahr Construction	\$166,777
Ascend Construction Company Management Inc.	\$173,900
AVCO Construction, Inc.	\$182,800
Frankoski Construction	\$187,700
Goksu Construction, LLC	\$211,000
DeSapio Construction, Inc.	\$212,800
Academy Construction Inc.	\$285,000
K&D Contractors, LLC	\$385,000

WHEREAS, Lanyi & Tevald, Inc.'s bid has been reviewed by the design professionals and attorney and is the lowest and is responsive to the bid requirements for the Project,

NOW, THEREFORE:

BE IT RESOLVED, that the Board hereby awards the Project to Lanyi & Tevald, Inc. for One hundred sixty thousand dollars (\$160,000). Motion includes approval to transfer monies from Capital Reserve for full cost of the project, including professional fees.

B.5. Tentative 2019-2020 Warren Township School District Budget

RESOLVED, the Board of Education approves the tentative 2019-2020 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 New Jersey Student Learning Standards and is in compliance with N.J.S.A. 18A and N.J.A.C Title 6 and 6A.

Proposed 2019-2020 Budget			
Appropriations:			Revenue:
Fund 10			
Operating Budget	\$43,263,295		State Aid: General Fund
Transfer to Charter Schools	\$57,522		Tax Levy: General Fund
Deposit to Capital Reserve	\$100,500		Other Revenues
Capital Outlay	\$321,415		Fund Balance
Summer School	\$282,962		Withdrawal from Capital Reserves
			Withdrawal from Maintenance Reserves
TOTAL	\$44,025,694		\$44,025,694

Fund 20			
Special Revenue Appropriations	\$415,505	Grants: Federal, State and Local	\$415,505
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 2019-2020 tentative budget includes a maximum travel appropriation of \$125,050. 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 May 6, 2019 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.

B.6. Approval of the Use of Banked Cap

WHEREAS, in accordance with N.J.A.C. 6A:23A-10.3(b)1, a district can request use of banked cap only after it has fully exhausted all eligible statutory spending authority in the budget year; and

WHEREAS, banked cap from the earliest pre-budget year must be used before the amount from a more recent year; and

WHEREAS, the Warren Township Board of Education has fully exhausted all eligible statutory spending authority for the 2019-2020 budget year and has determined the need for banked cap in order to balance the general fund for the 2019-2020 budget, maintain existing programs and continue implementing the district's goals; therefore, be it

RESOLVED, that the Board of Education hereby approves the use of \$211,783 from the 2016-2017 banked cap for the 2019-2020 budget year and to complete said purposes by June, 2020.

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
Sharon Harvey	Bus Driver 12-00-24/act	District	N/A	N/A	\$16,200 (prorated)	3/25/2019 - 6/30/2019	Replacing employee #2478

C.2. Substitute Teacher

RESOLVED, that the Board of Education approves the following to be appointed as a substitute teacher for the 2018-2019 school year.

Name
Loriann Mirenda

C.3. Leave Request

RESOLVED, that the Board of Education approves the following leave requests:

Employee ID	Paid/Unpaid
#0171	FMLA - February 4, 2019 through March 8, 2019 (paid)
#2684	FMLA - September 24, 2018 through November 30, 2018 (paid) NJFLA - December 3, 2018 through March 1, 2019 (unpaid) Extended Leave - March 4, 2019 through May 31, 2019 (unpaid) (This motion supersedes the previous motion approved December 11, 2018)
#2954	FMLA - March 26, 2019 through April 9, 2019 (paid)
#1128	FMLA - October 29, 2018 - through January 28, 2019 (paid) Extended Leave - January 29, 2019 through April 12, 2019 (paid) (This motion supersedes the previous motion approved January 7, 2019)

C.4. Employee Termination

RESOLVED, the Board of Education terminates the 2018-2019 employment contract for Employee #3043 effective March 11, 2019.

C.5. Employee Termination

RESOLVED, the Board of Education terminates the 2018-2019 employment contract for Employee #3282 effective March 11, 2019.

C.6. 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 \$700.

Staff Member	Course	Date	Prep Hours	Instructor Hours	Cost Total
Jessica Nathan	This Differentiated Classroom	Apr 3, 2019	3	1	\$200
Jessica Nathan	This Differentiated Classroom	Apr 4, 2019	1	1	\$100
Kristen Stoyanov	Conferencing in Reading Workshop Part 1	Mar 27, 2019	3	1	\$200
Kristen Stoyanov	Conferencing in Reading Workshop Part 2	Apr 3, 2019	3	1	\$200

C.7. Approval of Merit Goals 2018-2019 - Superintendent
 RESOLVED, that the Board of Education approves the following Superintendent's merit goals for 2018-2019, which supersede the goals approved on September 4, 2018:

- Quantitative: 3.33% per goal
 - Update school and district practices and procedures to reflect the new Board policies and regulations.
 - Revise all job descriptions to bring into alignment with current practices and develop a five-year process for future review.
 - Conduct quarterly focus group meetings with grade eight students who have demonstrated exceptional success (level five) on PARCC English language arts for four straight years to develop recommendations for meeting the needs of highly able students.
- Qualitative: 2.5% per goal
 - Communicate details about the January 2019 referendum with various stakeholders.
 - Develop an understanding of the district's strengths among community stakeholders through documented outreach programs.

C.8 Retirement/Resignation
 RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:

Name	Position	Location	Retirement/Resignation	Dates of Service
Candida Hengemuhle	Director of Special Services	District	July 1, 2019	7/1/2014 - 6/30/2019
Elizabeth Monaghan	Secretary	ALT	July 1, 2019	8/1/2007 - 6/30/2019
Nicholas Zebrowski	0.4 Health and Physical Education Teacher	WMS	May 6, 2019 (or sooner if applicable)	10/8/2018 - 5/6/2019
Emily Bruno	Track Coach	MS	March 7, 2019	N/A

C.9. Coaching Stipends
 RESOLVED, that the Board of Education approves the appointment of the following positions for the 2018-2019 school year:

Name	Club	Stipend
Keith Koellhoffer	Track Coach	\$2,262

C.10. After School Activities/Clubs
 RESOLVED, that the Board of Education approves the following advisors:

Name	Club	Location	Sessions	Cost
Nick Galluccio	Boys Council Advisor	MS	15	\$735*
Carol Brown	Boys Council Advisor	MS	N/A	\$500*

*(Paid for by Somerset County Municipal Youth Services Commission Grant)

D. Policy

D.1. Policy - Second Reading

RESOLVED, that the Board of Education approves the second 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 - Second Reading

RESOLVED, that the Board of Education approves the second 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

XIV. Unfinished Business

XV. New Business

XVI. Public Commentary (any topic)

XVII. 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