

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * May 9, 2016 * 6:30 PM

Central 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 May 2, 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. Roll Call
- PA, CC, LD, LD, AF, KH, JS, JS, 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:
a matter rendered confidential by federal or state 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. Presentation
- Central School Students - Junior Achievement Biz Town
 - Middle School PTO Food Program
- VI. Minutes
- RESOLVED, that the Board of Education approves the public and private session minutes of the April 25, 2016 Board Meeting.
- VII. Correspondence and Information
- HIB Information
Total # of Investigations: 0 Total # of Determined Bullying Incidents: 0
 - Fire Drills

<u>ALT</u> April 8	<u>Central</u> April 13	<u>Mt. Horeb</u> April 18	<u>Woodland</u> April 27	<u>Middle</u> April 18
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 - Security Drills

<u>ALT</u> April 22 Bus Evacuation	<u>Central</u> April 27 Bus Evacuation	<u>Mt. Horeb</u> April 27 Bus Evacuation	<u>Woodland</u> April 25 Bus Evacuation	<u>Middle</u> April 15 Bus Evacuation
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VIII. ANNUAL ADOPTIONS

1. Curriculum

RESOLVED, that the Board of Education approves adoption of the K-8 curriculum guides, as aligned with NJ Core Content Standards, for the 2016-2017 school year.

2. Textbooks

RESOLVED, that the Board of Education approves adoption of existing district textbooks for the 2016-2017 school year.

3. Service Appointments

RESOLVED, that the Board of Education approves the following:

- a. The appointment of Patricia Leonhardt as Board Secretary of the Warren Township Board of Education for the 2016-2017 school year.
- b. The appointment of MaryGrace Suitovsky, Assistant Business Administrator, as Acting Board Secretary for the 2016-2017 school year in the absence of the Board Secretary.
- c. The appointment of Ruth Davies as Treasurer of School Monies for the Warren Township Board of Education for the 2016-2017 school year.
- d. The appointment of Patricia Leonhardt, Business Administrator, as Acting Treasurer of School Monies for the 2016-2017 school year for the Warren Township Board of Education in the absence of Ruth Davies.
- e. The appointment of Suplee, Clooney & Company as the auditing firm for the Warren Township Board of Education for the 2016-2017 school year, at an annual cost of \$24,550.
- f. The appointment of Dr. Richard Lesko as District Medical Inspector for the 2016-2017 school year, at the annual cost of \$7,500.
- g. The appointment of Dr. Ronald Frank as Alternate District Medical Inspector for the 2016-2017 school year, at a cost to be determined at the time of service provided (if need be).
- h. The appointment of Candida Hengemuhle as the district's Affirmative Action Officer, Title IX Coordinator, Anti-Bullying Coordinator, and 504 Officer for the 2016-2017 school year.
- i. The appointment of CBIZ-Centric as the district's board and general liability insurance agent for the 2016-2017 school year.
- j. The appointment of Brown & Brown Benefit Advisors, Inc.. as the Board's program manager of record for the medical insurance program and group insurance broker of record for the district's dental insurance program and flexible spending plan for the 2016-2017 school year., at an annual cost of \$13,500.
- k. The appointment of Tyler Tribelhorn as the district's Right to Know contact, AHERA representative, Integrated Pest Management Coordinator (IPMC), Safety and Health Designee, Indoor Air Quality Designee, Chemical Hygiene Officer, and Asbestos Management Officer for the 2016-2017 school year.
- l. The appointment of Patricia Leonhardt, Business Administrator, as the district's Public Agency Compliance Officer (PACO), District Custodian of Records, and District Purchasing Agent for the 2016-2017 school year.

- m. The appointment of AIG/VALIC, AXA/Equitable, Lincoln Investment Planning, Inc. and ASpire as 403(b), 457(b) and Roth 403(b) plan providers for the 2016-2017 school year.
- n. The appointment of AmeriFlex as the Flexible Spending Account (FSA) and Dependent Care Account (DCA) provider for the 2016-2017 school year. Cost is \$63 per participant per year for FSA and/or DCA program participation, plus \$770 per annum for FSA, DCA and COBRA program administration.

4. Finance

RESOLVED, that the Board of Education approves the following:

- a. The designation of the following bank as depository for district funds for 2016-2017, pending certification of approval by the Governmental Unit Deposit Protection Act: Bank of America.
- b. Authorization for the Board Secretary to invest school funds in accordance with the limitations of State law and Board policy.
- c. Authorization for the following persons to sign checks:

Account Name	No.	Signatory(s)
General Operating (Current) Account	3	Treasurer of School Monies and/or Board Secretary and/or Board President and/or Board Vice President
Salary Account	1	Treasurer of School Monies or Board Secretary
Payroll Deduction Account	1	Treasurer of School Monies or Board Secretary
Unemployment Account	1	Board Secretary or Superintendent
Juice and Water Account	1	Board Secretary or Superintendent
Milk Account	1	Board Secretary or Superintendent
Flexible Spending Account	1	Board Secretary or Superintendent
Middle School Student Activity Account	2	Middle School Principal and/or Middle School Dean and/or Board Secretary

- d. The financial records of the school district shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP) and all appropriations shall be recorded using the Chart of Accounts provided by the New Jersey Department of Education.
- e. Authorization for the Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property (state contract), Ed-Data, Somerset County Cooperative Pricing System, Morris County Cooperative Pricing Council (MCCPC), Middlesex Regional Educational Services Cooperative Purchasing and Hunterdon County ESC Cooperative Purchasing.
- f. Authorization, in recognition of Qualified Purchasing Agent status, of a bid threshold of \$40,000.

5. Petty Cash Accounts
RESOLVED, that the Board of Education approves the establishment of the following petty cash accounts and the individual responsible for the account for 2016-2017:
 - a. Superintendent's Office (Superintendent's Secretary) \$200
 - b. Buildings and Grounds (Supervisor of B & G) \$200
 - c. Schools (Building Principal) \$200 (each school)
 - d. SPS (Director of SPS) \$100
 - e. Curriculum (Curriculum Supervisor) \$100
 The maximum expenditure from each account for each purchase is \$25.00. The School Business Administrator will review a summary of the disbursements on a semi-annual basis.

6. Organizational Chart
RESOLVED, that the Board of Education approves the district's organizational chart for the 2016-2017 school year dated July 15, 2015.

7. Milk Provider for the 2016-2017 School Year
RESOLVED, that the Board of Education approves Cream-O-Land Dairy as the provider for the 2016-2017 school year. The cost of milk will be \$.20, juice will be \$.25 and the two sizes of water will be \$.30 (8 oz.) and \$.40 (16.9 oz. sports cap).

- IX. President's Remarks – Tia Allocco

- X. Superintendent's Remarks – Elizabeth Nastus

- XI. Committee Reports

- XII. Discussion
 - Middle School PTO Food Program

- XIII. 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).

- XIV. 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 May 5, 2016.

 - A.2. Bedside Instruction
RESOLVED, the Board of Education approves bedside instruction through Silvergate Prep for Student #5787754632, beginning April 26, 2016, at an hourly rate of \$40, at a cost not to exceed approximately \$1,000.

- A.3. 2017-2018 Calendar
RESOLVED, the Board of Education approves the 2017-2018 Calendar.

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
Mary Lynch	ALT	NJ Science Convention	Princeton	Oct 2016	\$175
Lauren Valera	WS	NJTESOL Spring Conference	New Brunswick	June 2016	\$229
Paula Williams	MHS	NJTESOL Spring Conference	New Brunswick	June 2016	\$229
Elizabeth Nastus	District	NJASA Conference	Atlantic City	May 2016	\$1,044

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. Approval of Purchase of Phone System

RESOLVED, that the Board of Education hereby approves the purchase of a new district-wide Avaya phone system from Office Solution, Inc, at a cost of \$170,445.58. Purchase under NJ State Contract T-1316.

C. Personnel/Student Services

C.1. Employment for the 2015-2016 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 2015-2016 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. Melissa Katchen, Leave Replacement Guidance Counselor, Central School (pending completion of required paperwork), MA, Step 1 of the 2015-2016 salary guide, \$62,337 (prorated), effective on or about May 10, 2016 through June 30, 2016, which is not creditable service toward tenure acquisition. (Ms. Katchen will be LRT for Employee #2495.)

C.2. Summer Fun Coordinator

RESOLVED, that the Board of Education approves Meryl Lettire as the 2016-2017 Summer Fun/ESY Coordinator, at a salary of \$11,382.77.

Additionally, the board agrees to grant Mrs. Lettire merit pay in the amount of \$1,138.28 if enrichment program profit for Summer Fun 2016 meets or exceeds \$60,000. (This motion supersedes the hiring motion from March 21, 2016.)

- C.3. Job Description
RESOLVED, that the Board of Education approves the revised job description for Director of Special Services.
- C.4. Job Description
RESOLVED, that the Board of Education approves the job description for Supervisor of Special Services.
- C.5. Substitute Teachers
RESOLVED, that the Board of Education approves the following to be appointed as substitute teachers for the 2015-2016 school year:
 - a. Marilyn Klein
 - b. Christine Parolise (previously approved leave replacement)
- C.6. Movement on the Guide
RESOLVED, that the Board of Education approves the following staff for amended placement on the 2015-2016 salary guide:
 - a. Colleen Krumm, congratulations, for movement from MA+30 to MA+45, effective May 1, 2016.
 - b. O'Brien Speckin, congratulations, for movement from MA to MA+15, effective April 1, 2016.
- C.7. Retirement/Resignation
RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:
 - a. Margaret Pfeifer, Grade 4 Teacher, Woodland School, for the purpose of retirement, with appreciation for her 25 years of service to the Warren Township students, effective June 30, 2016.
- C.8. Employee Discipline
RESOLVED, the Board of Education approves the suspension, without pay, of Employee #2942, from mid-day April 27, 2016 up to and including May 3, 2016.
- C.9. Employee Discipline
RESOLVED, the Board of Education approves the suspension, without pay, of Employee #268, from May 2, 2016 up to and including May 4, 2016.
- C.10. Appointment of Staff for the 2016-2017 School Year
RESOLVED, that the Board of Education approves the list of staff employment (administrators, certificated staff, WTEA support staff), dated May 5, 2016, for the 2016-2017 school year, pending finalization of class section totals.
- C.11. Appointment of 2016-2017 Summer Fun Certificated Staff
RESOLVED, that the Board of Education approves the list of Summer Fun certificated staff dated May 5, 2016, at the following hourly rates:
 - a. Assistant Teachers - \$25
 - b. Teachers and Guidance Counselors - \$40
 - c. Speech Teachers - \$70
- C.12. Rescind Retirement Approval
RESOLVED, that the Board of Education rescinds the retirement approval of Wendy Rosenberg, Special Education Teacher, Warren Middle School.

C.13. Additional Hours

RESOLVED, that the Board of Education approves the following additional hours for Janet Kozik, Secretary, Special Services - one additional hour per day for 8 days, beginning May 4, 2016, at a cost not to exceed \$300.

D. Policy

D.1. Policies – Second Reading

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

a. Model 3326 – Payment for Goods and Services

XV. Old Business

- Local Wellness/Nutrition/Food - Policy and Regulation

XVI. New Business

- NJSBA Delegate Assembly Resolutions
- CISCO Videos
- YMCA Before School Care

XVII. Public Commentary

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:

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

specific prospective or current employees unless all who could be adversely affected request an open session

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. Adjourn