

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \* November 19, 2018 \* 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, 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. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the November 5, 2018 Board Meeting.

V. Correspondence and Information

· HIB Information

Total # of Investigations:

2

Total # of Determined Bullying Incidents:

1

· Suspension Report

In School:

2

Out of School:

0

VI. President's Remarks – Mr. David Brezee

VII. Superintendent's Remarks – Dr. Matthew Mingle

- Quarter 1 Goals Update

VIII. Presentation

- Standardized Achievement Results Benchmarking - Mr. Kimmick

IX. Discussion

- X. Committee Reports
- XI. 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).

XII. 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 November 5, 2018.
- A.2. Field Trip Destination  
RESOLVED, that the Board of Education hereby approves the field trip destination for the 2018-2019 School Year as follows:
  - a. United Way Branchburg
- A.3. Tuition Contract  
RESOLVED, that the Board of Education approves a tuition contract whereby New Providence School District Student #7393501498 will attend Warren Township School District's Regular School Year Autism program at Central School, from December 1, 2018 to June 30, 2019, at a cost of \$39,174.

B. Finance/Operations/Transportation

- B.1. Payment of Bills  
RESOLVED, that the Board of Education approves the payment of bills for the month of November 2018 in the amount of \$3,854,367.49.
- 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 October, 2018; and  
WHEREAS, this report shows the following balances on October 31, 2018:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$10,102,660.91		\$1,001,355.68

(10) General Current Expense		\$0.00	
(11) Current Expense		\$1,750,228.06	
(12) Capital Outlay		\$175,076.95	
(13) Special Schools		\$1,149.19	
(20) Special Revenue Fund	\$41,692.26	\$40,963.68	\$0.00
(30) Capital Projects Fund	\$0.00	\$0.00	\$0.00
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00

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 October 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.	11-000-217-106-030-03-02	Salaries - Extraordinary Paras - CS	11-000-217-320-040-08-00	Extraordinary Services. - Purchased Professional Services - ALT	\$5,000
2.	11-000-217-106-035-04-02	Salaries - Extraordinary Paras - MHS	11-000-217-320-035-08-00	Extraordinary Services. - Purchased Professional Services - MHS	\$10,000
3.	11-000-217-106-035-04-02	Salaries - Extraordinary Paras - MHS	11-000-291-270-000-00-00	Health Benefits	\$66,800
4.	11-000-222-100-050-06-02	Salaries - Librarian - WS	11-000-218-104-050-06-00	Salaries - Guidance - WS	\$3,100
5.	11-000-222-800-035-04-00	Library - Memberships - MHS	11-000-222-600-035-04-10	Library Supplies - MHS	\$65
6.	11-000-262-300-000-09-00	Purchased Prof. & Tech. Svcs. - Maint.	11-000-262-610-000-09-00	Building Supplies - Maintenance	\$4,500
7.	11-000-263-420-00-09-00	Grounds - Repairs & Maint. Services.	11-000-262-622-030-09-03	Electricity - CS	\$1,000
8.	11-000-270-512-030-03-00	Field Trip Transportation - CS	11-000-270-593-000-10-00	Misc. Purchased Svcs.- Transportation	\$500
9.	11-000-270-512-033-07-00	Field Trip Transportation - MS	11-000-270-161-000-10-00	Salaries - Special Ed Transportation	\$1,275
10.	11-000-270-512-035-04-00	Field Trip Transportation - MHS	11-000-270-593-000-10-00	Misc. Purchased Svcs.- Transportation	\$500
11.	11-000-270-512-040-05-00	Field Trip Transportation - ALT	11-000-270-593-000-10-00	Misc. Purchased Svcs.- Transportation	\$500
12.	11-000-270-512-050-06-00	Field Trip Transportation - WS	11-000-270-593-000-10-00	Misc. Purchased Svcs.- Transportation	\$500
13.	11-120-100-101-030-03-00	Salaries - Grades 1-5 Teachers - CS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$65,000
14.	11-209-100-101-040-05-00	Salaries - SEED Teacher - ALT	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$3,100
15.	11-209-100-106-040-05-00	Salaries - SEED Aides - ALT	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$35,700
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	\$56,600
17.	11-213-100-101-035-04-00	Salaries - RC Teachers - MHS	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers - MS	\$25,200
18.	11-213-100-106-033-07-00	Salaries - RC Aides - MS	11-204-100-106-033-07-00	Salaries - LLD Aides - MS	\$36,700
19.	11-216-100-101-035-04-00	Salaries - PSD Teachers - MHS	10-000-100-561-000-00-00	Transfer to Charter Schools	\$18,426
20.	11-216-100-101-035-04-00	Salaries - PSD Teachers - MHS	11-000-219-104-050-06-00	Salaries - CST - WS	\$2,200

21.	11-216-100-101-035-04-00	Salaries - PSD Teachers - MHS	11-000-221-176-033-07-00	Salaries - Integration Specialist - MS	\$9,000
22.	11-216-100-101-035-04-00	Salaries - PSD Teachers - MHS	11-000-291-270-000-00-00	Health Benefits	\$39,274
23.	11-216-100-101-035-04-01	Salaries - PSD Other Teachers - MHS	11-000-218-104-050-06-00	Salaries - Guidance - WS	\$3,100
24.	11-216-100-106-035-04-00	Salaries - PSD Aides - MHS	11-000-219-104-050-06-00	Salaries - CST - WS	\$14,500
25.	11-230-100-101-033-07-00	Salaries - Basic Skills - MS	11-000-291-270-000-00-00	Health Benefits	\$31,600
26.	11-230-100-101-050-06-00	Salaries - Basic Skills - WS	11-214-100-320-030-08-00	Autism - Purch. Prof. Educ. Svcs. - CS	\$4,030
27.	12-000-266-730-000-09-00	Security - Equipment	11-000-266-610-000-09-02	Security - District - Supplies	\$1,150

**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
Nicole Runfola	MH	Speech Language Therapy; Facilitating Rapid Change for Children with Severe Phonological Disorders	Fairfield	Dec 2018	\$259
Cynthia Cassidy	MS	New Jersey Association of School Librarians 2018 Fall Conference	Long Branch	Dec 2018	\$202

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. Resolution of the Board Of Education of The Township of Warren in The County of Somerset, New Jersey Providing for the Submission of a Special Ballot Question to the School District Voters at a Special School District Election to be held on Tuesday, January 22, 2019**

WHEREAS, The Board of Education of the Township of Warren in the County of Somerset, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) desires to undertake school facilities projects consisting of boiler and pump replacements at the A. L. Tomaso School, the Mt. Horeb School and the Middle School; window replacement at Central School, roof replacement at the Middle School and HVAC upgrades at A. L. Tomaso School and Central School (collectively, the "Project");

WHEREAS, to accomplish the Project, the Board seeks to authorize the submission of a ballot question and an explanatory statement at a Special

School District election to be held on Tuesday, January 22, 2019 (the "Election") and to authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Project.

NOW THEREFORE, BE IT RESOLVED by The Board of Education of the Township of Warren in the County of Somerset, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. The following Explanatory Statement and Proposal (the "Proposal") shall be submitted to the legal voters of the School District at a Special School District election (the "Election") to be held on Tuesday, January 22, 2019 commencing at 12:00 p.m. in the School District for the purposes hereinafter provided. The polls shall remain open until 8:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and cast their ballot.

#### EXPLANATORY STATEMENT

##### PROPOSAL

The Board is seeking to undertake a school facilities project consisting of:

- boiler and pump replacements at the A. L. Tomaso School, the Mt. Horeb School and the Middle School;
- Window replacement at the Central School;
- Roof replacement at the Middle School; and
- HVAC upgrades at the A. L. Tomaso School and the Central School.

The projects will be undertaken at a cost not to exceed \$6,446,588 which will be funded through the issuance of a short term bond/note.

##### STATE FUNDING

The Board will receive State aid for each of the projects in the Proposal in the form of debt service aid anticipated to be in the amount of 34% - 40% of total project costs. This State aid reduces the taxpayers' share of each of the projects to between 60% and 66% of the total project cost. Such State funding will only be available if the proposal passes.

The Board expects to fund its local share of debt service with monies that will be available in the Capital Reserve Fund so it is anticipated that no new tax dollars will be raised to pay for the projects.

#### PROPOSAL

The Board of Education of the Township of Warren in the County of Somerset, New Jersey is authorized to undertake a school facilities project consisting of boiler and pump replacements at the A. L. Tomaso School, the Mt. Horeb School and the Middle School; window replacement at the Central School, roof replacement at the Middle School and HVAC upgrades at the A. L. Tomaso School and the Central School. The Board is authorized to expend and issue bonds in an amount not to exceed \$6,446,588 on such project. The State has agreed to provide debt service aid in the amount of 40% of the "final eligible costs" of the school facilities project. All of the costs of the project are "final eligible costs."

2. The Board hereby approves and adopts the Proposal and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

3. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with applicable provisions of the Education Law and Election Law, to the Executive Somerset County Superintendent of Schools, Somerset County Clerk, Somerset County Boards of Elections, and to the Clerk of the Township of Warren, and to request such persons to undertake their respective functions under the Education Law and the Election Law, as applicable, in connection with the Election. The Business Administrator/Board Secretary is hereby authorized to amend the Proposal and the Explanatory Statement to conform same to statutory requirements.
  4. The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Township of Warren, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statement has been filed in the office of the Clerk of the Township of Warren, and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statement to be filed in the office of the Director of the Division of Local Government Services, State of New Jersey Department of Community Affairs prior to the date of the Election.
  5. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election, including preparation and submission of all required applications for receipt of debt service aid.
  6. The Board hereby (i) accepts the determination of Preliminary Eligible Costs as set forth in the letters of the New Jersey Department of Education (the "NJDOE Eligibility Letter"); (ii) elects to receive the State Share in the form of debt service aid; (iii) determines to construct the Project; (iv) agrees to locally fund any excess costs and (v) delegates the supervision of the Project to the Business Administrator/Board Secretary.
  7. This resolution shall take effect immediately.
- B.6. Approval For Boiler and Pump Replacement Project  
RESOLVED, that the Board of Education approves a contract with its Architect of Record, Parette Somjen Associates, for the district's Boiler and Pump Replacement Project at Angelo L. Tomaso, Mt. Horeb and Middle Schools. Authorization includes update of the district's Long Range Facilities Plan, if required, as well as the solicitation of bids.
- B.7. Approval of Central School Health Office Renovation Project  
RESOLVED, that the Board of Education approves a contract with its Architect of Record, Parette Somjen Associates, for the district's Central School Nurse's Suite Renovation Project. Authorization includes update of the district's Long Range Facilities Plan, if required, as well as the solicitation of bids.

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
Melanie Maida	Leave Replacement Counselor	MS	MA	1	\$63,795 (prorated)	1/2/2019-6/30/2019	Leave Replacement for employee #1415

C.2. Substitute

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

Name
Kristin Casorio

C.3. Leave Request

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

Employee ID	Paid/Unpaid
3282	October 15, 2018 through December 3, 2018 (unpaid with benefits) (This motion supersedes the previous motion approved November 5, 2018.)
1174	FMLA - October 24, 2018 through November 26, 2018 (paid) FMLA - November 27, 2018 through December 11, 2018 (unpaid)
3043	FMLA - October 15, 2018 through November 1, 2018 (paid) FMLA - November 1, 2018 through December 11, 2018 (unpaid)
2511	FMLA - November 26, 2018 through December 7, 2018 (paid)
1128	FMLA - October 29, 2018 through November 30, 2018 (paid)
3323	FMLA - February 19, 2019 through March 6, 2019 (paid) FMLA - March 7, 2019 through May 15, 2019 (unpaid)
2963	FMLA - October 5, 2018 through November 21, 2018 (paid) FMLA - November 26, 2018 through December 11, 2018 (unpaid) (This motion supersedes the previous motion approved October 15, 2018.)

C.4. Additional Hours

RESOLVED, that the Board of Education approves the following additional hours:

Name	Student #	Club/Purpose	Starting Date	Cost
Sandy Surowiec	3223028161	Gold Band	November 27, 2018	\$465

- C.5. 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 \$50.00 per hour. The total cost shall not exceed \$100.00.

Staff Member	Course	Date	Prep Hours	Instructor Hours	Cost Total
Kristen Stoyanov	Differentiating Math Centers	December 19, 2018	1	1	\$100

- C.6. Warren Middle School Musical - 2018-2019  
 RESOLVED, that the Board of Education approves the following personnel and stipend in support of the Warren Middle School production:

Name	Club	Stipend
Catherine Heldt-Ebel	Choreographer	\$1,470

- XIII. Unfinished Business
- XIV. New Business
  - Whole Child Priorities and Strategic Planning
- XV. Public Commentary (any topic)
- XVI. Adjourn

<p>2018-2019 Board Goals</p> <ol style="list-style-type: none"> <li>1. Define whole child priorities.</li> <li>2. Determine a facilitator for a strategic planning process.</li> <li>3. Develop a communications strategy for the referendum.</li> <li>4. Review Bylaw 0155 (Board Committees).</li> </ol> <p style="text-align: center;">2018-2019 District Goals</p> <ol style="list-style-type: none"> <li>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.           <ol style="list-style-type: none"> <li>a. Whole Child connection - Healthy, Safe</li> </ol> </li> <li>2. Implement consistent safety and security procedures and practices throughout the district.           <ol style="list-style-type: none"> <li>a. Whole Child connection - Healthy, Safe</li> </ol> </li> <li>3. Increase access to opportunities that enrich the student experience.           <ol style="list-style-type: none"> <li>a. Whole Child connection - Engaged, Supported, Challenged</li> </ol> </li> <li>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.           <ol style="list-style-type: none"> <li>a. Whole Child connection - Engaged, Supported, Challenged</li> </ol> </li> </ol>
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