

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * November 27, 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 November 24, 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:

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

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.

***NOTE: It is anticipated that the regular business portion of the meeting will begin at approximately 7:00 P.M.**

V. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the November 13, 2017 Board Meeting.

VI. Correspondence and Information

· HIB Information

Total # of Investigations:

1

Total # of Determined Bullying Incidents:

0

VII. President's Remarks – Tia Allocco

VIII. Superintendent's Remarks – Matthew Mingle

IX. Presentation

- Thanksgiving Video

- X. Discussion
 - Recording Board Meetings
- 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 November 22, 2017.
- A.2. Quality Single Accountability Continuum (QSAC) Equivalency
RESOLVED, that the Board of Education approves the submission of an equivalency application to extend the district's QSAC certification as a high performing district for three additional years.
- A.3. 2018-2019 Calendar
RESOLVED, that the Board of Education approves the 2018-2019 calendar.

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 2017 in the amount of \$3,715,668.98.
- 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, 2017; and
WHEREAS, this report shows the following balances on October 31, 2017:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$9,628,406.77		\$990,303.32
(11) Current Expense		\$1,687,692.87	
(12) Capital Outlay		\$412,501.93	
(13) Special Schools		\$14,937.47	

(20) Special Revenue Fund	(\$55,964.77)	\$38,757.69	\$0.00
(30) Capital Projects Fund	\$63,040.94	\$0.00	\$297,136.05
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$9,635,482.94	\$2,153,889.96	\$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 October 2017

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.	11-000-218-600-035-04-00	Guidance Supplies - MHS	11-190-100-610-035-04-10	Instructional Supplies-MHS	\$200
2.	11-000-221-110-050-12-00	Curriculum Development - Stipends - WS	11-000-223-110-000-12-00	Staff Training Salaries	\$343
3.	11-000-223-600-030-12-00	Staff Training Supplies - CS	11-000-222-580-000-00-11	WTAA Mileage - Tech. Supervisor	\$240
4.	11-000-223-600-033-12-00	Staff Training Supplies - MS	11-000-222-580-000-00-11	WTAA Mileage - Tech. Supervisor	\$240
5.	11-000-223-600-035-12-00	Staff Training Supplies - MHS	11-000-222-580-000-00-11	WTAA Mileage - Tech. Supervisor	\$240
6.	11-000-223-600-040-12-00	Staff Training Supplies - ALT	11-000-222-580-000-00-11	WTAA Mileage - Tech. Supervisor	\$240
7.	11-000-223-600-050-12-00	Staff Training Supplies - WS	11-000-222-580-000-00-11	WTAA Mileage - Tech. Supervisor	\$240
8.	11-000-252-600-000-11-01	Admin Technology - Supplies	11-190-100-610-000-11-01	Supplies - Instructional Hardware	\$4,000
9.	11-000-263-420-00-09-00	Grounds - Repairs & Maintenance Services	11-000-262-610-000-09-00	Building Supplies - Maintenance	\$4,000
10.	11-190-100-610-033-07-10	Instructional Supplies - MS	11-000-213-600-033-07-00	Health Supplies - Middle	\$600
11.	11-190-100-610-033-07-10	Instructional Supplies - MS	11-000-218-600-033-07-00	Guidance Supplies - Middle	\$400
12.	11-214-100-500-030-08-00	Autism - Other Purchased Svcs. - CS	11-214-100-610-000-08-00	Autism Supplies	\$90
13.	11-216-100-500-035-08-00	PSD - Other Purchased Svcs. - MHS	11-216-100-600-000-08-00	PSD - Supplies	\$135

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
Janice Anderson	ALT	Strengthening Social Communications Skills for Speech/Language Pathologists	West Orange	Dec 2017	\$249
Sean Mealey	MS	NJAPHERD Annual Convention	Long Branch	Feb 2018	\$308

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. NCLB /ESSA 2017-18 Amendment

RESOLVED, that the Board of Education approves an amendment to be filed for the the 2017-18 NCLB/ESSA application, whereby Title III and Title IV monies will be reallocated to accurately reflect anticipated expenditures.

B.6. Food Service Management Contract

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards, and

Whereas, the Warren Township Board of Education further declares that the "Fixed Price" procurement method could impact the quality of the meals served to its children and therefore impact the participation of children in breakfast and lunch programs, and

Whereas, the Warren Township Board of Education further declares that the "Fixed Price" procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Warren Township Board of Education rejects the Department of Agriculture's underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Warren Township Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either “Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

Now Therefore be it Resolved, that the Warren Township Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative , a “Fixed Price” procurement method, and

Be It Further Resolved, that copies of this resolution shall be forwarded to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators
NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA

- B.7. Field Trip Destination
RESOLVED, that the Board of Education hereby approves Warren Township Public Library as a field trip destination for the 2017-2018 School Year.

C. Personnel/Student Services

- C.1. Substitute Teachers
RESOLVED, that the Board of Education approves the following to be appointed as substitute teachers for the 2017-2018 school year:
- a. Grace Ndukua
 - b. Michele Pento
 - c. Julie Holliday
- C.2. Warren Middle School Musical
RESOLVED, that the Board of Education approves the following personnel and stipends in support of the Warren Middle School production:
- a. Diane McCloskey, Director, at a stipend amount of \$2,714.
 - b. Beverly MacGorman, Production Manager, at a stipend amount of \$2,714.
 - c. Joel Van Tine, Stage & Sound Director, at a stipend amount of \$1,470.
 - d. Jennifer Ronkiewicz, Set Designer, at a stipend amount of \$1,470.
- C.3. Winter Coaching Stipend
RESOLVED, that the Board of Education approves David Arnold as Basketball Supervisor for the 2017-2018 school year, at a rate of \$50 per hour, not to exceed 60 hours.
- C.4. Leave Request
RESOLVED, that the Board of Education approves the following:
- a. Employee #2277 for intermittent leave (paid according to legal and contractual entitlement), from November 15, 2017 through on or about January 2, 2018.
 - b. Employee #3106 for leave (paid according to legal and contractual entitlement from on or about April 9, 2018 through on or about June 1, 2018.
- C.5. Substitute Custodians
RESOLVED, that the Board of Education approves the following as Substitute Custodians for the 2017-2018 school year at the approved substitute custodian pay rate:

- a. Marco Naranjo
- b. Ketty (Kathy) Marino

C.6. Orchestra/Chorus Concert Chaperones

RESOLVED, that the Board of Education approves the following staff as backstage chaperones for the Warren Middle School orchestra and chorus concert on December 7, 2017, at a rate of \$50 per hour per person, not to exceed two hours per person, at a total cost not to exceed \$200:

- a. Karen Balich
- b. Elizabeth Guerin

XIV. Unfinished Business

- Update from Delegate Assembly

XV. New Business

- Middle School Visits for 5th Grade Families

XVI. Public Commentary (any topic)

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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).