

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * October 30, 2017 * 7:00 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 January 4, 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. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the October 16, 2017 Board Meeting.

V. Correspondence and Information

• HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

0

0

VI. President's Remarks – Tia Allocco

VII. Superintendent's Remarks – Matthew Mingle

VIII. Presentation

- Alternate Observation Process - Mr. Kimmick

IX. Discussion

- 2018-2019 Calendar Draft
- 7th and 8th Grade Overnight Trips

X. Committee Reports

XI. 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).

XII. 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 October 26, 2017.

A.2. Overnight Trips
RESOLVED, that the Board of Education approves the Warren Middle School overnight trips as follows:

- a. Grade 8 Historical Trip to Camden and Philadelphia, May 31 - June 1, 2018.
- b. Grade 7 Environmental Trip to Fairview Lakes YMCA Camp, May 31 - June 1, 2018.

A.3. Fieldwork Site
RESOLVED, that the Board of Education approves the Clinical Affiliation Agreement with Kean University to secure Warren Township Schools as a fieldwork site to provide supervised clinical educational experiences in occupational therapy for the 2018 calendar year.

B. Finance/Operations/Transportation

B.1. Payment of Bills
RESOLVED, that the Board of Education approves the payment of bills for the month of October 2017 in the amount of \$4,042,149.82.

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 September 2017; and
WHEREAS, this report shows the following balances on September 30, 2017

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$9,079,371.72		\$990,303.32
(11) Current Expense		\$1,807,117.10	
(12) Capital Outlay		\$414,971.93	
(13) Special Schools		\$1,647.72	
(20) Special Revenue Fund	(\$83,806.34)	\$39,105.98	\$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	\$9,058,606.32	\$2,262,842.73	\$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 September 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.	11-000-213-100-050-06-00	Salaries-Nurse and Doctor - WS	11-000-219-104-000-00-00	Salaries - Child Study Team	\$5,562
2.	11-000-217-106-033-07-02	Salaries-Extraordinary Paras-MS	11-204-100-106-000-00-00	Salaries - LLD Aides	\$52,000
3.	11-000-217-106-040-05-02	Salaries - Extraordinary Paras-ALT	11-000-216-100-000-00-00	Salaries - Speech & OT	\$2,000
4.	11-000-217-106-040-05-02	Salaries - Extraordinary Paras-ALT	11-213-100-106-000-00-00	Salaries - RC Aides	\$82,000
5.	11-000-217-106-050-06-02	Salaries-Extraordinary Paras-WS	11-000-216-100-000-00-00	Salaries - Speech & OT	\$21,542
6.	11-000-218-105-033-07-00	Salaries-Guidance Sec. - MS	11-000-219-104-000-00-00	Salaries - Child Study Team	\$922
7.	11-000-219-104-050-06-02	Home Instruction - Special Ed	11-000-219-104-000-00-00	Salaries - Child Study Team	\$4,000
8.	11-000-219-105-050-06-00	Salaries - CST Secretary - WS	11-000-219-104-000-00-00	Salaries - Child Study Team	\$661
9.	11-000-221-105-050-06-00	Salaries-Curriculum Sec. - WS	11-000-216-100-000-00-00	Salaries - Speech & OT	\$4,641
10.	11-000-221-176-050-06-00	Salaries-Math/Literacy Coach- WS	11-000-240-103-000-00-00	Salaries - Principals & Dean/Director	\$29,632
11.	11-000-221-176-033-12-01	Integration Specialist - Stipend- MS	11-000-219-104-000-00-00	Salaries - Child Study Team	\$4,000
12.	11-000-221-176-033-12-01	Integration Specialist - Stipend- MS	11-000-221-110-000-12-01	Literacy Coaches - Stipends	\$5,600
13.	11-000-222-100-050-06-01	Salaries - Educ. Techn. - WS	11-000-219-104-000-00-00	Salaries - Child Study Team	\$637
14.	11-000-222-100-050-06-02	Salaries - Librarian - WS	11-000-219-104-000-00-00	Salaries - Child Study Team	\$5,859
15.	11-000-222-800-035-04-00	Library - Memberships - MHS	11-000-222-600-035-04-13	Periodicals & Subscrip. - MHS	\$65
16.	11-000-230-100-000-01-01	Salaries - Support Staff	11-000-218-104-000-00-00	Salaries - Guidance	\$320
17.	11-000-240-580-035-04-00	Travel - Mt. Horeb	11-000-240-600-035-04-10	Admin. Supplies - Mt. Horeb	\$50
18.	11-000-240-800-033-07-00	Principal/Dean Dues - Middle	11-000-240-600-033-07-10	Admin. Supplies - Middle	\$131
19.	11-000-252-600-000-11-01	Admin. Technology - Supplies	11-000-262-107-000-00-00	Salaries - Lunch/Playgr. Aides	\$2,000
20.	11-000-261-100-000-09-00	Salaries - Maintenance	11-000-262-100-000-09-00	Salaries - Custodians	\$2,200
21.	11-000-270-160-000-10-00	Salaries - Regular Transp.	11-000-270-161-000-10-00	Salaries - Special Ed Transp.	\$151
22.	11-105-100-101-035-04-00	Salaries-Preschool Teachers- MH	11-110-100-101-000-00-01	Salaries - Kindergarten Teachers	\$3,224
23.	11-120-100-101-050-06-00	Salaries - Grades 1-5 Teachers- WS	11-110-100-101-000-00-01	Salaries - Kindergarten Teachers	\$21,200

24.	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers- MS	11-000-262-107-000-00-00	Salaries - Lunch & Playgr. Aides	\$13,068
25.	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers- MS	11-110-100-101-000-00-01	Salaries - Kindergarten Teachers	\$17,934
26.	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers- MS	11-204-100-101-000-00-00	Salaries - LLD Teachers	\$73,388
27.	11-130-100-101-033-07-00	Salaries - Grades 6-8 Teachers- MS	11-230-100-101-000-00-00	Salaries - Basic Skills Teachers	\$51,239
28.	11-209-100-101-040-05-00	Salaries - SEED Teacher - ALT	11-213-100-101-000-00-00	Salaries - RC Teachers	\$4,684
29.	11-209-100-106-040-05-00	Salaries - SEED Aides - ALT	11-213-100-101-000-00-00	Salaries - RC Teachers	\$4,950
30.	11-214-100-101-030-03-00	Salaries - Autism Teachers - CS	11-000-216-100-000-00-00	Salaries - Speech & OT	\$29,011
31.	11-216-100-101-035-04-00	Salaries - PSD Teachers - MHS	11-213-100-101-000-00-00	Salaries - RC Teachers	\$14
32.	11-216-100-101-035-04-01	Salaries- PSD Teachers Other-MHS	11-000-216-100-000-00-00	Salaries - Speech & OT	\$1,194
33.	11-216-100-101-035-04-01	Salaries- PSD Teachers Other-MHS	11-213-100-101-000-00-00	Salaries - RC Teachers	\$43,993
34.	11-216-100-106-035-04-00	Salaries - PSD Aides - MHS	11-000-216-100-000-00-00	Salaries - Speech & OT	\$24,118
35.	11-240-100-101-050-06-00	Salaries - Basic Skills Teachers- WS	11-000-216-100-000-00-00	Salaries - Speech & OT	\$7,130

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
Adam Yenish	WS	National Blue Ribbon School Celebration	Washington, DC	Nov 2017	\$298
Kristen Stoyanov	ALT	Strategies and Structures for Teaching Writing, K-8	New Providence	Dec 2017	\$195
Kristen Stoyanov	ALT	Strategies and Structures for Teaching Reading, K-8	New Providence	Mar 2018	\$195
William Kimmick	MS	Strategies and Structures for Teaching Writing, K-8	New Providence	Dec 2017	\$195
Jessica Nathan	CS	Strategies and Structures for Teaching Writing, K-8	New Providence	Dec 2017	\$195

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. Maintenance Reserves Withdrawal
 RESOLVED, that the Board of Education approves a withdrawal from Maintenance Reserves in the amount of \$27,360, for the purposes of contracting with Hendershot Construction Co, Inc for exterior painting and repairs to the district's Maintenance and Transportation building.

B.6. Comprehensive Maintenance Plan (CMP)
 RESOLVED, that the Board of Education approves the following motion:
 Whereas, the Department of Education requires New Jersey School Districts to submit the Comprehensive Maintenance Plan (CMP) and the Annual Maintenance Budget Amount Worksheet (M-1) documenting "required" maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Warren Township Schools are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, and

Now, therefore be it resolved that the Warren Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan (CMP) and the Annual Maintenance Budget Amount Worksheet (M-1) for the Warren Township Schools in compliance with Department of Education requirements

C. Personnel/Student Services

C.1. Crisis Prevention Intervention (CPI) Building Teams
 RESOLVED, that the Board of Education approves the following staff as Crisis Prevention Intervention Building Team members. Each staff member will receive an annual amount of \$500 stipend per the WTEA Collective Bargaining Agreement. The stipend will be rewarded upon verified completion of the Crisis Prevention Intervention training. For a total cost not to exceed \$19,000.00.

Michelle Barbagallo	Julie Jagiello	Laurie Pelosi-Fetten
Nicholas Bayachek	Carol Keirstead	Paula Pontoriero
Lakiesha Beaubrun	Keith Koellhoffer	Lisa Pravato
Frances Blabolil	Nancy Lauber	Lucia Raphael
Kelly Blessing-Maire	Edward Lee	Allison Reu
Carol Brown	Brittany Leonard	Michelle Roth
Amy Brunswick	Karen Leski	Nicole Runfola
Lesley Duncan	Meryl Lettire	Mary Russo
Jacqueline Fattell	Josephine Maccagnan	Christopher Schwallie
William Fratto	Meghan Madden	Beatrice Schwarzkopf
Theresa Godfrey	Catherine Maguire	Sherri Strauss
Rebecca Hartman	Lauren Nelson	Joan Toth
Patricia Iannacone	Joyce Pekarsky	

C.2. Leave Request
 RESOLVED, that the Board of Education approves the following:
 a. Employee #3159 for leave (paid and unpaid according to legal and contractual entitlement), from on or about February 20, 2018 through on

- or about May 25, 2018.
- b. Employee #1598 for extended leave (unpaid according to legal and contractual entitlement), from October 23, 2017 through on or about October 30, 2017.
- c. Employee #1328 for extended leave (paid according to legal and contractual entitlement), from October 30, 2017 through November 3, 2017.

C.3. Nursing Plans

RESOLVED, that the Board of Education approves the 2017-2018 Nursing Plans for Angelo L. Tomaso School, Central School, Mount Horeb School, Woodland School and Warren Middle School.

- XIII. Unfinished Business
- XIV. New Business
- XV. Public Commentary (any topic)

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- XVI. 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).