

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \* October 16, 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 October 12, 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:

pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege

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 September 25, 2017 Board Meeting.

VI. Correspondence and Information

- HIB Information

Total # of Investigations:

2

Total # of Determined Bullying Incidents:

1

- Fire Drills

ALT  
September 12

Central  
September 11

Mt. Horeb  
September 12

Woodland  
September 14

Middle  
September 18

- Security Drills

ALT  
September 20  
Bus Evacuation

Central  
September 26  
Bus Evacuation

Mt. Horeb  
September 21  
Bus Evacuation

Woodland  
September 20  
Bus Evacuation

Middle  
September 29  
Bus Evacuation

- VII. President's Remarks – Tia Allocco
- VIII. Superintendent's Remarks – Matthew Mingle
- IX. Presentation
  - Standardized Assessment Report - Mr. Kimmick
- X. Discussion
- 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 October 12, 2017.
- A.2. QSAC  
RESOLVED, that the Board of Education approves the QSAC Statement of Assurance for submission to the Department of Education.
- A.3. Tuition Contract  
RESOLVED, that the Board of Education approves a tuition contract with the Long Hill Township School District, for Student #20261190 to attend Warren Township School District's Autism program at Central School, effective October 23, 2017 through June 30, 2018, at a cost of \$49,394.20.
- A.4. Alternative Physical Education Program  
RESOLVED, that the Board of Education approves the alternative physical education program for Students #5622735871 and #4782732553, for the period of October 17, 2017 through on or about June 30, 2018.
- A.5. Fieldwork Site  
RESOLVED, that the Board of Education approves a one year Learning Disabilities Teacher Consultant (LDT-C) Internship Agreement with Rutgers University from January 2, 2018 through June 30, 2018, securing Warren Township as a fieldwork site to provide supervised clinical educational experiences.

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 August, 2017; and

WHEREAS, this report shows the following balances on August 31, 2017

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$7,393,179.34		\$990,303.32
(11) Current Expense		\$1,873,940.45	
(12) Capital Outlay		\$656,441.93	
(13) Special Schools		\$1,647.72	
(20) Special Revenue Fund	(\$17,345.49)	\$39,078.12	\$0.00
(30) Capital Projects Fund	\$63,040.94	\$0.00	\$297,136.05
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$7,438,874.79</b>	<b>\$2,571,108.22</b>	<b>\$1,287,439.37</b>

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 August 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.	11-000-219-500-08-00	CST - Other Purchased Services	11-000-219-600-08-00	CST - Supplies	\$97
2.	11-000-270-518-10-00	Special Ed Transportation (ESC)	11-000-270-515-10-00	Special Ed Transportation (Jointure)	\$88,000
3.	11-230-100-610-12-03	Basic Skills - Supplies - Central	11-190-100-640-12-00	Textbooks - Series Replacement	\$3,000
4.	11-230-100-610-12-04	Basic Skills - Supplies - Mt. Horeb	11-190-100-640-12-00	Textbooks - Series Replacement	\$3,000
5.	11-230-100-610-12-05	Basic Skills - Supplies - ALT	11-190-100-640-12-00	Textbooks - Series Replacement	\$4,000

6.	11-230-100-610-12-06	Basic Skills - Supplies - Woodland	11-190-100-640-12-00	Textbooks - Series Replacement	\$2,000
7.	12-000-261-730-09-04	Required Maint. Equipment - Mt. Horeb	11-000-261-420-09-07	Maintenance Repairs - Middle School	\$14,350
8.	13-422-100-101-00-00	Summer Fun - Teachers - Enrichment	11-000-100-562-08-01	Tuition Other LEAs - Regular School Year	\$2,084
9.	13-422-100-101-00-01	Summer Fun - Teachers - Remedial	11-000-100-562-08-01	Tuition Other LEAs - Regular School Year	\$1,348
10.	13-422-100-101-00-03	Summer Fun - Teachers - Extended Day	11-000-100-562-08-01	Tuition Other LEAs - Regular School Year	\$4,405
11.	13-422-100-106-00-00	Summer Fun - Paras - Enrichment	11-000-100-562-08-01	Tuition Other LEAs - Regular School Year	\$1,392
12.	13-422-100-106-00-02	Summer Fun - Paras - Extended School Year	11-000-100-562-08-01	Tuition Other LEAs - Regular School Year	\$7,197

### 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
Matthew Mingle	District	National Blue Ribbon School Celebration	Washington, DC	Nov 2017	\$305
Candida Hengemuhle	District	Special Services Director's Toolkit	Monroe	Nov 2017	\$161
Rebecca Hartman	CS	Art Therapy for Challenging Children	Edison	Dec 2017	\$226
Brian Kilroy	WS	Conquer Math	Fairfield	Nov 2017, Jan & Feb 2018	\$492
Kelly Stankiewicz	MH	Trust, Self-Compassion & Heartfelt Apologies	Online	Nov 2017	\$299
Jeffrey Heaney	WS	National Blue Ribbon School Celebration	Washington, DC	Nov 2017	\$500
Alyssa Pech	CS	Mindful Educator Essentials	Online	Oct & Nov 2017	\$275
Andrew Ahimovic	MH	NJASPERD Annual Convention	Long Branch	Feb 2018	\$326

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. School Employee's Health Benefits Program Waiver Payments  
WHEREAS, N.J.S.A. 52:14-17.31a, in conjunction with N.J.S.A. 52:14-17.46.11, permits employers participating in the School Employees Health Benefits Program ("SEHBP") to unilaterally establish an amount to be paid to employees who agree to waive their health benefits coverage in exchange for a cash payment; and

WHEREAS, the employer has sole discretion as to whether or not to offer employees health benefits waiver payments which are not subject to the collective bargaining process in accordance with N.J.S.A. 52:14-17.31a(c); and

WHEREAS, the Board of Education previously offered an incentive for eligible employees who waive medical insurance in the amount of 25%, or \$5,000, whichever is less, of the amount saved by the employer because of the employee's waiver of coverage; and

WHEREAS, the supporting waiver language has been removed from the agreements with each of the district's bargaining units; and

WHEREAS, the Board of Education is exercising its discretion in accordance with N.J.S.A. 52:14-17.31a(c) to offer an incentive for eligible employees who waive medical insurance;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Township of Warren, County of Somerset, State of New Jersey, that it will offer an incentive for eligible employees who waive medical insurance in the amount of 25%, or \$5,000, whichever is less, of the amount saved by the employer because of the employee's waiver of coverage for Calendar Year 2018; and

BE IT RESOLVED FURTHER RESOLVED that an employee who has health benefit coverage through a spouse or from another source, other than the State Health Benefits Plan or the SEHBP, and who can demonstrate same to the Business Administrator, may elect to forego all or a portion of his/her medical, dental and/or prescription coverage for a full year and receive a cash payment of twenty-five percent (25%) of the premium savings to the Board of Education, or \$5,000, whichever is less, of the amount saved by the employer. Said payment will not be considered salary, nor will it be considered pensionable. The Business Office shall provide the forms by which an employee shall waive coverage and apply for payment; and

BE IT RESOLVED FURTHER RESOLVED that an employee who has waived all or a portion of his/her medical benefit coverage will be allowed to restore such coverage on an immediate basis, without the necessity of a health questionnaire for the employee or his/her family members, in the event of a hardship or change of life event. Reentry to all health benefit coverage for reason of hardship or change of life applies only in the following situations, which result in the loss of health benefits coverage through the employee's spouse or other source:

- Termination of employment (proof of termination of benefits required);
- Legal Separation (a copy of decree is required);
- Group contract/policy terminated (proof of termination of benefits required);

- Disability of spouse which eliminates benefits (proof of termination of benefits required);
- Divorce (a copy of the decree is required);
- Death of Spouse (a copy of death certificate is required);
- Military Discharge (a copy of DD214 is required);
- Application under these circumstances must be made within sixty (60) days of the life event to the Board of Education's Payroll/Benefit Office;
- In addition, any employee who has waived all his/her health benefit coverage may automatically restore his/her coverage by applying during the open enrollment period during any year. The reinstatement date under such conditions will be January 1. It will not be necessary for any employee or his/her family members to complete a Statement of Health (proof of insurability) to restore coverage during the open enrollment period.

B.5. Reallocation of Grant Monies

RESOLVED, that the Board of Education approves the reallocation of grant monies in the amount of \$2,873.76 for the purposes of Truancy Prevention. These monies represent the balance of a 2016-2017 Guided Study Grant, Stress Relief Grant, Recreation Club Grant, and Student Leadership Grant, generously donated by the Somerset County Municipal Youth Services Commission.

B.6. Approval of Legal Settlement

RESOLVED, that the Board of Education approves the proposed legal settlement between the district and Mid-American Salt LLC, dated October 16, 2017.

B.7. Grant Money

RESOLVED, that the Board of Education accepts the Grant Monies from the Municipal Youth Services Commission for the following Middle School Programs:

- a. Student Leadership Program - \$1,115
- b. Truancy Prevention Program - \$715
- c. Stress Relief After School - \$1,530
- d. Mindfulness Program - \$640

B.8. Transportation Contract for Out-of-District Student

RESOLVED, that the Board of Education approves a 2017-2018 transportation agreement, effective October 23, 2017 through June 30, 2017 as follows:

Host District	Joining District	Destination	Cost
Warren	Long Hill Township BOE	Central School	\$12,684

C. Personnel/Student Services

C.1. Employment for the 2017-2018 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 2017-2018 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. Kristen Chmielewski, 1:1 Paraprofessional, Central School, 32.5 hours, Step 1 of the 2017-2018 salary guide, \$22,165 (prorated), effective October 23, 2017 through June 30, 2018. (This is a new position.)\*
- C.2. Substitute Teacher  
RESOLVED, that the Board of Education approves the following to be appointed as substitute teacher for the 2017-2018 school year:
- a. Marin Baltuch
- C.3. Movement on the Guide  
RESOLVED, that the Board of Education approves the following staff for amended placements on the 2017-2018 salary guide:
- a. Sean Convery, with congratulations, for movement from MA+15 to MA+30, effective September 1, 2017.
  - b. Megan O'Donnell, with congratulations, for movement from MA+30 to MA+45, effective September 1, 2017.
  - c. Amanda McGrath, with congratulations, for movement from MA+30 to MA+45, effective September 1, 2017.
- C.4. Personnel and Negotiations Committee Goals - 2017-2018  
RESOLVED, that the Board of Education approves the following goals for the Personnel and Negotiations Committee for the 2017-2018 school year:
- 1. Recommend policies to the full Board for approval as appropriate to the Committee's function.
  - 2. Support the implementation of newly ratified collective bargaining agreements with the WTAA and WTEA.
  - 3. Support the implementation of an evaluation system for coaches and advisors.
  - 4. Support and advise the Superintendent on the most efficient use of personnel to maximize program options within the recommended schedules.
- C.5. Winter Coaching Stipends  
RESOLVED, that the Board of Education approves the appointment of the following coaches for the 2017-2018 school year as per the WTEA agreement:
- a. Danielle Buzby - Girls Basketball
  - b. Sean Mealey - Boys Basketball
- C.6. Approval of Title I - Extended Day Tutor  
RESOLVED, that the Board of Education approves the appointment of the following staff members as Title I - Extended Day Tutors, to be paid the contractual rate of \$50 per hour. Total cost dependent upon needs of identified students in the district's Title I school, which is Central School, at a total cost not to exceed \$42,000. Cost to be fully funded by ESSA - Title I.

Anita Brower	Patricia Iannacone	Jessica Randall
Christine Burkhardt	Denise Kennedy	Danielle Riccio
Nancy Braunstein	Catherine Maguire	Carla Stewart
Sheri DeShields	Joyce Pekarsky	Rebecca Sutherland
Chelsea Giunta	Mary Lou Psak	

- C.7. Approval of Title I - Extended Day Coordinator  
RESOLVED, that the Board of Education approves the appointment of the following staff member as Title I - Extended Day Coordinator, to be paid a stipend of \$10,000. Cost to be fully funded by ESSA - Title I.
- Melissa Smolenski
- C.8. Leave Request  
RESOLVED, that the Board of Education approves the following:
- a. Employee #1650 for leave (paid according to legal and contractual entitlement), from October 12, 2017 through on or about November 9, 2017.
  - b. Employee #1598 for leave (unpaid according to legal and contractual entitlement), from September 11, 2017 through on or about October 20, 2017. (This motion supersedes previous motions dated August 28, 2017 and September 11, 2017.)
  - c. Employee #3182 for extended leave (paid and unpaid according to legal and contractual entitlement), from October 2, 2017 through October 20, 2017.
  - d. Employee #2863 for leave (paid and unpaid according to legal and contractual entitlement), from October 6, 2017 through on or about January 19, 2018. (This motion supersedes previous motion dated August 14, 2017.)
  - e. Employee #2896 for leave (paid and unpaid according to legal and contractual entitlement, from on or about January 23, 2018 through on or about April 27, 2018.
- C.9. Additional Hours  
RESOLVED, that the Board of Education approves the following additional hours:
- a. Sandra Surowiec to accompany Students #1135531894 and #7366099843 to After School Clubs, starting October 3, 2017, at a cost not to exceed \$675.
  - b. Mary Russo to accompany Student #1316551903 to Before School Club, starting October 6, 2017, at a cost not to exceed \$850.
  - c. Deborah Singer to accompany Students #9240417981 and #9367358396 to After School Clubs, starting October 4, 2017, at a cost not to exceed \$1,500.
  - d. Anastasia Papalitskas to accompany Student #4392725473 to After School Clubs, starting October 4, 2017, at a cost not to exceed \$805.
  - e. Karen Balich to accompany Student #8281299312 to After School Clubs, starting October 3, 2017, at a cost not to exceed \$4,650.
  - f. Alexandra Esposito to accompany Student #1466004655 to After School Clubs, starting October 3, 2017, at a cost not to exceed \$2,230.
  - g. Keith LaBadie to accompany Student #9221924174 to After School Clubs, starting October 5, 2017, at a cost not to exceed \$1,010.
  - h. Shari DeCarli to accompany Student #7152876083 to After School Clubs, starting October 18, 2017, at a cost not to exceed \$735.
  - i. Sherri Strauss to accompany Student #9880687809 to After School Clubs, starting October 11, 2017, at a cost not to exceed \$625.
  - j. Lauren Nelson to accompany Student #9221924174 to After School Clubs, starting October 17, 2017, at a cost not to exceed \$340.
- C.10. Crisis Prevention Intervention (CPI) Refresher Training Instructor Stipend 2017-2018  
RESOLVED, that the Board of Education approves the following staff for reimbursement as an Instructor. Each instructor will be reimbursed at the WTEA contract rate \$50.00 per hour. The total cost shall not exceed \$2,000.00.



Course	Staff Member	Date	Prep Hours	Instructor Hours	Cost Total
CPI Refresher Training Instructor Stipend	Rebecca Hartman	Aug 29, 2017	15	5	\$1,000.00
CPI Refresher Training Instructor Stipend	Beatrice Schwarzkopf	Aug 29, 2017	15	5	\$1,000.00

(This motion supersedes previous motion from August 14, 2017.)

- C.11. Principal/Supervisor of Summer Programs  
RESOLVED, that the Board of Education approves Meryl Lettore as the 2018-2019 Principal/Supervisor of Summer Programs, at a salary of \$15,128.
- C.12. Secretary of Summer Programs  
RESOLVED, that the Board of Education approves Eileen Haddican as the 2018-2019 Secretary of Summer Programs, at a salary of \$5,623.
- C.13. Crisis Prevention Intervention (CPI), CPR / First Aid Professional Development 2017-2018  
RESOLVED, that the Board of Education approves the following staff for reimbursement as an Instructor. Each instructor will be reimbursed at the WTEA contract rate \$50 per hour according to the following table. The total cost shall not exceed \$6,400.00.

Course	Staff Member	Date	Prep Hours	Instructor Hours	Cost Total
CPI Refresher	Rebecca Hartman	Oct 19, 2017	5.5	0	\$275.00
CPI Refresher	Rebecca Hartman	Nov 1, 2017	5.5	0	\$275.00
CPI Refresher	Beatrice Schwarzkopf	Oct 19, 2017	5.5	0	\$275.00
CPI Refresher	Beatrice Schwarzkopf	Nov 1, 2017	5.5	0	\$275.00
CPR / First Aid	Jan Brennan	Oct 24, 2017	6	2	\$400.00
CPR / First Aid	Jan Brennan	Nov 2, 2017	2	2	\$200.00
CPR / First Aid	Lisa Lontai	Oct 25, 2017	6	2	\$400.00
CPR / First Aid	Lisa Lontai	Nov 2, 2017	2	2	\$200.00
CPR / First Aid	Harriet Stambaugh	Oct 24, 2017	6	2	\$400.00
CPR / First Aid	Harriet Stambaugh	Oct 25, 2017	2	2	\$200.00
CPR / First Aid	Harriet Stambaugh	Nov 2, 2017	2	2	\$200.00
CPI Initial	Rebecca Hartman	Jan 4 & 5, 2018	33	0	\$1,650.00
CPI Initial	Beatrice Schwarzkopf	Jan 4 & 5, 2018	33	0	\$1,650.00

Initial course: 3 prep hours for each instructional hour.  
Repeat course: 1 prep hour for each instructional hour.  
Courses taking place during the contract day are only reimbursed for prep hours.

C.14. Retirement/Resignation

RESOLVED, that the Board of Education approves the retirement/resignation of the following staff:

- a. Wandee Loithadthong, Night Custodian, Central School, for the purpose of retirement, with appreciation for her 12 years of service to the Warren Township students and staff, effective February 28, 2018.

XIV. Unfinished Business

XV. New Business

XVI. Public Commentary (any topic)

**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:

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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).

XVII. 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 may be taken upon return to public session;

the length of the meeting is anticipated to be approximately 15 minutes; and be it

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

XVIII. 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).