

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \* October 26, 2015 \* 7:00 PM

Board of Education Administrative Building

- I. Call to Order and Statement of Presiding Officer Jim Sena, 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 7, 2015. This notice was on that date posted on the bulletin board in the Township Office, sent to the Courier News and the Echoes Sentinel, 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
  - CA, CC, LD, DD, LD, KH, JS, GS, JS
- IV. Presentation
  - Study to Examine Enrollment Project (STEEP) Update
    1. Project Plan & Criteria
    2. High Level Timeline
    3. Sub-Committee Goals and Deliverables
- V. Minutes
  - RESOLVED, that the Board of Education approves the public session minutes of the October 13, 2015 Board Meeting.
- VI. Correspondence and Information
  - HIB Information

Total # of Investigations:	Total # of Determined Bullying Incidents:
1	1
- VII. President's Remarks – Jim Sena
- VIII. Superintendent's Remarks – Elizabeth Nastus
  - October 5 - 9, 2015, was dedicated to a "Week of Respect." School activities placed additional emphasis on promoting student character and a positive school environment. Students focused on the meaning of respect and how to demonstrate respect towards family, peers, and community. Each class participated in a lesson and activity focusing on how to prevent bullying. The lessons are part of the district's character education curriculum and stress anti-bullying rules.
  - October 21 - 25, 2015, was School Violence Awareness Week and National Ribbon Week. Schools observed a week of making good choices. In conjunction with the district's character education curriculum, additional emphasis was placed on encouraging students to positively handle conflict and resolve problems. Classes viewed videos and participated in activities related to conflict resolution. One critical goal for the district is to continue to encourage a positive school climate. Students and staff were encouraged to wear school colors on Friday to demonstrate school unity.

- IX. Committee Reports
- X. Discussion
- XI. 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).

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 22, 2015.

A.2. Contracted Services  
RESOLVED, that the Board of Education approves the Assistive Technology Training by Assistive Tek, LLC for Student #8125114971, at a cost not to exceed \$500. (This motion supersedes previous motion from September 21, 2015.)

**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 2015 in the amount of \$3,951,792.20.

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 2015,  
WHEREAS, this report shows the following balances on September 30, 2015,

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$5,808,187.67		\$1,046,472.82
(11) Current Expense		\$2,273,837.77	
(12) Capital Outlay		\$70,554.08	
(13) Special Schools		\$8.66	
(20) Special Revenue Fund	\$12,925.21	\$83,661.35	\$0.00
(30) Capital Projects Fund	\$309,939.95	(\$13.02)	\$1,555,224.63

(40) Debt Service Fund	\$538,782.71	\$0.00	(\$0.29)
TOTAL	\$6,669,835.54	\$2,428,048.84	\$2,601,697.16

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 2015**

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:		
11-000-100-562-08-01	Tuition - Other LEAs - Reg. SY	11-000-100-566-08-01	Tuition - Private - Regular SY	\$137,000
11-000-100-562-08-02	Tuition - Other LEAs - Ext. SY	11-000-100-566-08-02	Tuition - Private - Extended SY	\$14,500
11-000-213-600-07-00	Health Supplies - Middle	11-190-100-610-07-10	Instructional Supplies - Middle	\$200
11-000-219-104-00-01	Child Study Team - Extra Pay	11-000-222-500-11-01	Other Purchased Services - Internet	\$765
11-000-221-110-12-01	Literacy Coaches - Stipends	11-000-221-105-00-00	Salaries - Curriculum Secretary	\$1,745
11-000-221-110-12-01	Literacy Coaches - Stipends	11-000-223-580-11-02	Workshops & Travel- Technology	\$4,382
11-000-221-176-00-00	Salaries- Instructional Specialists	11-000-221-105-00-00	Salaries - Curriculum Secretary	\$1,330
11-000-221-176-00-01	Integration Specialists - Stipends	11-000-291-270-00-00	Health Benefits	\$9,600
11-000-223-500-12-00	Staff Training - Other Purchased Services	11-190-100-640-12-00	Textbooks - Series Replacement	\$207
11-000-266-420-09-05	Security - Maint. Repairs - ALT	11-000-261-420-09-05	Maintenance Repairs - ALT	\$2,440
11-000-266-610-09-04	Security - Maint. Supplies - MH	11-000-261-610-09-04	Maintenance Supplies - MH	\$1,492
11-204-100-800-08-00	LLD - Field Trips	11-204-100-106-00-00	Salaries - LLD Aides	\$1,000
11-230-100-500-12-03	Basic Skills- Purchased Svcs-CS	11-230-100-610-12-03	Basic Skills Supplies - Central	\$1,480
11-230-100-500-12-04	Basic Skills-Purchased Svcs-MH	11-230-100-610-12-04	Basic Skills Supplies - Mt. Horeb	\$1,188
11-230-100-500-12-05	Basic Skills-Purchased Svcs-ALT	11-230-100-610-12-05	Basic Skills Supplies - ALT	\$1,480
11-230-100-500-12-06	Basic Skills- Purchased Svcs-WD	11-230-100-610-12-06	Basic Skills Supplies - Woodland	\$1,383

**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
Jennifer McMahon	MHS	Early Childhood Interventions & Autism Spectrum Disorder	Hasbrouck Heights	Dec 2015	\$199
Chris Burkhardt	MHS	32nd Annual Winners! Workshop	Somerset	May 2016	\$199

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. Sale of Obsolete Items**

RESOLVED, that the Board of Education declares as obsolete the following items:

Item Type	Make	Model	Asset Number
Utility Truck	GMC	K35 8FT - VIN 1GTHK34R5WF012299	900738
Backhoe Tractor	CASE	Serial # 9010597	900752

BE IT FURTHER RESOLVED, that the Board of Education approves the sale of the listed equipment in accordance with N.J.S.A. 18A:18A:45 – Sale of Property.

**B.6. NCLB Title I Amendment**

RESOLVED, that the Board of Education approves an amendment to the FY16 NCLB application, whereby Title I monies will be relocated to accurately reflect the stipend for the management of the After School program.

**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. Christine Parolise, Leave Replacement Teacher, Angelo L. Tomaso School, MA, Step 1 of the 2015-2016 salary guide, \$62,337.00 (prorated), effective on or about October 27, 2015 through on or about March 18, 2016. (Ms. Parolise will be a Leave Replacement Teacher for Employee #0792.)

- C.2. Substitute Teachers  
RESOLVED, that the Board of Education approves the following to be appointed as substitute teachers for the 2015-2016 school year:
- a. Christina Lee
  - b. Tracie Tonetta
- C.3. Family Leave Request  
RESOLVED, that the Board of Education approves the following:
- a. Employee #2030 for leave (paid and unpaid according to legal and contractual entitlement), under FMLA/NJFLA, from November 23, 2015 through January 11, 2016, with an anticipated return date of January 12, 2016.
- C.4. Retirement/Resignation  
RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:
- a. Janet Milita, Principal, Central School, for the purpose of retirement, with appreciation for her 4 years of service to the Warren Township students, effective October 31, 2015.
  - b. Salvatore Morelli, Jr., Leave Replacement Teacher, Angelo L. Tomaso School, for the purpose of resignation, effective October 16, 2015.
- C.5. Transportation for Out-of-District Students  
RESOLVED, that the Board of Education approves the transportation contracts with the following School District for the 2015-2016 School Year transportation for out-of-district students as follows: (This motion supersedes previous motion from August 24, 2015.)
- | <u>Contractor</u> | <u>Student ID#</u>         | <u>School</u> | <u>Cost</u> |
|-------------------|----------------------------|---------------|-------------|
| MUJC              | 5275815264 &<br>8009989713 | PG Chambers   | \$58,208.46 |
- C.6. Long Term Substitute  
RESOLVED, that the Board of Education approves Lynda Larsen as a Long Term Substitute, effective November 23, 2015 through December 22, 2015. (Ms. Larsen will be Long Term substitute for Employee #1128 who is taking family leave.)
- C.7. Substitute Custodian  
RESOLVED, that the Board of Education approves John Seremula as a substitute custodian, effective October 27, 2015 through June 30, 2016, at the approved substitute custodian pay rate.
- C.8. Kindergarten Screening Instrument  
RESOLVED, that the Board of Education approves the following staff members to work on a Kindergarten Screening Instrument, up to five hours each, at a cost not to exceed \$400:
- Christina Beekman
  - Kristen Stoyanov
- C.9. Approval of Title I - Extended Day Tutor  
RESOLVED, that the Board of Education approves the additional appointment of the following staff member as Title I - Extended Day Tutor, to be paid the contractual rate of \$40 per hour. Total cost dependent upon needs of identified students in the district's two Title I schools, which are Angelo L. Tomaso School and Central School, for a total program cost not to exceed \$39,400:
- Joyce Pekarsky

C.10. Warren Middle School Bus Arrival Supervision

RESOLVED, that the Board of Education approves Heather Saum for morning supervision at Warren Middle School, replacing Michele Tanzi-Kraminitz, effective November 13, 2015 through June 30, 2016, at a stipend amount of \$500 per marking period.

- XIII. Old Business
- XIV. New Business
- XV. Public Commentary
- XVI. Adjourn