

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * September 25, 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 September 11, 2017 Board Meeting.

V. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

2

1

VI. President's Remarks – Tia Allocco

VII. Superintendent's Remarks – Matthew Mingle

VIII. Presentations

- Audit Report
- 7th and 8th Grade Trip Proposals - Mr. Villar and Mr. Achtau

IX. Discussion

- Ad Hoc Committee on Impact of Future Development

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 September 20, 2017.

A.2. Revised School Calendar

RESOLVED, that the Board of Education approves the amended 2017-2018 calendar to include a staff inservice day on June 25, 2018.

A.3. Curriculum, Communications, and Technology Committee Goals - 2017-2018
RESOLVED, that the Board of Education approves the following goals for the Curriculum, Communications, and Technology Committee for the 2017-2018 school year:

1. Recommend policies to the full Board for approval as appropriate to the Committee's function.
2. Research options for recording meetings and present information to the full Board for consideration.

A.4. Revised Curriculum

RESOLVED, that the Board of Education approves the following curriculum revisions for the purposes of alignment to the New Jersey Student Learning Standards:

- K-8 English Language Arts
- K-8 Mathematics

A.5. Home Instruction

RESOLVED, that the Board of Education approves up to 10 hours per week of home instruction for Student #2317511567, starting September 18, 2017, at a rate of \$50 per hour.

A.6. Uniform State Memorandum of Agreement

RESOLVED, that the Board of Education approves the annual update to the Uniform State Memorandum of Agreement, dated September 19, 2017. (The Agreement between education and law enforcement officials is approved on an annual basis.)

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the month of September 2017 in the amount of \$3,090,743.46.

B.2. 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
Lakiesha Beaubrun	CS	Conquer Math	Pompton Plains	Oct & Nov 2017 Feb 2018	\$462
Stacey Lederman	MH	Conquer Math	Pompton Plains	Oct & Nov 2017 Feb 2018	\$465
Brittany Leonard	ALT	Conquer Math	Pompton Plains	Oct & Nov 2017 Feb 2018	\$479
Catherine Maquire	MH	Conquer Math	Pompton Plains	Nov 2017, Jan & Mar 2018	\$466
Shannon Reis	WS	Conquer Math	Pompton Plains	Nov 2017, Jan & Mar 2018	\$501
Adam Yenish	WS	Conquer Math	Pompton Plains	Mar 2018	\$465
Meghan Madden	ALT	NGSS 2017-18 Workshops	Branchburg	Nov & Dec 2017, Jan & Mar 2018	\$528
Jessica Randall	WS	NGSS 2017-18 Workshops	Branchburg	Nov & Dec 2017, Jan & Mar 2018	\$539
Michelle Wolkun	CS	NGSS 2017-18 Workshops	Branchburg	Nov & Dec 2017, Jan & Mar 2018	\$532
Jeanne Vecchione	WS	NJIDA Dyslexic Conference	Somerset	Oct 2017	\$230
Meryl Lettire	MS	AENJ 2017 Beyond Looking Conference	Long Branch	Oct 2017	\$230
Jill Zimmer	CS	Rutgers Gifted Education Conf.	Somerset	Nov 2017	\$200
Nicole Ravettina	MH	PECS Level 1 Training	New York, NY	Nov 2017	\$416
Max Achtau	MS	AMLE National Convention	Philadelphia, PA	Nov 2017	\$636

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.3. Middle School Door Replacement Project Award

WHEREAS, a recommendation was made by the Superintendent of Schools to the Warren Township Board of Education ("Board") to seek a contract for construction services for the Door Replacement Project at the Middle School (hereinafter "Project"); and

WHEREAS, the Project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

WHEREAS, on Tuesday, August 22, 2017 the Board received the following bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, *et seq.*;

Bidder	Base Bid	Alternate 1	Alternate 2	Total
A Plus Glass and Metal LLC	\$85,200	\$49,106	\$45,974	\$180,280
C&M Door Controls, Inc.	\$61,870	\$26,270	\$21,200	\$109,340
SLS Construction	\$186,000	\$54,000	\$51,000	\$291,000

WHEREAS, C&M Door Controls, Inc's bid has been reviewed by the design professionals and attorney and is the lowest and is responsive to the bid requirements for the Project,

NOW, THEREFORE:

BE IT RESOLVED, that the Board hereby awards the Project, including the base bid plus Alternates 1 and 2, to C&M Door Controls, Inc. for One hundred nine thousand, three hundred forty (\$109,340.00). Motion includes approval to transfer monies from Emergency Reserve for full cost of the project, including professional fees.

B.4. Acceptance of Audit for the 2016-2017 School Year

WHEREAS, the Board of Education has engaged Suplee Clooney & Company of Westfield, NJ, to audit the district's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017, in compliance with N.J.S.A.18A:23-1 et seq, and,

WHEREAS, this audit has been completed and the CAFR filed with the State Department of Education and submitted to the Warren Township Board of Education along with a synopsis of the audit report and recommendations, which synopsis and recommendations are available for public review, and,

WHEREAS, pertinent results of operations during the 2016-2017 school year are:

AUDIT 2016 - 2017
GENERAL FUND

REVENUES	Final Budget	Actual
Local Sources	\$39,493,514	\$39,692,207
State Sources*	\$1,447,692	\$6,827,218
Federal Sources	-	-
TOTAL	\$40,941,206	\$46,519,425

EXPENDITURES		
Regular Instruction	\$11,936,880	\$11,680,103
Special Education	\$4,045,620	\$3,927,467
Other Instruction	\$1,654,400	\$1,612,778
Undistributed Expenditures*	\$23,512,796	\$27,140,703
Total General Expenses(A1-4)	\$41,149,696	\$44,361,051
Capital Outlay	\$1,180,557	\$901,750
Special Schools	\$223,946	\$223,651
Transfer of Funds to Charter School	\$33,624	\$33,624
TOTAL	\$42,587,823	\$45,520,076
OTHER SOURCES/USES		
Transfer in from Capital Projects	-	-
Transfer to Capital Projects	-	-
EXCESS (DEFICIENCY)		\$999,349
Fund Balance July 1, 2016		\$6,998,619
Fund Balance June 30, 2017		\$7,997,968
Analysis of Fund Balance		
Reserved		
Excess Surplus- subsequent year's expenditures (17-18)		\$458,000
Excess Surplus (18-19)		\$459,000
Emergency Reserve Account		\$375,000
Maintenance Reserve Account		\$265,826
Capital Reserve Account		\$4,746,116
Encumbrances		\$703,724
TOTAL **(Undesignated fund balance)		\$990,303
*Maj of variance due to State's TPAF FICA reimbursement and payments to pension		(\$5,195,710)
**Allowable Undesignated Fund Balance		
2% of 2016-17 General Fund Expenditures		\$806,487
NP Transportation		\$23,142
Excess 2015-16 Extraordinary Aid		\$160,674
		\$990,303
Sources: Audit Report Exhibit C-1 and Auditor's Management Report		

Now therefore be it,
RESOLVED, that the Board of Education hereby accepts the report, notes the following recommendations, and directs that appropriate corrective action be taken:

Recommendation: None
Corrective Action: None

- B.5. Field Trip Destinations
RESOLVED, that the Board of Education hereby approves the following field trip destinations for the 2017-2018 School Year:
- a. The Paley Center and NBC Studios, New York
 - b. Escape Room, Bridgewater
- B.6. Annual Flu Clinic 2017
RESOLVED, that the Board of Education approves the offering of a flu shot clinic to staff members on September 27, 2017, at a cost to the board not to exceed \$500.
- B.7. Finance, Operations, and Security Committee Goals - 2017-2018
RESOLVED, that the Board of Education approves the following goals for the Curriculum, Communications, and Technology Committee for the 2017-2018 school year:
1. Recommend policies to the full Board for approval as appropriate to the Committee's function.
 2. Develop a long range capital improvement and financial plan that addresses maintenance needs, aspirational projects, and security needs.
 3. Support the consistent application of security practices across the district.

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. Lois Wagner, Classroom Paraprofessional, Woodland School, Step 1 of the 2017-2018 salary guide, \$22,260 (prorated), effective September 18, 2017 through June 30, 2018. (This is a new position.)
- C.2. Substitute Teachers
RESOLVED, that the Board of Education approves the following to be appointed as substitute teachers for the 2017-2018 school year:
- a. Yuliana Cardenas
 - b. Susan Wasserman
- 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. Kristina Traynor, with congratulations, for movement from BA+15 to MA, effective September 1, 2017.
 - b. Dorothy Stolfi, with congratulations, for movement from MA+30 to MA+45, effective September 1, 2017.

- C.4. After School Activities/Clubs
RESOLVED, that the Board of Education approves the 2017-2018 after school activities/clubs, and the instructors for each, at the negotiated stipend rate.
- C.5. Student Teacher
RESOLVED, that the Board of Education approves Michelle Keane, student at Ramapo College, to complete student teaching clinical practice from January 16, 2018 through May 4, 2018 at Angelo L. Tomaso School.
- C.6. Substitute Bus Driver
RESOLVED, that the Board of Education approves Timothy O’Heney as a Substitute Bus Driver for the 2017-2018 school year at the approved Substitute Bus Driver pay rate.*
- C.7. Approval to Create Position
RESOLVED, that the Board of Education hereby approves the creation of the following positions:
- Transportation Monitor (up to 2 hours per day)
- C.8. Approval of Inservice Day Presenters
RESOLVED, that the Board of Education approves the following October 9 and 10, 2017 Inservice Day presenters, (for presentation and preparation time according to the 2017-2020 WTEA Collective Bargaining Agreement) for a total cost not to exceed \$13,562.50:

Lynn Alger	Traci Haise	Jennifer Ronkiewicz
Nancy Andrews	Jessica Halpern	Beatrice Schwarzkopf
Anita Brower	Rebecca Hartman	Melissa Stoeckel
Kathy Brown	Peter Kassalow	Dorothy Stolfi
Christine Burkhardt	Lindsay LaNeve	Kristen Stoyanov
Cynthia Cassidy	Marianne Larson	Rebecca Sutherland
Christine Cirrotti	Meryl Lettire	Linda Yu
Sue Cooper	Jessica Nathan	Michelle Zgombic
Christina DeShields	Bonnie Pierson	
MaryBeth Greco	Amanda Rodrigues	

- C.9. Special Education Service Providers’ List
RESOLVED, that the Board of Education approves the following rate change for the provider Learning Tree Multi Cultural/Multi Lingual Evaluation and Consulting, Inc. for Bilingual Evaluations with written reports from \$750 to \$780 for the 2017-2018 school year.
- C.10. Approval of IDEA Preschool Payroll Monies
RESOLVED, that the Board of Education hereby approves the use of the FY2018 IDEA Preschool Grant monies in the amount of \$15,981 for salary support as follows:

Employee ID	Full Salary	Salary Funds from IDEA	%
#2207	\$23,325	\$11,662.50	50%
#1391	\$30,085	\$4,318.50	14.35%

(This motion supersedes previous motion from July 17, 2017)

XIII. Unfinished Business

XIV. New Business

- Uniforms for Athletics/After School Activities

XV. 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:

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).

XVI. 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 may be taken upon return to public session;

the length of the meeting is anticipated to be approximately 20 minutes; and be it

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

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).