

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * August 14, 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 June 9, 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 July 17, 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

IX. Discussion

- 2017-2018 Board and District Goals

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 August 10, 2017.

A.2. Alternative Physical Education Program
RESOLVED, that the Board of Education approves the alternative physical education program for Student #4636148256 for the period of September 1, 2017 through June 20, 2018.

B. Finance/Operations/Transportation

B.1. Board Secretary's and Treasurer's Report
WHEREAS, the Board of Education has received the TENTATIVE report of the secretary for the month of June, 2017,
WHEREAS, this report shows the following TENTATIVE balances on June 30, 2017:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$7,595,679.46		\$973,637.24
(11) Current Expense		\$1,490,892.06	
(12) Capital Outlay		\$68,047.37	
(13) Special Schools		\$294.52	
(20) Special Revenue Fund	\$18,381.54	\$21,938.54	\$0.00
(30) Capital Projects Fund	\$63,040.94	\$73,246.50	\$223,889.55
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$7,677,101.94	\$1,654,418.99	\$1,197,526.79

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 June 2017
RESOLVED, the Board of Education ratifies the 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.
- B.3. Joint Agreements between SCESC and Warren Township BOE
RESOLVED, that the Board of Education approves entering into the following joint agreements between Somerset County Educational Services Commission (SCESC) and the Warren Township Board of Education:
- Nonpublic School Technology Initiative Program agreement, dated July 1, 2017 for the 2017-2018 school year, with the state-approved administrative percentage (5% in 2014 through 2017).
 - Nonpublic School Textbook Services agreement, dated July 1, 2017 for the 2017-2018 school year, with no administrative fee charged.
 - Nonpublic School Nursing Services agreement, dated July 1, 2017 for the 2017-2018 school year, with an administrative fee of 6%.
 - Nonpublic School Security agreement, dated July 1, 2017 for the 2017-2018 school year, with no administrative fee charged.
- B.4. 2017 - 2018 Nonpublic Funds
RESOLVED, that the Board of Education accepts, and authorizes for distribution through Somerset County Educational Services Commission, the following Nonpublic Funds for the 2017-2018 school year:
- Nonpublic Technology Aid \$ 185
 - Nonpublic Textbook Aid \$ 274
 - Nonpublic Nursing Aid \$ 485
 - Nonpublic Security Aid \$ 375
- B.5. Extraordinary Aid 2016-2017 - Acceptance
RESOLVED, that the Board of Education hereby accepts Extraordinary Aid funding from the 2016-2017 school year in the amount of \$360,674.
- B.6. Extraordinary Aid 2016-2017 - Allocation
RESOLVED, that the Board of Education approves an increase to the 2017-2018 budget to recognize 2016-2017 Extraordinary Aid in the amount of \$360,674 and allocates the \$160,674 which is above the budgeted \$200,000 as follows:
- Revenue Account: 10-3131 Extraordinary Aid (10-303 Budgeted Fund Balance)
 - Expense Acct: 11-000-100-562–Tuition–Other LEA - \$160,674
- B.7. Nonpublic Transportation 2016-2017 - Acceptance
RESOLVED, that the Board of Education hereby accepts Nonpublic Transportation funding from the 2016-2017 school year in the amount of \$23,142.
- B.8. Nonpublic Transportation 2016-2017 - Allocation
RESOLVED, that the Board of Education approves an increase to the 2017-2018 budget to recognize 2016-2017 Nonpublic Transportation in the amount of \$23,142 and allocate the monies as follows:
- Revenue Account: 10-3190 Other State Aid (10-303 Budgeted Fund Balance)
 - Expense Acct: 11-000-270-161–Transportation-Sp Ed To & From School-Salaries - \$23,142
- B.9. Approve contract with PenServ (TPA)
RESOLVED, that the Board of Education hereby approves contracting with PenServ as a Third Party Administrator for the district's 403(b) and 457(b) tax sheltered plans. This contract will be at no cost to the district.

- B.10. Purchase of Dell Monitors
RESOLVED, that the Board of Education hereby approves the following purchase:

- 20 Dell Interactive 70 inch Monitors, at a cost of \$2,999.99 each, for a total of \$59,999.80.

This purchase is administered under N.J.S.A. 18A:18A-5(e) regarding the negotiation of a cost 10% or more less than State contract.

- B.11. Middle School Building Envelope Restoration 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 Building Envelope Restoration 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 Thursday, June 29, 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 - MS Ramp	Alternate 2 - CS Stairs	Total
Askjari Construction	\$182,543	\$42,800	\$30,500	\$255,843
Cypreco	\$383,113	\$15,000	\$20,000	\$418,113
De Sapio Construction	\$647,800	\$12,000	\$44,000	\$703,800
M&M Construction Technology	\$247,000	\$25,000	\$35,000	\$307,000
Spartan Construction	\$195,000	\$22,000	\$22,000	\$239,000

WHEREAS, Spartan Construction'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 to Spartan Construction for Two hundred thirty-nine thousand dollars (\$239,000).

- B.12. Approval of Architect of Record
RESOLVED, that the Board of Education hereby approves the appointment of Parette Somjen Architects LLC as the district's Architect of Record (fair and open) for the period beginning August 15, 2017 and ending December 31, 2017, at an approximate total cost not to exceed \$30,000, per the terms as specified in the contract.

- B.13. Approval of contract with CMC for 2017-2018
RESOLVED, that the Board of Education approves a contract with CMC for assorted energy savings projects under the New Jersey Clean Energy Program's 2017-2018 Direct Install program as follows:

	Approximate District Cost	Approximate Direct Install Incentive	Approximate Total Project Cost
Woodland School	\$18,310.34	\$42,724.13	\$61,034.47

Approval includes authorization to withdraw \$15,840.07 from the district's Maintenance Reserve account.

Due to a change in terms for the 2017-2018 program, these dollar amounts supercede those approved on June 19, 2017.

B.14. Sale of Obsolete Items

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

Item Type	Make	Serial Number/Asset Tag
1993 Hydraulic Lift	Ballymore	Model # MR-28-DC
1998 Pneumatic Tire Machine	Coats	Asset Tag Number 900718

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.15. Application and Acceptance of Federal Grant Monies - Amended

RESOLVED, that the Board of Education approves the application submission to the Department of Education and accepts the award itself for the following 2017-18 Elementary and Secondary Education Act (ESEA) Federal Grant Programs:

- Title IA \$ 53,729
- Title IIA \$ 27,558
- Title III \$ 10,000
- Title III - Immigrant \$ 1,228
- Title IV \$ 4,749

This motion supersedes the motion on the board's July 17, 2017 agenda.

B.16. 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
Max Achtau	MS	2017 FEA/NJPSA/NJA SCD Fall Conference	Long Branch	Oct 2017	\$333

Anita Brower	WS	International Dyslexia Fall Conference	Somerset	Oct 2017	\$190
Harriet Stambaugh	WS	School Health Conference	Somerset	Oct 2017	\$156

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.

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. Michele Wolkun, Special Education Teacher, Central School, MA, Step 3-4 of the 2016-2017 salary guide, \$64,614 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Ms. Wolkun replaces Patricia Iannacone.)
- b. Patricia Iannacone, transfer from Special Education Teacher to Kindergarten Teacher, Central School, MA+45, Step 14-15 of the 2016-2017 salary guide, \$80,388 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (This is a new position.)
- c. Kristina Traynor, transfer from Grade 3 Teacher to Kindergarten Teacher, Woodland School, BA+15, Step 3-4 of the 2016-2017 salary guide, \$61,677, (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (This is a new position.)
- d. Hannah Nizri, Grade 3 Teacher, Woodland School, BA, Step 1 of the 2016-2017 salary guide, \$57,020 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Ms. Nizri replaces Kristina Traynor.)
- e. Justin Guglielmino, Grade 5 Teacher, Mt. Horeb School, MA+15, Step 5-7 of the 2016-2017 salary guide, \$68,540 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Mr. Guglielmino replaces Paul Duncan.)
- f. Sara Kolesar, Grade 3 Teacher, Central School, MA+30, Step 16-17 of the 2016-2017 salary guide, \$78,852 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 (or when released by current district) through June 30, 2018. (Ms. Kolesar replaces Stephanie Cohen.)
- g. Sara von Bartheld, Leave Replacement Social Worker, .8 (28 hours), Woodland School, MA, Step 1 of the 2016-2017 salary guide, \$50,177 (prorated) (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through January 26, 2018, which is not creditable service toward tenure acquisition. (Ms. von Bartheld is LR for Employee #2949.)
- h. Keith Robbins, Grade 5 Teacher, Angelo L. Tomaso School, MA, Step 1 of the 2016-2017 salary guide, \$62,722 (2017-2018 step and salary will be determined once collective bargaining concludes), effective September 1, 2017 through June 30, 2018. (Mr. Robbins replaces Mary Lynch.)

- i. Network Administrator
- j. School Bus Aide/Monitor
- k. School Bus Driver
- l. Skilled Maintenance Mechanic
- m. Supervisor of Buildings and Grounds

- n. Transportation Coordinator
- o. Warehouse/Driver

C.9. Substitute Teachers

RESOLVED, that the Board of Education approves the list of substitute teachers, dated August 14, 2017, for the 2017-2018 school year.

C.10. 2017-2018 CPI Refresher Training Participation Stipend

RESOLVED, that the Board of Education approves the following staff for a stipend for their participation in the CPI Refresher Training on August 29, 2017, \$20 per hour, 9 hours per day, for a total of \$1,260. (As per the 2014-2017 WTEA negotiated agreement.)

Amy Brunswick	Lauren Nelson
Jackie Fattell	Paula Pontoriero
Meghan Madden	Christopher Schwallie
Catherine Maguire	

C.11. 2017-2018 CPI Refresher Training Instructor Stipend

RESOLVED, that the Board of Education approves Rebecca Hartman and Beatrice Schwartzkopf, for a stipend for their role as the CPI Refresher Training Instructors on August 29, 2017, \$40 per hour, 6 hours per day, for a total of \$1,440. (As per the 2014-2017 WTEA negotiated agreement.)

C.12. Adoption of Norms of Operations

RESOLVED, that the Board of Education approves and adopts the revised Norms of Operations.

D. Policy

D.1. Policies – First Reading

RESOLVED, that the Board of Education approves the first reading of the following policies and regulations:

- a. Policy 2460 Special Education
- b. Regulation 2460 Special Education
- c. Regulation 2460.1 Special Education - Location, Identification, and Referral
- d. Regulation 2460.8 Special Education - Free and Appropriate Public Education
- e. Regulation 2460.9 Special Education - Transition from Early Intervention Programs to Preschool Programs
- f. Regulation 2460.15 Special Education - In-Service Training Needs for Professional and Paraprofessional Staff
- g. Regulation 2460.16 Special Education - Instructional Material to Blind of Print-Disabled Students

XIII. Unfinished Business

XIV. New Business

- Policy regarding logo flag

XV. Public Commentary (any topic)

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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:

a collective bargaining agreement and/or negotiations related to it and specific prospective or current employees unless all who could be adversely affected

Action may 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.

XVII. Adjourn

2016-2017 Board Goals

1. Refresh the district mission statement by focusing on the whole child, whole school, and whole community approach to education.
2. Continually create and support an environment where a definition of student achievement and how we measure it empowers the whole child.
3. Establish a clear line of communication to keep all stakeholders fully informed on matters of board business and other district news by maintaining effective board discussions and decision-making processes.

2016-2017 District Goals

1. Continue to focus on elements of instruction that impact student achievement within the context of the whole child and "the five" belief statements.
2. Continue to develop consistent practices that support a culture of attention to safety and security.
3. Recommend plans to the board of education that addresses challenges of declining enrollment while seeking to identify expanded program and instructional opportunities for students.