

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting *May 22, 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 May 8, 2017 Board Meeting.

V. Correspondence and Information

- HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

3

2

VI. ANNUAL ADOPTIONS

1. Milk Provider for the 2017-2018 School Year

RESOLVED, that the Board of Education approves Cream-O-Land Dairy as the provider for the 2017-2018 school year. The cost of milk will be \$.25, juice will be \$.25 and water (8 oz.) will be \$.30.

VII. President's Remarks – Tia Allocco

VIII. Superintendent's Remarks – Matthew Mingle

IX. Presentation

- School Performance Reports

X. Discussion

XI. Committee Reports

XII. Public Commentary (agenda items only)

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).

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 May 18, 2017.
- A.2. Alternative Physical Education Program
RESOLVED, that the Board of Education approves the alternative physical education program for Student #6044256904 for the period of May 23, 2017 through June 20, 2018.
- A.3. Out of Zone Request
RESOLVED, that the Board of Education approves the out of zone request for the following student:
 - a. Student #5266212957, Grade 7, to remain at Warren Middle School for the remainder of the 2016-2017 school year. The student has moved out of district. The district will not be responsible for transportation.
- A.4. NGSS Science Material Motion
RESOLVED, that the Board of Education hereby approves the initial purchase of the Full Option Science System K-5 teacher and student materials, from Delta Education, at a cost not to exceed \$80,000.
- A.5. Fieldwork Site
RESOLVED, that the Board of Education approves a one year School Psychology Externship Agreement with Kean University, from July 1, 2017 through June 30, 2018, securing Warren Township as a fieldwork site to provide supervised clinical educational experiences in psychology.
- A.6. Fieldwork Site
RESOLVED, that the Board of Education approves a one year School Counseling Internship Agreement with Seton Hall University from July 1, 2017 through June 30, 2018, securing Warren Township as a fieldwork site to provide supervised clinical educational experiences in school counseling.
- A.7. Bedside Instruction
RESOLVED, that the Board of Education approves bedside instruction through Educational Services Commission of NJ for Student #8009989713 beginning on or about May 11, 2017, at an hourly rate of \$67, at a cost not to exceed \$4,020.

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the month of May 2017 in the amount of \$3,610,031.13.

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 April 2017;

WHEREAS, this report shows the following balances on April 30, 2017:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$9,551,175.64		\$973,637.24
(11) Current Expense		\$2,054,386.22	
(12) Capital Outlay		\$311,956.95	
(13) Special Schools		\$294.52	
(20) Special Revenue Fund	\$8,799.91	\$22,819.97	\$0.00
(30) Capital Projects Fund	\$81,127.62	\$980.00	\$223,889.55
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL	\$9,641,103.17	\$2,390,437.66	\$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.3. Budget Transfers for Month of April 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.	11-000-213-100-00-00	Salaries - Nurse and Doctor	11-213-100-101-00-00	Salaries - RC Teachers	\$26,000
2.	11-000-230-334-01-00	Architect & Engineering Services	11-000-230-590-00-51	Other Purchased Services- Admin.	\$1,400
3.	11-000-261-420-09-03	Maintenance Repairs - Central	11-000-261-100-09-00	Salaries - Maintenance	\$9,500
4.	11-000-261-420-09-07	Maintenance Repairs - Middle	11-000-262-621-00-04	Heat - Mt. Horeb	\$8,500

5.	11-000-261-420-09-07	Maintenance Repairs - Middle	11-000-262-621-00-06	Heat - Woodland	\$9,200
6.	11-000-261-610-09-07	Maintenance Supplies - Middle	11-000-217-106-00-02	Salaries - Extraordinary Paras	\$14,550
7.	11-000-270-615-10-00	Transportation Supplies	11-000-270-161-10-00	Salaries - Transportation	\$5,000
8.	11-150-100-320-08-00	Home Instruction - Purchased Services	11-190-100-320-08-00	Purchased Professional Services - SPS	\$4,400
9.	11-204-100-800-08-00	LLD- Trips (Community Based Instruction)	11-204-100-610-08-00	LLD - Supplies	\$325
10	12-000-262-730-09-00	Operations & Maintenance Equipment	11-000-262-621-00-07	Heat - Middle School	\$5,170

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
Matthew Mingle	BOE	DALI Superintendents Summit	Coronado, CA	Nov 2017	\$464
William Kimmick	BOE	NJSBA Workshop 2017	Atlantic City	Oct 2017	\$981
Lauren Regal	MS	Mindful Educator Essentials	Online	May 2017	\$275
Beatrice Schwarzkopf	MS	Mindful Educator Essentials	Online	May 2017	\$275
Kelly Stankiewicz	MH	Mindful Educator Essentials	Online	May 2017	\$275
Midge Johnson	MS	Mindful Educator Essentials	Online	May 2017	\$275
Kristen Nardiello	WS	Mindful Educator Essentials	Online	May 2017	\$275
Paula Pontoriero	ALT	Mindful Educator Essentials	Online	May 2017	\$275
Karen Leski	ALT	Mindful Educator Essentials	Online	May 2017	\$275
Amy Brunswick	MH	Mindful Educator Essentials	Online	May 2017	\$275

Jackie Fattell	WS	Mindful Educator Essentials	Online	May 2017	\$275
Carol Brown	MS	Mindful Educator Essentials	Online	May 2017	\$275
Helen Scully	MS	Mindful Educator Essentials	Online	May 2017	\$275
Kelly Blessing-Maire	ALT	Mindful Educator Essentials	Online	May 2017	\$275

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. Copy Machine Purchase
RESOLVED, that the Board of Education approves the purchase of two copy machines, at a cost of \$20,338 each, for a total of \$40,676, from Atlantic Tomorrow's Office of Freehold, NJ. The district will be purchasing Savin MP7503SP copiers with 3 hole punch capability. This purchase is covered by NJ State Contract A40467.
- B.6. Purchase of Truck
RESOLVED, that the Board of Education approves the purchase of 2017 Ford F-250 Super Duty, at a purchase price of \$43,662. Purchase from Beyer Ford, under State Purchasing Contract A88727.
- B.7. Purchase of Visitor Management System
RESOLVED, that the Board of Education approves the purchase of the Fast Pass Visitor Management System from Alarm and Communications Technologies, at a cost, including installation, of \$35,506.91.
- B.8. Field Trip Destination Approval
RESOLVED, that the Board of Education approves list of field trip destinations.
- B.9. Transportation for Out-of-District Student - ESCNJ - ESY
RESOLVED, that the Board of Education approves the transportation contract with ESCNJ School District for the 2017 ESY transportation for the out-of-district student as follows:

<u>Contractor</u>	<u>Student ID#</u>	<u>School</u>	<u>Cost</u>
ESCNJ	1405701923	Cambridge	\$3,643.93

C. Personnel/Student Services

- C.1. Employment for the 2016-2017 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 2016-2017 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. Patricia Doll, Bus Monitor, District 5 hours/day at an annual salary of \$11,700 (prorated), effective May 23, 2017 through June 30, 2017. (This is a new position.)

- C.2. 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. Alexandra Foley, transfer from .6 General Education/.4 Special Education Teacher, Warren Middle School, to FTE Special Education Teacher, Warren Middle School, with no change in contracted hours and salary, effective September 1, 2017 through June 30, 2018.
 - b. John Tsihlas Physical Education Teacher, Central School/Mt. Horeb School, BA, Step 3-4 of the 2016-2017 salary guide, \$58,740 (2017-2018 salary will be determined once collective bargaining is concluded), effective September 1, 2017 through June 30, 2018. (This is a new position.)
 - c. Christine Parolise, Leave Replacement Teacher, Warren Middle School, MA, Step 1 of the 2016-2017 salary guide, \$62,722 (2017-2018 step and salary will be determined once collective bargaining is concluded), effective September 1, 2017 through June 30, 2018, which is not creditable toward tenure acquisition. (Ms. Parolise will be LRT for Employee #1879.)
- C.3. Substitute Teachers
RESOLVED, that the Board of Education approves the following to be appointed as substitute teacher for the 2016-2017 school year:
- a. Alanna Schwartz
- C.4. Curriculum Writing
RESOLVED, that the Board of Education approves the following staff for curriculum writing, as per the 2014-2017 WTEA negotiated agreement, at a rate of \$40.00 per hour, at a cost not to exceed \$4,800. The project will be completed no later than June 30, 2017.
- Kelly Blessing-Maire
 - Kelly Stankiewicz
 - Diane Langworthy
 - Lauren Regal
 - Helen Scully
 - Midge Johnson
 - Carol Brown
- C.5. Summer Fun Additional Staff
RESOLVED, that the Board of Education approves the list of staff for 2017-2018 Summer Fun/ESY, effective June 26, 2017 through July 28, 2017.
- C.6. Long Term Substitute Paraprofessional
RESOLVED, that the Board of Education approves Shannon Butler as a Long Term Substitute Paraprofessional, effective May 11, 2017 through June 21, 2017. (Ms. Butler is LTS for Employee #1462.)
- C.7. Warren Middle School Guidance Additional Hours
RESOLVED, that the Board of Education approves the following Guidance Counselors to work three days in August at the employee’s per diem rate:
- a. Helen Scully - Grade 6
 - b. Lauren Regal - Grade 8
 - c. Midge Johnson - Grade 7

- C.8. K-8 Unified Arts Staff Assignments
RESOLVED, that the Board of Education approves the list of assignments for K-8 Unified Arts staff members, effective September 1, 2017 through June 30, 2018.
- C.9. Leave Request
RESOLVED, that the Board of Education approves the following:
- a. Employee #2586 for intermittent leave (unpaid according to legal and contractual entitlement) from on or about May 18, 2017 through on or about June 21, 2017.
 - b. Employee #3182 for extended leave (unpaid according to legal and contractual entitlement) from May 22, 2017 through on or about June 5, 2017.
- C.10. Warren Middle School Arrival Supervision
RESOLVED, that the Board of Education approves four (4) additional staff members for morning arrival supervision at Warren Middle School, effective on or about May 23, 2017 through June 20, 2017, at an hourly rate of \$40, at a cost not to exceed \$1,200.
- C.11. Approval to Create Position
RESOLVED, that the Board of Education hereby approves the creation of the following positions:
- Spanish Teacher (0.4 FTE)

XIV. Unfinished Business

XV. New Business

XVI. Public Commentary (any topic)

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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:

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

Action will not 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.

XVIII. 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.