

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * November 28, 2011 * 7:00 PM

Mt. Horeb School

- I. Call to Order and Statement of Presiding Officer Gregory Przybylski, 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 23, 2011. This notice was on that date posted on the bulletin board in the Township Office, mailed 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
MS, CA, SB, JD, DH, RM, JS, PT, GP
- IV. Presentation
 - Character Education at Mt. Horeb School
- V. Minutes
 - Approve the public and private session minutes of the November 14, 2011 board meeting.
- VI. Correspondence and Information
 - HIB Information
Total # of Investigations: 2 Total # of Determined Bullying Incidents: 0
- VII. President's Remarks – Gregory Przybylski
- VIII. Superintendent's Remarks – Tami Crader
- 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. Health Curriculum Grades K-8
RESOLVED, that the Board of Education approves the revised Health Curriculum dated November 28, 2011.
 - A.2. Art Curriculum Electives - Grades 7-8
RESOLVED, that the Board of Education approves the revised Art Curriculum Electives for Grades 7-8 dated November 28, 2011.

- A.3. Math Curriculum - Grades K-2
RESOLVED, that the Board of Education approves the revised Math Curriculum for Grades K-2 dated November 28, 2011. Retroactive to September 1, 2011, for implementation.
- A.4. Science Curriculum - Grades K-8
RESOLVED, that the Board of Education approves the revised Science Curriculum for Grades K-8 dated November 28, 2011. Retroactive to September 1, 2011, for implementation.
- A.5. Mandarin - Grade 6
RESOLVED, that the Board of Education approves the Mandarin Curriculum for Grade 6 dated November 28, 2011.
- A.6. Drama Elective - Grade 7
RESOLVED, that the Board of Education approves the revised Drama Curriculum for Grade 7 dated November 28, 2011.
- A.7. Drama Elective - Grade 8
RESOLVED, that the Board of Education approves the revised Drama Curriculum for Grade 8 dated November 28, 2011.
- A.8. Food and Nutrition Elective - Grade 7
RESOLVED, that the Board of Education approves the revised Food and Nutrition Curriculum for Grade 7 dated November 28, 2011.
- A.9. Design and Sew Elective - Grade 8
RESOLVED, that the Board of Education approves the revised Design and Sew Curriculum for Grade 8 dated November 28, 2011.
- A.10. Song Writing Elective - Grade 7
RESOLVED, that the Board of Education approves the revised Song Writing Curriculum for Grade 7 dated November 28, 2011.
- A.11. Roots of Rock Elective - Grade 8
RESOLVED, that the Board of Education approves the revised Roots of Rock Curriculum for Grade 8 dated November 28, 2011.

B. Finance/Operations/Transportation

- B.1. Payment of Bills – November 2011
RESOLVED, the Board of Education approves the payment of bills for November 2011 in the amount of \$3,119,493.56

- B.2. Board Secretary's and Treasurer's Report
WHEREAS, the Board of Education has received the attached report of the secretary for the month of October 2011.

WHEREAS, this report shows the following balances on October 31, 2011

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$6,024,639.16		\$1,459,258.94
(11) Current Expense		\$2,615,321.71	
(12) Capital Outlay		\$670,605.76	
(13) Special Schools		\$9,018.65	
(20) Special Revenue Fund	(\$141,467.83)	\$33,537.49	\$0.00
(30) Capital Projects Fund	\$0.00	\$0.00	\$0.00
(40) Debt Service Fund	\$618,996.65		\$14,237.21
TOTAL	\$6,502,167.98	\$3,328,483.61	\$1,473,496.15

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 October 2011

Approve the following Resolution:

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:		
11-000-217-100-00-02	Extraordinary Salaries Para	11-213-100-101-00-00	RC Teachers – Salaries	\$4,000
11-000-221-320-12-00	Curriculum – Educ. Services	11-000-223-110-11-02	Technology Stipends	\$10,000
11-000-222-500-11-01	Other Purch. Svcs. - Internet	11-000-218-104-00-00	Guidance – Salaries	\$5,000
11-000-261-100-09-00	Salaries - Maintenance	11-000-262-100-09-00	Salaries – Custodians	\$3,500
11-000-261-610-09-04	Maintenance Supplies – MH	11-000-261-420-09-04	Maintenance Repairs – MH	\$5,000
11-000-261-610-09-05	Maintenance Supplies – ALT	11-000-261-420-09-05	Maintenance Repairs – ALT	\$5,000
11-000-261-610-09-06	Maintenance Supplies – WD	11-000-261-420-09-05	Maintenance Repairs – ALT	\$10,000
11-000-262-100-09-10	Salaries – Maintenance	11-000-262-100-09-00	Salaries – Custodians	\$5,000
11-000-270-515-10-00	Contracted Special Ed Transp. – Jointure	11-000-270-518-10-00	Contracted Special Ed Transp. – ESC	\$27,000
11-209-100-106-00-00	BD Aides - Salaries	11-213-100-101-00-00	RC Teachers – Salaries	\$1,500
11-213-100-106-00-00	RC Aides - Salaries	11-213-100-101-00-00	RC Teachers – Salaries	\$15,000
		Total Transfers		\$91,000

B.4. Acceptance of Audit for the 2010-2011 School Year

WHEREAS, the Board of Education has engaged the firm of T. M. Vrabel, & Associates, LLC, of Denville, New Jersey, to audit the district's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2011, 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 2010-2011 school year are:

School Year 2010-2011		
REVENUES	Final Budget	Actual
Local Sources	\$36,578,402	\$36,700,830
State Sources	\$349,398	\$3,287,262
TOTAL	\$36,927,800	\$39,988,092
EXPENDITURES		
Regular Instruction	\$12,149,959	\$11,700,104
Special Education	\$3,919,740	\$3,736,133
Other Instruction	\$1,273,771	\$1,217,977
Undistributed Expenditures	\$19,272,170	\$20,271,612
Total General Expenses	\$36,615,640	\$36,925,826
Capital Outlay	\$1,075,601	\$927,398
Special Schools	\$177,057	\$176,928
Charter Schools	\$0	\$0
TOTAL	\$37,868,298	\$38,030,152
OTHER SOURCES/USES		
Transfer in from Capital Projects	\$0	\$198,161

School Year 2010-2011		
REVENUES	Final Budget	Actual
Transfer to Capital Projects	(\$140,000)	\$0
EXCESS (DEFICIENCY)	(\$140,000)	\$198,161
Fund Balance July 1, 2010	2,858,323	\$2,858,323
Fund Balance June 30,	\$1,777,825	\$5,014,425
2011 Analysis of Fund Balance		
Reserved		
Encumbrances		\$946,636
Excess Surplus		\$439,876
Excess Surplus- subsequent year's expenditures		\$208,180
Capital Reserve Account		\$2,025,349
Emergency Reserve Account		\$375,000
Unassigned Fund Balance		\$1,019,383
TOTAL		\$5,014,425
Source: Audit Report Exhibit C-1		

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

<u>Recommendations</u>	<u>Corrective Action</u>
None	N/A

- B.5. Central School Donation – Exxon Mobil Corporation
RESOLVED, that the Board of Education approves, with appreciation, the donation of \$500 from Exxon Mobil Corporation, Educational Alliance Program, Fairfax, Virginia to Central School.
- B.6. Revenue Increase
RESOLVED that the Board of Education hereby acknowledges the following revenue increase for the 2011/12 School Year: Education Jobs Fund \$70,877 (previously \$68,724).

C. Personnel/Student Services

- C.1. Employment for the 2011-2012 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 2011-2012 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) *Heather Remollino, Maternity Leave Grade 5 Teacher, Mt. Horeb School, MA, Step 1-2 of the 2009-2010 salary guide (2011-2012 step will be determined once collective bargaining is concluded), effective December 1, 2011 through June 30, 2012. (Ms. Remollino is replacing Kara Miletic on family leave.)
- C.2. Revised Motion
RESOLVED, that the Board of Education approves the revised motion for Lisa Scherzer, Maternity Leave Replacement, from Kindergarten Teacher to Grade 4 Teacher, Central School, BA, Step 1-2 of the 2009-2010 salary guide (2011-2012 step will be determined once collective bargaining is concluded), effective date November 15, 2011 through June 30, 2012. (Mrs. Scherzer is Replacing Dana Tretola on child rearing leave.)
- C.3. Substitute Teachers
RESOLVED, that the Board of Education approves the following Substitute Teachers for the 2011-2012 school year:
- a) Stacy McAteer (currently a paraprofessional in the district)

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

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: (select one or more)

- 1) a matter rendered confidential by federal or state law
- 2) a matter in which release of information would impair the right to receive government funds
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) a collective bargaining agreement and/or negotiations related to it
- 5) a matter involving the purchase, lease, or acquisition of real property with public funds
- 6) protection of public safety and property and/or investigations of possible violations or violations of law
- 7) pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege
- 8) specific prospective or current employees unless all who could be adversely affected request an open session
- 9) deliberation after a public hearing that could result in a civil penalty or other loss and be it

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

XVII. Adjourn