

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * December 20, 2021 * 6:30 PM
Warren Middle School and Virtual

The Warren Township Board of Education meeting will be held in person and virtual, with Board members and Administration. The public is welcome to attend in person or virtually at <https://tinyurl.com/WarrenTBOE122021>.

In accordance with Executive Order 251, face coverings are required in all school facilities, including at this Board of Education meeting.

I. Call to Order and Statement of Presiding Officer Marc Franco, 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 10, 2021. 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

___ Aaron Bellish

___ Lori Clar

___ Laura Keller

___ Mark Bisci

___ Lisa DiMaggio

___ Todd Weinstein

___ David Brezee

___ Marc Franco

___ Patricia Zohn

IV. 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:

material the disclosure of which constitutes an unwarranted invasion of individual privacy

Action will 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.

V. Motion to return to Open Session

***NOTE: It is anticipated that the regular business portion of the meeting will begin at approximately 7:00 P.M.**

VI. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the November 22, 2021 Board Meeting.

VII. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

3

2

· Suspension Report

In School:

Out of School:

1

3

· Fire Drills

ALT
November 9

Central
November 8

Mt. Horeb
November 23

Woodland
November 10

Middle
November 24

· Security Drills

ALT
November 23
Bomb Threat

Central
November 18
Bomb Threat

Mt. Horeb
November 22
Bomb Threat

Woodland
November 19
Bomb Threat

Middle
November 11
Bomb Threat

VIII. President's Remarks – Mr. Marc Franco

IX. Superintendent's Remarks – Dr. Matthew Mingle

X. Presentations

- Recognition of Service - Mrs. Lori Clar
- Recognition of Service - Mr. Aaron Bellish
- Recognition of Service - Mr. Marc Franco
- Addressing Substitute Shortages - Dr. Mingle
- **Quarantine and Test to Stay - Dr. Mingle**

XI. Discussion

XII. Committee Reports

XIII. Public Commentary (agenda items only)

Note on public input at BOE meetings: Board Policy #0167, adopted on June 18, 2018, provides for 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, address, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to three minutes' duration. If necessary, the public comment portion of the meeting may be extended fifteen minutes with Board approval;
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;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board;

5. When the Board of Education is conducting its meetings either virtually or in a hybrid environment, members of the public may also submit comments no later than 9:00 AM the day of the board meeting via email to BA@warrentboe.org or hardcopy mail to the district office.

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).

XIV. Items for Board Consideration/Action

The Superintendent recommends that it be:

A. Education

A.1. HIB Report

RESOLVED, that the Board of Education accepts the HIB Report submitted by the Superintendent for the period ending on November 22, 2021.

A.2. NJDOE English Language Learner Three-Year Plan Submission Form

RESOLVED, that the Board of Education approves the Bilingual/ESL Three-Year Program Plan for School Years 2021-2024.

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the period December 1, 2021 through December 20, 2021 in the amount of \$3,875,139.87.

B.2. Partial Payment of Bills

RESOLVED, that the Board of Education authorizes the School Business Administrator/Board Secretary, pursuant to Policy 6470, to audit pending bills and claims, to pay qualifying bills and claims within approved budget line item amounts, from December 21, 2021 to December 31, 2021, and to submit those bills to the Board of Education for approval at its first meeting in January 2022.

B.3. Board Secretary's and Treasurer's Report

WHEREAS, the Board of Education has received the report of the secretary for the month of November.

WHEREAS, this report shows the following balances on November 30, 2021.

FUND	CASH BALANCE	APPROPRIATION	FUND BALANCE
		BALANCE	
(10) General Current Expense Fund	\$13,469,614.30		\$1,929,204.87
(10) General Current Expense		\$0.00	
(11) Current Expense		\$1,987,934.09	
(12) Capital Outlay		\$132,065.90	
(13) Special Schools		\$4,642.52	
(20) Special Revenue Fund	(\$218,489.47)	\$56,341.86	\$0.00
(30) Capital Projects Fund	\$0.00	\$0.00	\$0.00
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL GOVERNMENTAL FUNDS	\$13,251,124.83	\$2,180,984.37	\$1,929,204.87
(60) Milk Fund	\$4,049.49	(\$148,148.70)	\$15,660.49
(61) Juice and Water Fund	\$1,358.62	\$0.00	\$1,358.13
TOTAL ENTERPRISE FUNDS	\$5,407.62	(\$148,148.70)	\$17,018.62

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.4. Budget Transfers for Month of November 2021

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 6422:

1.	11-000-100-562-000-08-01	Tuition - Other LEAs	11-000-100-566-000-08-01	Tuition - Private Schools	\$32,000
2.	11-000-100-562-000-08-01	Tuition - Other LEAs	11-000-291-270-000-00-00	Health Benefits	\$37,600
3.	11-000-240-600-033-07-10	Admin Supplies - MS	11-190-100-610-033-07-10	Instructional Supplies - MS	\$625
4.	11-000-252-500-000-11-01	Technology - Other Purchased Services	11-000-252-330-000-11-01	Technology - Professional Services	\$3,000
5.	11-000-262-300-000-09-00	Purchased Prof. & Tech. Svcs. - Maint.	11-000-262-610-000-09-00	Building Supplies - Maintenance	\$4,300
6.	11-190-100-320-030-03-99	Purchased Prof. Educational Svcs. - CS	11-000-291-270-000-00-00	Health Benefits	\$4,000
7.	11-190-100-320-033-07-99	Purchased Prof. Educational Svcs. - MS	11-000-291-270-000-00-00	Health Benefits	\$4,000
8.	11-190-100-320-035-04-99	Purchased Prof. Educational Svcs. - MHS	11-000-291-270-000-00-00	Health Benefits	\$4,000
9.	11-190-100-320-040-05-99	Purchased Prof. Educational Svcs. - ALT	11-000-291-270-000-00-00	Health Benefits	\$4,000
10.	11-190-100-320-050-06-99	Purchased Prof. Educational Svcs. - WS	11-000-291-270-000-00-00	Health Benefits	\$4,000
11.	11-190-100-580-033-07-00	Travel (Instructional) - Middle	11-190-100-610-033-07-10	Instructional Supplies - MS	\$1,000
12.	11-190-100-610-030-03-99	Instructional Supplies - CS	11-000-291-270-000-00-00	Health Benefits	\$5,000
13.	11-190-100-610-033-07-99	Instructional Supplies - MS	11-000-291-270-000-00-00	Health Benefits	\$5,000
14.	11-190-100-610-035-04-99	Instructional Supplies - MHS	11-000-291-270-000-00-00	Health Benefits	\$5,000
15.	11-190-100-610-040-05-99	Instructional Supplies - ALT	11-000-291-270-000-00-00	Health Benefits	\$5,000
16.	11-190-100-610-050-06-99	Instructional Supplies - WS	11-000-291-270-000-00-00	Health Benefits	\$5,000
17.	11-219-100-101-033-07-00	Special Ed-Home Instruction Salaries-MS	11-219-100-320-033-08-00	Special Ed-Home Instr.-Purch. Svcs.-MS	\$6,500

B.5. SCESC Transportation

RESOLVED, that the Board of Education approve a transportation agreement with Somerset County Educational Services Commission for 2021/2022 SY transportation for out of district student as follows:

School	Student ID #	Cost
*Academy 360	7550526983	\$390.83 per diem **

(* This motion supersedes previous motion on November 22, 2021.)

(** This per diem cost is effective December 6, 2021 and expires February 23, 2022)

B.6. School Employees' Health Benefits Program Waiver Payments

WHEREAS, N.J.S.A. 52:14-17.31a, in conjunction with N.J.S.A. 52:14-17.46.11, permits employers participating in the School Employees' Health Benefits Program ("SEHBP") to unilaterally establish an amount to be paid to employees who agree to waive their health benefits coverage in exchange for a cash payment; and

WHEREAS, the employer has sole discretion as to whether or not to offer employees health benefits waiver payments which are not subject to the collective bargaining process in accordance with N.J.S.A. 52:14-17.31a(c); and

WHEREAS, the Board of Education previously offered an incentive for eligible employees who waive medical insurance in the amount of 25%, or \$5,000, whichever is less, of the amount saved by the employer because of the employee's waiver of coverage; and

WHEREAS, the supporting waiver language has been removed from the agreements with each of the district's bargaining units; and

WHEREAS, the Board of Education is exercising its discretion in accordance with N.J.S.A. 52:14-17.31a(c) to offer an incentive for eligible employees who waive medical insurance;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Township of Warren, County of Somerset, State of New Jersey, that it will offer an incentive for eligible employees who waive medical insurance in the amount of 25%, or \$5,000, whichever is less, of the amount saved by the employer because of the employee's waiver of coverage for Calendar Year 2022; and

BE IT FURTHER RESOLVED that an employee who has health benefit coverage through a spouse or from another source, other than the State Health Benefits Plan or the SEHBP, and who can demonstrate same to the Business Administrator, may elect to forego all or a portion of his/her medical, dental and/or prescription coverage for a full year and receive a cash payment of twenty-five percent (25%) of the premium savings to the Board of Education, or \$5,000, whichever is less, of the amount saved by the employer. Said payment will not be considered salary, nor will it be considered pensionable. The Business Office shall provide the forms by which an employee shall waive coverage and apply for payment; and

BE IT FURTHER RESOLVED that an employee who has waived all or a portion of his/her medical benefit coverage will be allowed to restore such coverage on an immediate basis, without the necessity of a health questionnaire for the employee or his/her family members, in the event of a hardship or change of life event. Reentry to all health benefit coverage for reason of hardship or change of life applies only in the following situations, which result in the loss of health benefits coverage through the employee's spouse or other source:

- Termination of employment (proof of termination of benefits required);
- Legal Separation (a copy of decree is required);
- Group contract/policy terminated (proof of termination of benefits required);
- Disability of spouse which eliminates benefits (proof of termination of benefits required);

- Divorce (a copy of the decree is required);
- Death of Spouse (a copy of death certificate is required);
- Military Discharge (a copy of DD214 is required);

Application under these circumstances must be made within sixty (60) days of the life event to the Board of Education's Payroll/Benefit Office.

In addition, any employee who has waived all his/her health benefit coverage may automatically restore his/her coverage by applying during the open enrollment period during any year. The reinstatement date under such conditions will be January 1. It will not be necessary for any employee or his/her family members to complete a Statement of Health (proof of insurability) to restore coverage during the open enrollment period.

B.7. Test to Stay

RESOLVED, that the Warren Township Board of Education, hereby formally requests that the New Jersey Department of Health and the New Jersey Department of Education allow New Jersey public schools to offer a Test to Stay program to students that have been quarantined due to a school based close contact of COVID-19, which is considered a “promising practice” by the Centers for Disease Control. Specifically, the Board hereby supports the adoption of such a Test to Stay program and offers Warren Township Schools as a school district that would be interested in providing a pilot program.

B.8. Updated Quarantine and Test to Stay Protocols

RESOLVED, that the Warren Township Board of Education, hereby adopts updated minimum quarantine timetables as allowed by New Jersey Department of Health guidelines issued on December 15, 2021, and approves the use of a Test to Stay protocol as allowed by Centers for Disease Control and Prevention guidelines issued on December 17, 2021 immediately upon New Jersey Department of Health approval.

C. Personnel/Student Services

C.1. Employment for the 2021-2022 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 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., if applicable Staff members shall be paid in accordance with provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

Name	Position/PCR	Location	Degree	Step	Salary	Effective Date	Tenure	Discussion
Patricia Lospinoso*	1:1 Paraprofessional I08-40-08/bgk 32.5 hrs per week	ALT	N/A	17-18	\$32,023 (prorated)	On or about January 1, 2022 through June 30, 2022	No	To replace employee #3620
Vivian Shehady**	1:1 Paraprofessional 08-30-08/bmu 12 hrs per week	CS	N/A	1	\$9,956	January 24, 2022 through June 30, 2022	No	New Position

Donna Kohl	Preschool Paraprofessional 32.5 hrs per week 08-35-08/bgt	MH	N/A	13-14	\$32,577 (with stipend)	January 10, 2022 through June 30, 2022	No	To replace employee #1391
Mia Caldarelli	Paraprofessional, 32.5 hrs per week	WMS	N/A	1	\$26,964	On or about January 1, 2022 through June 30, 2022	No	To replace employee #2299
Denise McGee	Secretary of Curriculum 03-00-04/adq	District	N/A	1	\$53,955	January 11, 2022 through June 30, 2022	No	To replace employee #3221
Karly Trimble	1:1 Paraprofessional 08-35-08/blc 32.5 hrs per week	MH	N/A	1	\$28,764 (with stipend)	December 1, 2021 through June 30, 2022	No	New Position
Christie Zomer	Leave Replacement Special Education Teacher	ALT	BA	1	\$59,549	February 10, 2022 through June 30, 2022	No	To replace employee #3218
Maureen Holland	Multi-Duty Paraprofessional 08-35-15/beq, 30 hrs per week	MH	N/A	5	\$24,210	January 1, 2022 through June 30, 2022	No	To replace employee #0424

*This motion supersedes previous motion approved on October 25, 2021

**This motion supersedes previous motion approved on November 11, 2021

C.2. Leave Request

RESOLVED, that the Board of Education approves the following leave requests:

Employee ID	Paid/Unpaid
#1582	FMLA - October 11, 2021 through January 7, 2022 (paid) Extended Leave January 10, 2022 through January 14, 2022 (paid) (This motion supersedes the previous motion approved on November 22, 2021)
#2853	FMLA - November 15, 2021 through December 10, 2021 (paid) (This motion supersedes previous motion approved on October 25, 2021)
#3225	FMLA - March 25, 2022 through May 6, 2022 (paid) NJFLA - May 9, 2022 through June 30, 2022 (unpaid)
#3217	FMLA - February 28, 2022 through April 14, 2022 (paid) NJFLA - April 25, 2022 through June 30, 2022 (unpaid)

C.3. Retirement/Resignation

RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:

Name	Position	Location	Retirement/Resignation	Dates of Service
Kykeo Sysongdeth	Part-Time Custodian 04-35-10/apd	MTH	Resignation	July 1, 2001 through December 31, 2021

Mary Sfiris	ELL Teacher 02-40-17/bba	ALT	Retirement	September 1, 1999 through February 28, 2022
Keith Koellhoffer	School Psychologist 02-33-06/bbo	WMS	Resignation	January 2, 2014 through February 14, 2022

- C.4. Transfer/Change in Assignment
RESOLVED, that the Board of Education approves the transfer/change in assignment of the following district staff:

Name	Effective Date	From	To
Richard Bardy	August 30, 2021 through January 14, 2022	Classroom Paraprofessional WMS \$30,806	Leave Replacement Teacher WMS BA+15, Step 1 \$62,526
Ashley Allegra	January 24, 2022 through June 30, 2022	1:1 Paraprofessional, CS 08-30-08/bek, 32.5 hrs per week \$29,586	1:1 Paraprofessional, CS 08-30-08/bmv, 19.5 hrs per week \$17,751
Emily Zengel	January 1, 2022 through June 30, 2022	Leave Replacement Counselor 02-33-23/bkj MA, Step 1, \$65,504	School Counselor 02-33-23/bmw MA, Step 1, \$65,504
Celeste Ostry	August 30, 2021 through January 14, 2022	CS Long-Term Substitute \$30,806	CS Leave Replacement Teacher BA+15 Step 1 \$62,526
Erick Velasquez	September 17, 2021 through January 14, 2022	.4 Physical Education Teacher, WMS 02-33-22/biu	.4 Physical Education Teacher, WMS 02-33-22/biu, \$23,819 .6 Long Term Substitute Paraprofessional, WMS, \$42.54 per hour

- C.5. Special Education Service Provider List
RESOLVED, that the Board of Education approves the following rate change for the provider Learning Tree Multicultural/Multilingual, for Bilingual Evaluations for all languages (except Spanish) from \$750 to \$800, with written reports for the 2021-2022 school year.

- C.6. Approval to Create Positions
RESOLVED, that the Board of Education hereby approves the creation of the following positions for 2021-2022 school year:

Location	Position	Full-Time Equivalent
WMS	School Counselor 02-33-23/bmw	1.0

- C.7. Warren Staff Academy Courses Instructor Stipend 2021-2022
RESOLVED, that the Board of Education approves the following staff for reimbursement as an Instructor. Each instructor will be reimbursed at the WTEA contractual rate \$50.00 per hour. The total cost shall not exceed \$1,900.00.

Name	Course	Date	Prep Hours	Instructor Hours	Total Cost
Lynn Alger	Google Drive Organization	Jan 20, 2022	3	1	\$200.00
Karen Monti Balich	Go Guardian	Feb 10, 2022	3	1	\$200.00
Kimberly Bostory	Set your Sights on Google Sites	Feb 17, 2022	3	1	\$200.00
Kimberly Bostory	Getting Going with Google Forms	Mar 24, 2022	3	1	\$200.00
Cynthia Cassidy	Genesis Overview	Mar 29, 2022	1	1	\$100.00
Francesca Frosoni	Calling All Specialists! Assessments and Questioning in Specialist Areas	Jan 18, 2022	3	1	\$200.00
Francesca Frosoni	Writing Workshop Basics	Jan 12, 2022	3	1	\$200.00
Francesca Frosoni	Writing Workshop Basics	Jan 13, Feb 03 & 24, 2022	3	3	\$300.00
Michelle Zgombic	Go Guardian	Feb 10, 2022	3	1	\$200.00
Michelle Zgombic	Google Quizzes and Assessment	Mar 30, 2022	1	1	\$100.00

- C.8. Substitute Rates of Compensation
RESOLVED, that the Board of Education approves revisions to substitute rates of compensation.
- C.9. Sidebar Agreement
RESOLVED, that the Board of Education approves the sidebar agreement between the Warren Township Board of Education and the Warren Township Education Association regarding the “hard to fill” employee recruitment incentive.
- C.10. Sidebar Agreement
RESOLVED, that the Board of Education approves the sidebar agreement between the Warren Township Board of Education and the Warren Township Education Association regarding Employee #1128.
- C.11. Business Administrator Merit Goals
RESOLVED, that the Board of Education approves the following 2021-2022 merit goals for Christopher Heagele, Business Administrator, at the following payout rate:
- Qualitative Goal: 2.5%
 - Obtain Qualified Purchasing Agent (QPA) certification from the State of New Jersey Department of Community Affairs.
 - Qualitative Goal: 2.5%
 - Obtain Certified Educational Facility Manager (CEFM) certification from the State of New Jersey Department of Education Office of School Facilities.
- C.12. Long Term Substitute
RESOLVED, that the Board of Education approves the following individual as a Long Term Substitute Paraprofessional:

Name	Effective Date	Replacing Employee #
Vivian Shehady	November 1, 2021 through January 6, 2022	#1391

C.13. Substitute Teacher

RESOLVED, that the Board of Education approves the following to be appointed as a substitute teacher for the 2021-2022 school year.

Name
Christie Zomer

XV. Unfinished Business

XVI. New Business

- **S-4248/A-6217**

XVII. Public Commentary (any topic)

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XVIII. Adjourn

2020-2025 Strategic Plan Goals

1. Competencies Goal 1 - Strengthen each student's academic competencies by fostering a supportive instructional culture.
2. Competencies Goal 2 - Strengthen each student's social-emotional competencies to maximize growth and capabilities.
3. Voice & Engagement Goal 1 - Streamline existing two-way communications between district stakeholders to maximize consistency, efficiency, and effectiveness.
4. Voice & Engagement Goal 2 - Investigate and adopt a partnership-driven change management process.
5. Equity & Consistency Goal 1 - Provide each student with a rich array of academic, enrichment, and diverse social experiences.
6. Equity & Consistency Goal 2 - Create a culture that values diversity.
7. Health, Wellness & Safety Goal 1 - Promote the health and social-emotional wellness of students by equipping each staff member with skills to identify related factors and enhance support systems.
8. Health, Wellness & Safety Goal 2 - Maintain and improve all district facilities in conjunction with the district safety and security plan.

2021-2022 Board Goals

1. Reestablish best practices for norms of board communications and operations.
2. Support a communications strategy for the referendum.
3. Support the implementation of year two strategic plan priorities:
 - a. Return all students to school in traditional length school days.
 - b. Administer common assessments and support staff in the process of analyzing and using results to inform goal setting and promote student investment in the learning. (Competencies Goal 1)
 - c. Develop staff's understanding of and capacity to effectively use growth mindset strategies to support curriculum, classroom culture, and student learning. (Competencies Goal 1)
 - d. Establish social emotional values, expectations, and practices in community and culture building as a foundation for academic success. (Competencies Goal 2; Health, Wellness, & Safety Goal 1)
 - e. Develop a flowchart for change management. (Voice & Engagement Goal 2)
 - f. Pilot a full-day preschool program. (Equity & Consistency Goal 1)
 - g. Determine the elementary school structures and zones that will maximize equitable access to student learning opportunities. (Equity & Consistency Goal 1)
 - h. Address annual items in the Safe Havens school safety action plan. (Health, Wellness, & Safety Goal 2)