

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \* February 28, 2022 \* 6:00 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/WarrenTBOE022822>.

In accordance with Executive Order 281, face coverings are required in all school facilities, including at this Board of Education meeting.

I. Call to Order and Statement of Presiding Officer David Brezee, 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 February 10, 2022. 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

___ Mark Bisci	___ Mehul Desai	___ Ryan Valentino
___ David Brezee	___ Lisa DiMaggio	___ Todd Weinstein
___ Daniel Croson	___ Laura Keller	___ Patricia Zohn

IV. Annual Ethics Training

V. 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 (student matter)

Action will be taken upon return to public session;

the length of the meeting is anticipated to be approximately 15 minutes; and be it

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

VI. 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.**

VII. Minutes

- RESOLVED, that the Board of Education approves the public session minutes of the February 7, 2022 Board Meeting.

VIII. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

0

0

· **Suspension Report**

In School:

Out of School:

1

2

IX. President's Remarks – Mr. David Brezee

- Special Recognition - William Hadfield, Angelo L. Tomaso School
- Special Recognition - Ms. Noralys Rebimbas, Angelo L. Tomaso/Woodland Schools

X. Superintendent's Remarks – Dr. Matthew Mingle

- Return to School Update
  - Implementation of Post-State Mandate Mask Policy - March 7, 2022

XI. Presentation

XII. Discussion

XIII. Committee Reports

- Curriculum, Communications, and Technology Committee - No meeting
- Finance, Operations, and Security Committee - February 15
- Personnel and Negotiations Committee - No meeting
- Ad Hoc Planning for Elementary Growth Committee - No meeting
- Ad Hoc Return to School Committee - February 25

XIV. 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](mailto: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).

XV. 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 February 7, 2022.

A.2. Tuition Contracts

RESOLVED, that the Board of Education approves the following tuition contracts with the parents of:

Student	School	Dates	Monthly Cost
# TBD	MTH	August 31, 2022 through June 30, 2023	\$433.00
# TBD	CS	August 31, 2022 through June 30, 2023	\$433.00

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the month of February 2022 in the amount of \$3,425,857.48.

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 January.

WHEREAS, this report shows the following balances on January 31, 2022

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$14,711,946.09		\$1,929,204.87
(10) General Current Expense		\$0.00	
(11) Current Expense		\$2,946,031.06	
(12) Capital Outlay		\$143,639.24	
(13) Special Schools		\$2,520.52	
(20) Special Revenue Fund	(\$143,918.30)	\$48,767.86	\$0.00
(30) Capital Projects Fund	(\$18,545.25)	(\$27,636.36)	\$0.00
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL GOVERNMENTAL FUNDS	\$14,549,482.54	\$3,113,322.32	\$1,929,204.87
(60) Milk Fund	\$4,049.49	(\$277,888.06)	\$15,660.49
(61) Juice and Water Fund	\$1,358.62	\$0.00	\$1,358.13
TOTAL ENTERPRISE FUNDS	\$5,407.62	(\$277,888.06)	\$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.3. Budget Transfers for Month of January 2022**

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:

	TO:		FROM:		
1.	11-000-100-561-000-08-01	Tuition - Other LEAs - GenEd	11-000-291-270-000-00-00	Health Benefits	\$11,200
2.	11-000-100-566-000-08-01	Tuition - Private Schools	11-000-291-270-000-00-00	Health Benefits	\$5,300
3.	11-000-218-104-033-07-00	Salaries - Guidance - MS	11-120-100-101-040-05-00	Salaries-Grades 1-5 Teachers-ALT	\$34,500
4.	11-000-230-339-000-01-00	Purchased Services- Admin.	11-000-223-580-030-00-00	Workshops & Travel - Admins - CS	\$2,500
5.	11-000-262-107-040-05-00	Salaries - Lunch & Playground Aides - ALT	11-000-217-106-040-05-02	Salaries - Extraordinary Paras-ALT	\$62,100
6.	11-000-291-241-000-00-00	Retirement Contributions - PERS	11-000-291-270-000-00-00	Health Benefits	\$36,704
7.	11-204-100-101-033-07-00	Salaries - LLD Teachers - MS	11-204-100-106-033-07-00	Salaries - LLD Aides - MS	\$750
8.	11-213-100-101-030-03-00	Salaries - RC Teachers - CS	11-120-100-101-030-03-00	Salaries - Grades 1-5 Teachers-CS	\$31,500
9.	11-213-100-101-033-07-00	Salaries - RC Teachers - MS	11-130-100-101-033-07-00	Salaries -Grades 6-8 Teachers-MS	\$11,500
10.	11-213-100-101-033-07-00	Salaries - RC Teachers - MS	11-213-100-106-033-07-00	Salaries - RC Aides - MS	\$9,500
11.	11-219-100-101-033-07-00	Special Ed - Home Instruction - Salaries - MS	11-000-216-320-035-08-00	Speech/OT/PT - Purchased Services - MHS	\$12,000
12.	11-219-100-101-033-07-00	Special Ed - Home Instruction - Salaries - MS	11-219-100-320-033-08-00	Special Ed - Home Instruction - Purchased Services . -MS	\$1,500
13.	11-230-100-101-033-07-00	Salaries-Basic Skills Teachers - MS	11-213-100-106-033-07-00	Salaries - RC Aides - MS	\$3,500

**B.4. Travel Approval**

Whereas, in accordance with State of New Jersey School District Accountability Act (A-5) and the Warren Township Schools' Policy 6471-School District Travel, 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
Beatrice Schwarzkopf	MS	Mindfulness Certification Course - Intensive Training	Online	April 5 and 6, 2022	\$440

Achau Nguyen	WS	New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators 2022 Spring Conference	Virtual	June 10, 2022	\$299
Emily Niclas	CS	Speech-Language Pathologists: What's New in Technology to Save Time and Accelerate Therapy Outcome	West Orange, NJ	March 9, 2022	\$279

All of the above travel has been approved by the Superintendent. The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

B.5. Acceptance of the Audit for the 2020-2021 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, 2021, in compliance with N.J.S.A.18A:23-1 et seq, and,

WHEREAS, this audit has been completed and the ACFR 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 2020-2021 school year are:

SCHOOL YEAR 2020-2021		
REVENUES	Final Budget	Actual
Local Sources	\$ 41,626,335	\$ 41,663,119
State Sources*	\$1,889,913	\$11,277,025
Federal Sources	\$ -	\$ -
TOTAL	\$ 43,516,248	\$52,940,144
EXPENDITURES		
Regular Instruction	\$ 13,720,049	\$13,511,370
Special Education	\$4,266,415	\$3,973,423
Other Instruction	\$ 737,272	\$525,558
Undistributed Expenditures*	\$24,775,103	\$ 30,861,370
Total General Expenses (A1-4)	\$43,498,8407	\$ 48,871,721
Capital Outlay	\$6,426,820	\$ 4,896,763
Special Schools	\$320,658	\$158,744
Transfer of Funds to Charter School	\$ 8,321	\$8,321
TOTAL	\$ 50,254,638	\$ 53,935,549
OTHER SOURCES/USES		
Transfer in from Capital Projects	\$ -	\$598,833-
Transfer to Capital Projects	\$ -	\$ -

EXCESS (DEFICIENCY)		(\$396,572)
Fund Balance July 1, 2020		\$12,303,040
Fund Balance June 30, 2021	\$ -	\$11,906,498
Analysis of Fund Balance		
Reserved		
Excess Surplus- subsequent year's expenditures (2021-2022)		\$ 462,000
Excess Surplus (2022-2023)		\$ 0
Emergency Reserve Account		\$ 11,659
Maintenance Reserve Account		\$ 118,800
Capital Reserve Account		\$7,357,239
Unemployment		\$535,077
Encumbrances		\$ 1,492,518
TOTAL** (Undesignated Fund Balance) (Includes 22/23 Excess Surplus of \$463,000 per fund balance procedure)		\$1,929,205
*Maj of variance due to State's TPAF FICA reimbursement and payments to pension		
**Allowable Undesignated Fund Balance		
4% of 2019-2020 General Fund Expenditures		\$1,815,467
NP Transportation		\$32,770
Excess Extraordinary Aid		\$805,470
		\$2,653,707
<i>Sources: Audit Report Exhibit C-1 and Auditor's Management Report</i>		

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.6. Joint Agreements between SCESC and Warren 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 for the 2022-2023 School Year:
- Coordinated Transportation Services agreement, dated July 1, 2022, with an administration fee of 4.75%
  - Nonpublic Instructional Services Agreement and Addendum for Chapters 192/193, with an administrative fee of 6%
  - Nonpublic School Textbook Services agreement, dated July 1, 2022, with no administrative fee charged;
  - Nonpublic School Technology Initiative Program agreement, dated July 1, 2022, with a state-approved administrative percentage (currently set at 5%);
  - Nonpublic School Nursing Services agreement, dated July 1, 2022, with an administrative fee of 6%
  - Nonpublic School Security Aid Program agreement, dated July 1, 2022, with no administrative fee charged;

- Nonpublic Instructional Services Agreement for Individuals with Disabilities Education Improvement Act, dated July 1, 2022, with no administrative fee.

B.7. Joint Agreements between UCESC and Warren BOE  
RESOLVED, that the Board of Education approves entering into the following joint agreements between Union County Educational Services Commission (UCESC) and the Warren Township Board of Education for the 2022-2023 School Year:

- Coordinated Transportation Services agreement, dated July 1, 2022, with an administration fee of 4%

B.8. Bus Purchase  
RESOLVED, that the Board of Education approves the following bus purchase:

Vehicle	Cost
1 - 2023 Chevrolet Type B, 24 Passenger	\$61,369.37

Purchase from Van-Con, Inc. through ESCNJ Cooperative bid #ESCNJ 21/22-33

B.9. Instructional Technology Purchasing  
RESOLVED that the Board of Education approves the following technology purchasing:

Equipment	Cost
20 - Dell 75 4K Interactive Touch Monitors with wall mount displays	\$79,914.60

Purchasing through State of NJ Purchasing Contract M0483/19TELE0656.

B.10. HVAC Replacement  
RESOLVED, that the Board of Education approves the HVAC replacement project for the Mt. Horeb School gym at a cost of \$33,000. The proposal is based on HCESC contract # SER-20C.

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
*Angelica Ulloa	Leave Replacement Teacher	WS	BA	1	\$59,549 (prorated)	February 16, 2022 through June 30, 2022	No	To replace employee #3225

Cidalia Abreu	1:1 Paraprofessional, 32.5 hrs per week 08-35-08/bnd	MH	N/A	1	\$26,964	March 7, 2022 through June 30, 2022	No	New Position
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\*(This motion supersedes the previous motion approved on February 7, 2022)

C.2. 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
Megan Lester

C.3. Leave Request

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

Employee ID	Paid/Unpaid
#2276	FMLA - May 20, 2022 through June 30, 2022 (paid) NJFLA - August 29, 2022 through November 18, 2022 (unpaid) Extended Leave - November 21, 2022 through November 30, 2022 (unpaid)
#2749	FMLA - February 2, 2022 through February 14, 2022 (paid) February 15, 2022 through February 18, 2022 (½ days) (paid)
#3225	FMLA - February 16, 2022, through March 24, 2022 (½ day) (paid) FMLA - March 24, 2022 (½ day) through May 13, 2022 (unpaid) NJFLA - May 15, 2022 through June 30, 2022 (unpaid) (This motion supersedes the previous motion approved on December 20, 2021)
#3537	FMLA - January 4, 2022 through January 31, 2022 (paid) FMLA - February 1, 2022 through March 25, 2022 (unpaid) (This motion supersedes the previous motion approved on November 12, 2021)

C.4. Retirement/Resignation

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

Name	Position	Location	Retirement/ Resignation	Dates of Service
Susan Leonard	Grade 2 Teacher 02-50-22/aci	WS	Retirement	September 1, 1995 through June 30, 2022
Mary Balkonis	ASAP Teacher 02-40-22/bbv	ALT	Retirement	September 1, 2004 through June 30, 2022
Laurie Donovan	Occupational Therapist 02-30-19/bbr 02-33-19/azy	CS WMS	Retirement	September 1, 1997 through June 30, 2022
<b>Michael Perona</b>	<b>Inventory/Driver 04-03-21/alt</b>	<b>District</b>	<b>Retirement</b>	<b>February 2, 1993 through March 31, 2022</b>



- C.5. Resignation - WTEA Stipend Position 2021-2022  
RESOLVED, that the Board of Education accepts the following WTEA stipend position resignation:

Name	Club/Activity
Aleksandra Wagner	Softball Coach

- C.6. WTEA Stipend Positions 2021-2022  
RESOLVED, that the Board of Education approves the following WTEA stipend positions per the contracted rate for the 2021-2022 school year:

Name	Club/Activity
Alanna Schwartz	Softball Coach
Kristen Boni	Boys/Girls Track Coach

- C.7. Warren 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 of \$50.00 per hour.

Staff Member	Course	Date	Prep Hours	Instructor Hours	Cost Total Not to Exceed
Cynthia Cassidy	Making Classlink Work for you	April 5, 2022	3	1	\$200.00
Beatrice Schwarzkopf	Meditation Workshop	April 6, 13, 27 and May 4, 2022	12	4	\$800.00
Kimberly Bostory	Keeping it Together with Google Keep	March 23, 2022	3	1	\$200.00
MaryEllen Weaver	Meditation and Journaling to Reduce Stress and Promote Emotional and Mental Well-Being	March 22, 2022	1	1	\$100.00
Michelle Zgombic	Create your own Choice Boards or Interactive Slides	March 22, 2022	3	1	\$200.00

- C.8. 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	May 1, 2022 through June 20, 2022	Classroom Paraprofessional WMS \$30,806 08-33-08/blk	Long-Term Substitute Special Education Teacher WMS \$175 per day
AnnMarie Christou	May 1, 2022 through June 20, 2022	Special Education Teacher WMS 02-33-19/bhv 02-33-19/bhw	Science Teacher WMS 02-33-22/awz

- C.9. 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
MH	1:1 Preschool Paraprofessional, 32.5 hrs per week 08-35-08/bnd	1.0
MH	1:1 Preschool Paraprofessional, 32.5 hrs per week 08-35-08/bne	1.0

D. Policy

D.1. Policies – Second Reading

RESOLVED, that the Board of Education approves the second reading and adoption of the following policies:

Number	Name	New/Revision	Source of Changes
P2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment	R	SEA
P2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries	R	SEA
P2622	Student Assessment	R	SEA
P3233	Political Activities	R	SEA
P5541	Anti-Hazing	N	SEA
P8465	Bias Crimes and Bias-Related Acts	R	SEA
P9560	Administration of School Surveys	R	SEA
R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries	R	SEA
R2622	Student Assessment	N	SEA
R8465	Bias Crimes and Bias-Related Acts	R	SEA

XVI. Unfinished Business

XVII. New Business

- **Future Use of CALI / CDC Metrics**

XVIII. Public Commentary (any topic)

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XIX. 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)