

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * January 22, 2024 * 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://us02web.zoom.us/j/84910363690?pwd=UXBPQXV4dFFuNnloK0Y2TnRGZGJydz09>

I. Call to Order and Statement of Presiding Officer Patricia Zohn, 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 11, 2024. This notice was on that date posted on the bulletin board in the Township Office, sent to the Courier News, 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

___ Mehul Desai	___ Richard Molfetta	___ Ryan Valentino
___ Natalie Feuchtbaum	___ Scott Otto	___ Todd Weinstein
___ Laura Keller	___ Stephen Toor	___ Patricia Zohn

IV. Minutes

- RESOLVED, that the Board of Education approves the public session minutes of the January 8, 2024 Board Meeting.

V. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

0

0

· Suspension Report

In School:

Out of School:

0

1

VI. President's Remarks – Mrs. Patricia Zohn

VII. Superintendent's Remarks – Dr. Matthew Mingle

VIII. Presentation

- Audit Report

- IX. Discussion
 - Norms for Board Communications and Operations

- X. Committee Reports
 - Curriculum and Technology Committee - No meeting
 - Stephen Toor - Chair, Mehul Desai, Rich Molfetta, Laura Keller - Alternate
 - Finance, Operations, and Security Committee - January 16, 2024
 - Patricia Zohn - Chair, Scott Otto - Vice Chair, Ryan Valentino, Rich Molfetta - Alternate
 - Personnel, Negotiations, and Communication Committee - No meeting
 - Laura Keller - Chair, Natalie Feuchtbaum, Todd Weinstein, Stephen Toor - Alternate

- XI. 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;

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).

The Board of Education welcomes and encourages input from the public. Being mindful of privacy rights regarding students and board employees and to avoid any potential liability on the part of the speaker, the board discourages references to specific individuals. While directing your comments or questions to the board president, please understand that the public comment portions of the meeting are not structured as question and answer sessions but rather are offered as opportunities for you to share your thoughts with the board. The board president may need to refer an issue to the superintendent if the particular issue has not been handled through the appropriate chain of command with the school district. However, responses may be provided at the end of this session. There are times when comments and questions will require additional fact gathering before a response is provided.

XII. 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 January 8, 2024.

 - A.2. **Home Instruction**
RESOLVED, the Board of Education approves bedside instruction as follows:

Students	School	Start Date	Amount
2063384875	EI,US (LearnWell)	January 16, 2024	Not to exceed \$2,610

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the month of January 2024 in the amount of \$2,808,475.20.

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 December 2023.

WHEREAS, this report shows the following balances on December 31, 2023

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$5,908,525.29		\$1,637,065.46
(10) General Current Expense		\$0.00	
(11) Current Expense		\$2,427,397.61	
(12) Capital Outlay		\$898,526.94	
(13) Special Schools		\$589.03	
(20) Special Revenue Fund	(\$274,698.48)	\$158,111.06	\$0.00
(30) Capital Projects Fund	\$213,300.33	\$92,979.45	\$1,949,308.08
(40) Debt Service Fund	\$0.00	\$0.12	\$179.41
TOTAL GOVERNMENTAL FUNDS	\$5,847,127.14	\$3,577,604.21	\$3,586,552.95
Wealth Mgmt - Capital Reserve	\$4,900,000.00		
Wealth Mgmt - Operating	\$1,750,000.00		
Wealth Mgmt - Capital Projects	\$5,016,000.00		
TOTAL WEALTH MANAGEMENT	\$11,666,000.00		
(60) Milk Fund	\$0.00		\$0.00
(61) Juice and Water Fund	\$0.00		\$0.00
(62) Food Service Account	\$83,153.01	(\$315,688.77)	\$58,742.82
TOTAL ENTERPRISE FUNDS	\$83,153.01	(\$315,688.77)	\$58,742.82

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 December 2023

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.	11-000-223-580-035-04-00	Workshops & Travel - MHS	11-190-100-610-035-04-10	Supplies - Instructional Supplies - MHS	\$1,000
2.	11-000-230-630-000-01-00	BOE - Meeting Supplies	11-000-230-610-000-01-00	Administration - Supplies	\$50
3.	11-000-252-580-000-11-01	Workshops & Travel - Technology	11-000-252-500-000-11-01	Technology - Other Purchased Services	\$500
4.	11-190-100-320-040-05-99	Purchased Prof. Educational Svcs. - ALT	11-190-100-610-040-05-99	Instructional Supplies - ALT	\$3,500
5.	13-422-100-500-000-00-00	Summer Fun - Other Purchased Services	13-422-100-610-000-00-00	Summer Fun - Supplies	\$1,375

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
Melissa Smolenski	District	New Jersey Council for Exceptional Children's Annual Spring Conference 2024	Mahwah	Mar 2024	\$219
Nicholas Bayachek	WMS	New Jersey Association for Health, Physical Education, Recreation, and Dance	Princeton	Feb 2024	\$289
Danielle Buzby	WMS	New Jersey Association for Health, Physical Education, Recreation, and Dance	Princeton	Feb 2024	\$281
Lauren Valera	MTH	2024 Spring Conference - New Jersey Teachers of English to Speakers of Other Languages	New Brunswick	May 2024	\$329

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 2022-2023 School Year

Auditor's Management Report and Annual Comprehensive Financial Report 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, 2023, 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,

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:

Recommendations: None

Corrective Actions: None

- B.6. Transportation - Out-of-District Student-SCESC - Regular School Year
RESOLVED, that the Board of Education approves the transportation contract with Somerset County ESC for 2023-24 RSY transportation for Out-of-District student as follows:

School	School ID#	Transportation Cost
Allegro School	8656825769	\$304.50 per diem

- B.7. Special Counsel Appointment
The appointment of Comegno Law Group, PC (non fair and open) as Special Counsel for the Calendar Year 2024 at an hourly rate of \$195.00 at an approximate total cost not to exceed \$40,000.

- B.8. New Jersey High Impact Tutoring Competitive Grant Application
RESOLVED, that the Board of Education approves the submission of the district's New Jersey High Impact Tutoring Grant Application.

C. Personnel/Student Services

- C.1. Warren Academy - Instructor Stipend 2023-2024
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.

Staff Member	Course	Date	Prep Hours	Instructor Hours	Cost Total Not to Exceed
Christina Mancino	Elevating Your Foundations Program	February 21, 2024	3	1	\$200

- C.2. Substitute Teacher
RESOLVED, that the Board of Education approves the following to be appointed as a substitute teacher for the 2023-2024 school year.

Name
Lindsey Dolan
Brianna Benes

- C.3. Leave Request
RESOLVED, that the Board of Education approves the following leave requests:

Employee ID	Paid/Unpaid
#1174	FMLA - January 10, 2024, through on or about February 22, 2024 (paid)
#0541	FMLA - August 28, 2023, through November 17, 2023 (paid) Extended Leave - November 20, 2023, through on or around March 7, 2024 (paid). (This motion supersedes the previous motion approved on November 20, 2023)
#2818	FMLA - April 8, 2024, through May 20, 2024 (paid) FMLA - May 21, 2024, through June 7, 2024 (unpaid) NJFLA - June 10, 2024 through June 17, 2024 (unpaid) NJFLA - August 27, 2024 through November 11, 2024 (unpaid)
#1722	FMLA - Intermittent Leave from on or about February 2, 2024 through June 30, 2024 (paid)
#2749	FMLA - January 29, 2024 through on or about February 12, 2024 (paid)
#0727	FMLA - March 5, 2024 through on or about May 28, 2024 (paid)
#2954	Leave - April 29, 2024 through May 3, 2024 (paid) Leave May 4, 2024 through June 30, 2024 (unpaid) Leave August 27, 2024 through November 15, 2024 (unpaid)

- C.4. Advancement on the Salary Guide
RESOLVED, that the Board of Education approves the following staff for amended placements on the 2023-2024 salary guide:

Name	From	To	Effective
Lindsay La Neve	MA+15	MA+30	02/01/2024
Jamie Einiger	MA	MA+15	02/01/2024
Lynne Douglas	BA	BA+15	02/01/2024

- C.5. 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	Notes
Oscar Alfaro	Upon replacement being hired	1:1 Paraprofessional, 32.5 hrs, ALT, \$31,503 08-40-08/boj	Security Advocate, 40 hrs, District, \$51,800 04-00-A0/bpr	New Position

- C.6. Employment for the 2023-2024 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
James C. Zilinski	1:1 Paraprofessional 32.5 hrs per week 08-33-08/bil	WMS	N/A	1	\$28,795	January 24, 2024, through June 30, 2024	No	To replace employee #3535

XIII. Unfinished Business

XIV. New Business

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
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.

XVII. Adjourn

District Mission Statement

"The mission of the Warren Township School District is to provide, through a safe, nurturing yet challenging environment, all students with an outstanding education that engages students and fosters academic excellence, healthy social and emotional development, and a lifelong passion for learning."

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.

2023-2024 District Goals

1. Student Achievement
 - a. Improve student outcomes in:
 - i. English Language Arts (ELA) by focusing on a consistent set of best practices and standards alignment in all ELA classrooms;
 - ii. Math by focusing on a consistent set of best practices and standards alignment in all math classrooms; and
 - iii. Social-Emotional Learning competencies (SEL) by clarifying expectations for staff roles in implementing SEL to promote academic and social growth of students.
2. Belonging
 - a. Increase the cultural proficiency of educators by:
 - i. Engaging staff in conversations that help them recognize and improve their own cultural proficiency; and
 - ii. Engaging staff in lessons on culturally responsive teaching.
 - b. Increase student sense of belonging by:
 - i. Creating spaces where all are empowered to develop their authentic selves;
 - ii. Getting to know students' evolving stories, strengths, ambitions, and needs;
 - iii. Providing programs that foster student wellness and resilience;
 - iv. Ensuring dignity and kindness for all, in every situation; and
 - v. Building bridges across race, culture and identity to create a community where all are valued.
 - c. Improve Middle School culture by:
 - i. Engaging students in activities that foster student wellness and resilience;
 - ii. Building a culture of dignity and kindness for all; and
 - iii. Building bridges across race, culture and identity to create a community where all are valued.
3. Operations
 - a. Capital Plan
 - i. Implement referendum projects.
 - ii. Update the long-range capital plan.
 - b. Safety
 - i. Develop a safety and security five-year action plan based on the results of the Somerset County

2023-2024 Board Goals

1. Adopt a new five-year capital plan.
2. Negotiate a successor collective bargaining agreement with the Warren Township Education Association.
3. Draft communications/messaging strategies for key community topics.
4. Support the implementation of year four strategic plan priorities.