

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \*January 3, 2022 \* 7:00 PM  
Warren Middle School

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/WarrenTBOE010322>.

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 by Board Secretary Christopher Heagele

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 6, 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. Election Results

For entry into the minutes, Mr. Heagele provided the Somerset County Clerk certified results of the Annual School Election, held on November 2, 2021:

Warren Township - Three (3) Three Year Board of Education Seats

- Daniel Croson
- Mehul Desai
- Ryan Valentino

IV. Oath of Office

- The Oath of Office will be administered to Mr. Croson, Mr. Desai and Mr. Valentino by Mr. Heagele.

V. Roll Call

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

VI. Election of Board Officers

A. President: \_\_\_\_\_

The newly elected Board President will preside over the remainder of the meeting.

B. Vice President: \_\_\_\_\_

VII. Annual Reorganization Action Items

A. Policies

RESOLVED, the Board of Education approves adoption of current Board Policies & Bylaws for the Calendar Year 2022.

B. Service Appointments

RESOLVED, the Board of Education approves the following:

1. The Echoes-Sentinel as the official school district newspaper for the Calendar Year 2022.
2. The Courier News and Star-Ledger as official alternate newspapers to be used in lieu of the Echoes-Sentinel, when necessary, for the Calendar Year 2022.
3. TAP into Warren and the Echoes-Sentinel (online version) as official electronic news sources for the Calendar Year 2022.
4. The appointment of Cleary Giacobbe Alfieri Jacobs, LLC (non fair and open) as Board Attorneys for the Calendar Year 2022 at the following hourly rates:
  - a) \$160 - Partner
  - b) \$155 - Counsel
  - c) \$150 - Associate
  - d) \$90 - Law clerks and paralegalsat an approximate total cost not to exceed \$64,000.
5. The appointment of Parette Somjen Architects, LLC as the architect of record (non fair and open) for the Calendar Year 2022, at an approximate total cost not to exceed \$20,000, at the following hourly rates:
  - a) Principal \$170
  - b) Partner \$170
  - c) Director \$160
  - d) Senior Associate \$160
  - e) Associate \$160and additional rates and terms as specified in the contract.

C. Board Meeting Dates

RESOLVED, the Board of Education approves the following list of meetings for the Calendar Year 2022:

**WARREN TOWNSHIP BOARD OF EDUCATION  
2022 MEETING SCHEDULE**

(NOTE: All meetings will be held in person and virtually. All meetings are assumed to be held in the Library at the Middle School. All meetings are to be held on a Monday unless otherwise noted.)

<u>DATE</u>	<u>TIME</u>
January 3, 2022 REORGANIZATION	7:00 pm
January 24, 2022	7:00 pm
February 7, 2022	7:00 pm
February 28, 2022	7:00 pm
March 14, 2022	7:00 pm

March 28, 2022	7:00 pm
April 11, 2022	7:00 pm
April 25, 2022	7:00 pm
May 23, 2022	7:00 pm
June 20, 2022	7:00 pm
July 18, 2022	4:00 pm
August 22, 2022	7:00 pm
September 19, 2022	7:00 pm
October 3, 2022	7:00 pm
October 17, 2022	7:00 pm
November 21, 2022	7:00 pm
December 19, 2022	7:00 pm
January 3, 2023 TUESDAY REORGANIZATION	7:00 pm

D. Board Member Code of Ethics

RESOLVED, the Board of Education acknowledges that each Board Member has received a copy of the Code of Ethics as follows:

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Superintendent.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the Superintendent and will act on such complaints at public meetings only after failure of an administrative solution.

- E. District Mission Statement  
 RESOLVED, the Board of Education readopts the district's mission statement as follows:  
 "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."
- F. Appointments
1. The election of \_\_\_\_\_ as Board Representative to the NJSBA Delegate Assembly for the Calendar Year 2022 and the election of \_\_\_\_\_ as the alternate.
  2. The election of \_\_\_\_\_ as the Board Representative to the Somerset County Educational Services Commission for the Calendar Year 2022 and the election of \_\_\_\_\_ as the alternate.
  3. The election of \_\_\_\_\_ as Board Representative to the Watchung Hills Municipal Alliance Committee for the Calendar Year 2022 and the election of \_\_\_\_\_ as the alternate.
  4. The appointment of the Superintendent of Schools as the Board Representative to the Morris Union Jointure Commission Board of Education for the Calendar Year 2022.
  5. The appointment of the Superintendent of Schools and Board of Education president as liaisons to the Warren Township committee.
- G. 2022-2023 School Year Tuition Rates for Employees' Children  
 RESOLVED, that the Board of Education approves the following as the 2022-2023 tuition rates for children of staff members.
- Kindergarten- Grade 8: \$4,330

\*\*\*\*\*End of Reorganization Items\*\*\*\*\*

- VIII. Minutes
- RESOLVED, that the Board of Education approves the public and executive session minutes of the December 20, 2021 Board Meeting.

IX. Correspondence and Information

· HIB Information

Total # of Investigations:	Total # of Determined Bullying Incidents:
0	0
<u>          </u>	<u>          </u>

· Suspension Report

In School:	Out of School:
0	0
<u>          </u>	<u>          </u>

· Fire Drills

<u>ALT</u>	<u>Central</u>	<u>Mt. Horeb</u>	<u>Woodland</u>	<u>Middle</u>
December 6	December 2	December 9	December 16	December 21

· Security Drills

<u>ALT</u>	<u>Central</u>	<u>Mt. Horeb</u>	<u>Woodland</u>	<u>Middle</u>
December 16 Shelter in Place	December 13 Shelter in Place	December 15 Shelter in Place	December 7 Shelter in Place	December 7 Shelter in Place

- X. President's Remarks
- XI. Superintendent's Remarks - Dr. Matthew Mingle
- XII. Presentations
- XIII. Discussion
- XIV. Committee Reports
- XV. 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).

- XVI. Items for Board Consideration/Action

The Superintendent recommends that it be:

- 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 December 20, 2021.

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the period December 21, 2021 through December 31, 2021 in the amount of \$1,479,867.53.

B.2. 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
Michael Pate	Buildings and Grounds	ServSafe Manager Certification	Online	Feb 2022	\$179
Michael Pate	Buildings and Grounds	New Jersey School Buildings and Grounds Association	Atlantic City, NJ	Mar 2022	\$263

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.3. Travel Reimbursement Mileage Rate

RESOLVED, that the Board of Education hereby approves the reimbursement rate for district travel in a personal vehicle to be \$0.35 per mile, per the New Jersey State Appropriations Act.

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
Christie Zomer*	Leave Replacement Teacher	WS	BA	1	\$59,549 (prorated)	August 30, 2021 through January 14, 2022	N	To replace employee #3059

\*This motion supersedes the previous motion approved on August 23, 2021

- C.2. Leave Request  
RESOLVED, that the Board of Education approves the following leave requests:

Employee ID	Paid/Unpaid
#3059	FMLA - On or about June 4, 2021 through June 30, 2021 (paid) NJFLA - August 30, 2021 through November 19, 2021 (unpaid) Extended Leave - November 20, 2021 through January 14, 2022 (unpaid) (This motion supersedes the previous motion approved on August 23 2021)

- C.3. Warren Middle School Musical  
RESOLVED, that the Board of Education approves the following personnel in support of the Warren Middle School production:

Name	Position	Cost
Kelly Backus	Director	\$2,714
Michael Gasko	Assistant Director	\$1,470
Beverly MacGorman	Production Manager	\$2,714
Jennifer Ronkiewicz	Set Designer	\$1,470
Joel VanTine	Stage & Sound Director	\$1,470

- C.4. 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 \$300.00.

Name	Course	Date	Prep Hours	Instructor Hours	Total Cost
Michelle Zgombic	Assistive Technology and Accessibility Tools	Apr 7 & 13, 2022	4	2	\$300.00

- C.5. 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
District	Director of Operations 04-00-21/bmx	1.0

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

Location	Position	Full-Time Equivalent
District	Supervisor of Buildings and Grounds 04-00-21/bhx	1.0

- C.7. 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
Michael Pate	1/1/2022 - 6/30/2022	Supervisor of Buildings and Grounds 04-00-21/bmx	Director of Operations

- C.8. **Substitute Approval**  
**RESOLVED, that the Board of Education approves all individuals listed as New Jersey Department of Education approved substitute teachers and nurses as district substitute teachers and nurses, pending receipt of all required paperwork.**

- XVII. Unfinished Business  
XVIII. New Business  
XIX. Public Commentary (any topic)

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9. 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).

- XX. 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)