

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * March 20, 2023 * 6:30 PM
Woodland 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/WarrenTBOE032023>.

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 January 9, 2023. This notice was on those dates 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

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

IV. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the February 27, 2023 Board Meeting.

V. Correspondence and Information

· HIB Information

Total # of Investigations:

Total # of Determined Bullying Incidents:

1

0

· **Suspension Report**

In School:

Out of School:

2

4

· Fire Drills

ALT
February 15

Central
February 14

Mt. Horeb
February 10

Woodland
February 15

Middle
February 10

· Security Drills

<u>ALT</u>	<u>Central</u>	<u>Mt. Horeb</u>	<u>Woodland</u>	<u>Middle</u>
February 24	February 17	February 27	February 9	February 16
Bomb Threat/Hold	Bomb Threat/Hold	Bomb Threat/Hold	Bomb Threat/Hold	Bomb Threat/Hold

VI. President's Remarks – Mr. David Brezee

VII. Superintendent's Remarks – Dr. Matthew Mingle

VIII. Presentation

- Woodland School Student Feature - Mr. Jeff Heaney
- Tentative Budget Presentation - Mr. Chris Heagele

IX. Discussion

X. Committee Reports

- Curriculum, Communications, and Technology Committee - March 14, 2023
 - Ryan Valentino - Chair, Mehul Desai, Natalie Feuchtbaum, Todd Weinstein
- Finance, Operations, and Security Committee - March 6, 2023
 - Patricia Zohn - Chair, David Brezee, Scott Otto, Ryan Valentino
- Personnel and Negotiations Committee - February 27, 2023
 - Laura Keller - Chair, David Brezee, Todd Weinstein

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).

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 February 27, 2023.

A.2. Tuition Contract

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

Student	School	Dates	Monthly Revenue
#701099	Central	August 31, 2023 through June 30, 2024	\$442.00

A.3. Curriculum and Technology Committee Goals

RESOLVED, that the Board of Education approves the revised Curriculum and Technology Committee goals for the 2022-2023 School Year:

- Support the implementation of year three strategic plan priorities that focus on Curriculum, Instruction, and Technology:
 - Student Achievement
 - Prioritize social emotional learning as a foundational component of academic growth and success.
 - Belonging
 - Increase staff capacity to understand and engage with equity issues in order to support staff and students.
 - Create a culture that values belonging and community.
 - Incorporate student voice in the concept of belonging.
- Recommend a Health and Physical Education curriculum for Board approval that complies with state standards and reflects community feedback.

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the month of March 2023 in the amount of \$5,204,376.16.

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 February 2023.

WHEREAS, this report shows the following balances on February 28, 2023

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$12,109,462.50		\$1,484,579.02
(10) General Current Expense		\$0	
(11) Current Expense		\$728,612.04	
(12) Capital Outlay		\$76,993.03	
(13) Special Schools		\$4,551.60	
(20) Special Revenue Fund	(\$66,807.70)	\$626,406.05	\$0.00
(30) Capital Projects Fund	\$726,845.88	(\$1,685,265.59)	(\$1,653,267.26)
(40) Debt Service Fund	\$179.41	\$0.00	\$0.00
TOTAL GOVERNMENTAL FUNDS	\$12,769,680.09	(\$248,702.87)	(\$168,688.24)
Wealth Mgmt - Capital Reserve	\$9,000,000.00		
Wealth Mgmt - Operating	\$500,000.00		
Wealth Mgmt - Capital Projects	\$7,607,000.00		
TOTAL WEALTH MANAGEMENT	\$17,107,000.00		
(60) Milk Fund	\$16,913.98	(\$27,900.00)	\$14,113.49
(61) Juice and Water Fund	\$42,602.87	(\$18,547.77)	\$48,174.64
TOTAL ENTERPRISE FUNDS	\$59,516.85	(46,447.77)	\$62,288.13

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 February 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.	11-000-216-320-030-08-00	Speech - Purchased Services - CS	11-190-100-320-030-03-99	Purchased Prof. Educational Svcs. - CS	\$500
2.	11-000-216-320-030-08-00	Speech - Purchased Services - CS	11-190-100-610-030-03-99	Instructional Supplies - CS	\$2,625
3.	11-000-216-320-035-08-00	Speech - Purchased Services - MHS	11-190-100-610-030-03-99	Instructional Supplies - CS	\$1,875
4.	11-000-216-320-035-08-00	Speech - Purchased Services - MHS	11-190-100-610-035-04-99	Instructional Supplies - MHS	\$1,375
5.	11-000-216-320-050-08-00	Speech - Purchased Services - WS	11-190-100-610-035-04-99	Instructional Supplies - MHS	\$3,125
6.	11-000-230-630-000-01-00	BOE - Meeting Supplies	11-000-230-610-000-11-01	Administration - Supplies	\$200
7.	11-000-266-610-000-09-02	Security - Supplies - District	11-000-261-610-030-09-03	Maintenance Supplies - CS	\$1,500
8.	11-000-270-420-000-10-00	Transportation - Repair & Maintenance	11-000-270-161-000-10-02	Transportation - Special Ed - Sub Drivers	\$4,500
9.	11-000-270-512-030-03-99	Field Trip Transportation - CS	11-190-100-320-030-03-99	Purchased Prof. Educational Svcs. - CS	\$87
10.	11-000-270-512-035-04-99	Field Trip Transportation - MHS	11-190-100-320-035-04-99	Purchased Prof. Educational Svcs. - MHS	\$56
11.	11-000-270-512-040-05-99	Field Trip Transportation - ALT	11-190-100-610-040-05-99	Instructional Supplies - ALT	\$69
12.	11-000-270-512-050-06-99	Field Trip Transportation - WS	11-190-100-320-050-06-99	Purchased Prof. Educational Svcs. - WS	\$100
13.	11-000-270-580-000-10-00	Workshops & Travel - Transportation	11-000-270-161-000-10-02	Transportation - Special Ed - Sub Drivers	\$20
14.	11-150-100-320-033-08-00	Home Instruction - Services - MS	11-190-100-610-033-07-99	Instructional Supplies - MS	\$10,000
15.	11-150-100-320-033-08-00	Home Instruction - Services - MS	11-190-100-610-035-04-99	Instructional Supplies - MHS	\$500
16.	11-150-100-320-033-08-00	Home Instruction - Services - MS	11-190-100-610-040-05-99	Instructional Supplies - ALT	\$4,400
17.	11-190-100-800-030-03-99	Field Trip Admission - CS	11-190-100-320-030-03-99	Purchased Prof. Educational Svcs. - CS	\$847
18.	11-190-100-800-035-04-99	Field Trip Admission - MHS	11-190-100-320-035-04-99	Purchased Prof. Educational Svcs. - MHS	\$545
19.	11-190-100-800-040-05-99	Field Trip Admission - ALT	11-190-100-610-040-05-99	Instructional Supplies - ALT	\$666
20.	11-190-100-800-050-06-99	Field Trip Admission - WS	11-190-100-320-050-06-99	Purchased Prof. Educational Svcs. - WS	\$968
21.	11-216-100-500-035-08-00	PSD - Other Purchased Services - MHS	11-214-100-500-030-08-00	Autism - Other Purchases Services - CS	\$62
22.	11-219-100-320-033-08-00	Special Ed-Home Instruction-Services-MS	11-190-100-320-050-06-99	Purchased Prof. Educational Svcs. - WS	\$390
23.	11-219-100-320-033-08-00	Special Ed-Home Instruction-Services-MS	11-190-100-610-040-05-99	Instructional Supplies - ALT	\$600
24.	11-219-100-320-033-08-00	Special Ed-Home Instruction-Services-MS	11-190-100-610-050-06-99	Instructional Supplies - WS	\$4,610

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
Chris Heagele	District	New Jersey Association of School Business Officials Annual Conference	Atlantic City	June 2023	\$967

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. Adoption of the 2023-2024 Tentative Budget
RESOLVED, the Board of Education approves the tentative 2023-2024 Warren Township School District Budget and approves the tentative budget for submission to the Executive County Superintendent of Schools for Somerset County for review.

The tentative budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards and is in compliance with N.J.S.A. 18A and N.J.A.C Title 6 and 6A.

Proposed 2023-2024 Budget				
Appropriations:			Revenue:	
Fund 10				
Operating Budget	\$48,986,669		State Aid: General Fund	\$3,172,886
Deposit to Capital Reserve	\$500		Tax Levy: General Fund	\$44,637,192
Capital Outlay	\$28,700		Other Revenues	\$978,194
Summer School	\$356,403		Fund Balance	\$584,000
HVAC Project (ROD)	\$879,700		Transfer from Cap Res (ROD)	\$879,700
Transfer to Fund 40	\$6,084,781		Transfer from Cap Res (Debt)	\$6,084,781
FUND 10 TOTAL	\$56,336,753		FUND 10 TOTAL	\$56,336,753
Fund 20				
Special Revenue Appropriations	\$443,541		Grants - Local	\$21,000
			Grants - Federal	\$422,541
Fund 40	\$9,219,636		Fund 40	\$9,219,636

GRAND TOTAL	\$65,999,930	GRAND TOTAL	\$65,999,930
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FURTHER RESOLVED, the tentative budget includes an increase in the tax levy which utilizes an enrollment adjustment of \$1,770, 286 and an inflation adjustment of \$751,421 (partial allowable amount only), as allowed by law, and be it

FURTHER RESOLVED, per NJAC 6A:23B-1.2(b), the tentative budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2023-2024 tentative budget includes a maximum travel appropriation of \$125,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded, and be it

FURTHER RESOLVED, a Board of Education may, and this Board does, establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required for regular business travel, and be it

FURTHER RESOLVED, the Board of Education hereby establishes April 24, 2023 as the date for the Public Hearing on the budget and authorizes the Superintendent and Board Secretary, after approval by the Executive County Superintendent of Schools, to advertise the budget and the budget hearing as required by law.

B.6. Donation - Warren Baseball and Softball, Inc.
RESOLVED, that the Board of Education accepts, with gratitude, a donation not to exceed \$3,850 to pay for improvements to the softball field located at Central School.

B.7. ROD Grant Application
RESOLVED, that the Warren Township Board of Education, in the County of Somerset, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan; and

BE IT FURTHER RESOLVED, these projects shall each be a "Regular Operating District Grant" project and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District's Capital Reserve Account.

Location of Projection	Description of Project
Warren Middle School 100 Old Stirling Road, Warren, NJ 07059	Science Lab HVAC Upgrades

C. Personnel/Student Services

C.1. Employment for the 2022-2023 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
Lauren Mansour	1:1 Paraprofessional 27.5 hrs 08-35-98/bop	MH	N/A	1	\$23,627	March 20, 2023 through June 30, 2023	No	New Position
Elsa Gonzalez	Custodian (night) 04-50-10/anl	WS	N/A	N/A	\$43,680	On or about April 1, 2023 through June 30, 2023	No	To replace employee #1928

C.2. Leave Request

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

Employee ID	Paid/Unpaid
#3327	FMLA - August 28, 2023 through August 29, 2023 (paid) NJFLA - August 30, 2023 through November 17, 2023 (unpaid) Extended Leave - November 20, 2023 through January 2, 2024 (unpaid)
#2047	FMLA - March 30, 2023 through on or about April 24, 2023 (paid)

C.3. Personnel, Negotiations, and Communication Committee Goals

RESOLVED, that the Board of Education approves the revised Personnel, Negotiations, and Communication Committee goals for the 2022-2023 School Year:

- Negotiate a successor collective bargaining agreement with the Warren Township Administrators Association.
- Review and advise on Superintendent recommendations for adjustments to nonaligned staff compensation.
- Conduct the Superintendent evaluation process.
- Draft a communications/messaging strategy for key community topics.

C.4. Special Education Service Provider List

RESOLVED, that the Board of Education approves the following addition to the Service Provider List for the 2022-2023 school year:

Name	Rate
Caring Cove	- \$600 Selective Mutism Diagnostic Evaluation - \$600 Behavioral Evaluation - \$600 Psychological Diagnostic Evaluation - \$300 60-Minute School Observation with Recommendations - \$300 60-Minute Feedback Session - \$450 90-Minute Teacher Training in Selective Mutism Techniques - \$450 90-Minute Teacher Training in Behavioral Management Techniques - \$225-\$300/hr Selective Mutism Live-Teacher Coaching and Consultation
InSite Health	Psychiatric Care and Teletherapy - \$350 per new patient (90 minute visit) - \$125 per established patient (30 minute session) - \$200 per hour family sessions - \$1,200 IEP Psychiatric evaluation

C.5. **Compacted Schedule for Summer 2023**
 RESOLVED, that the Board of Education approves a four-day compacted work schedule for Summer 2023, from the week of July 3rd, up to and including the week of August 14th.

C.6. **Retirement/Resignation**
 RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:

Name	Position	Location	Retirement/Resignation	Dates of Service
Gina Berry	Secretary 03-33-07/aht	WMS	Resignation	July 1, 2018 through March 31, 2023
Karen Amundsen	Classroom Paraprofessional	WMS	Retirement	August 29, 2022 through June 30, 2023
Carla Annese	Special Education Teacher 02-35-19/avf 02-35-19/ack	MH	Retirement	September 1, 2002 through December 31, 2023

C.7. **Approval to Create Positions**
 RESOLVED, that the Board of Education hereby approves to create the following positions for 2022-2023 school year:

Location	Position	Full-Time Equivalent
MH	1:1 Paraprofessional 08-35-08/bop	27.5

C.8. **Approval to Abolish Positions**
 RESOLVED, that the Board of Education hereby approves to abolish the following positions for 2022-2023 school year:

Location	Position	Full-Time Equivalent
MH	1:1 Paraprofessional 08-35-08/bop	32.5

C.9. **Custodial Substitute**
 RESOLVED, that the Board of Education approves the following as a Substitute Custodian for the 2022-2023 school year at the approved substitute custodian pay rate.

Name
Daniel Mulleavey

C.10. **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
Faye Spieler	April 1, 2023 through June 30, 2023	Guidance Secretary, WMS 03-33-07/abk	School Secretary, WMS 03-33-07/aht	To replace employee #3319

D. Policy

D.1. Bylaws and Policies – Second Reading

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

Number	Name	New/Revision	Source of Changes
B0155	Board Committees	R	Board
B0152	Board Officers	R	SEA
B0161	Call, Adjournment and Cancellation	R	SEA
B0162	Notice of Board Meetings	R	SEA
P2423	Bilingual and ESL Education	R	SEA
P2425	Emergency Virtual or Remote Instruction	R	SEA
P5200	Attendance	R	SEA
P8140	Student Enrollments	R	SEA
P8330	Student Records	R	SEA

XIII. Unfinished Business

XIV. New Business

- Zoom Access to Board Meetings

XV. Public Commentary (any topic)

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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).

XVI. 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.

2022-2023 District Goals

1. Student Achievement
 - a. Prioritize social emotional learning as a foundational component of academic growth and success.
2. Belonging
 - a. Increase staff capacity to understand and engage with equity issues in order to support staff and students.
 - b. Create a culture that values belonging and community.
 - c. Incorporate student voice in the concept of belonging.
3. Elementary School Rezoning
 - a. Plan for the implementation of new enrollment zones in the 2023-2024 school year.
 - i. Phase 1 - Model Development
 - ii. Phase 2 - Zone Development
 - iii. Phase 3 - Implementation Planning
 - iv. Phase 4 - Implementation
4. Safety
 - a. Evaluate the district's safety and security procedures and identify opportunities for enhancement.
5. Capital Planning
 - a. Implement referendum projects.
 - b. Implement short-term lunch programs and plan for long-term lunch program implementation.
 - c. Update the long-range capital plan.

2022-2023 Board Goals

1. Adopt a new five-year capital plan.
2. Negotiate a successor collective bargaining agreement with the Warren Township Administrators Association.
3. Expand training opportunities for new board members.
4. Support the implementation of year three strategic plan priorities.