

# WARREN TOWNSHIP SCHOOLS

Board of Education Meeting \* March 9, 2020 \* 7:00 PM

## Warren Middle School

I. Call to Order and Statement of Presiding Officer Christian Bellmann, 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 7, 2020. 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	___ David Brezee	___ Marc Franco
___ Christian Bellmann	___ Susie Chu	___ Ayanna Taylor-Venson
___ Mark Bisci	___ Lisa DiMaggio	___ Patricia Zohn

IV. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the February 24, 2020 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:

1

0

· Fire Drills

ALT  
February 3

Central  
February 19

Mt. Horeb  
February 28

Woodland  
February 19

Middle  
February 19

· Security Drills

ALT  
February 18  
Modified  
Lockdown

Central  
February 27  
Modified  
Lockdown

Mt. Horeb  
February 19  
Modified  
Lockdown

Woodland  
February 4  
Modified  
Lockdown

Middle  
February 20  
Modified  
Lockdown

- VI. President's Remarks – Mr. Christian Bellmann
- VII. Superintendent's Remarks – Dr. Matthew Mingle
- VIII. Presentations
  - Tentative Budget - Dr. Mingle, Mrs. Leonhardt
  - Comparative Student Achievement Data - Mr. Kimmick
- IX. Discussion
- X. Committee Reports
- 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 24, 2020.

A.2. Field Trip Destinations

RESOLVED, that the Board of Education hereby approves the following field trip destinations for the 2019-2020 School Year:

- Reed Henderson High School
- Union Catholic High School
- CSI Somerset County Crime Lab
- Alexandria, VA

A.3. Out-of-District Placement

RESOLVED, that the Board of Education approves the out-of-district placement for Student #6951876656 and Student #4137825245, to New Dawn Academy beginning on March 3, 2020 through June 30, 2020, at a cost not to exceed \$18,580 per student.

- A.4. Contracted Services  
RESOLVED, that the Board of Education approves an independent Neurodevelopmental Evaluation by Dr. Jesse Mintz, for Student #2926811778, at a cost not to exceed \$450.

B. Finance/Operations/Transportation

- B.1. Board Secretary's and Treasurer's Report  
WHEREAS, the Board of Education has received the report of the secretary for the month of February, 2020; and  
WHEREAS, this report shows the following balances on February 29, 2020:

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$12,896,071.47		\$1,063,861.93
(10) General Current Expense		\$38,614.00	
(11) Current Expense		\$2,610,648.37	
(12) Capital Outlay		\$64,450.72	
(13) Special Schools		\$16,076.43	
(20) Special Revenue Fund	(\$45,030.60)	\$35,437.15	\$0.00
(30) Capital Projects Fund	\$4,568,319.40	(\$1,857,055.58)	(\$1,763,502.48)
(40) Debt Service Fund	\$60,336.00	\$0.00	\$0.00
TOTAL GOVERNMENTAL FUNDS	\$17,479,696.27	\$908,171.09	(\$699,640.55)
(60) Milk Fund	\$14,036.76	\$ (26,000.00)	\$ 5,198.02
(61) Juice and Water Fund	\$4,114.19	\$ (11,000.00)	\$ 1,811.56
TOTAL ENTERPRISE FUNDS	\$18,150.95	(\$37,000.00)	\$7,009.58

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.2. Budget Transfers for Month of February 2020  
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.	11-000-218-600-035-04-00	Guidance Supplies - Mt. Horeb	11-190-100-610-035-04-10	Instructional Supplies - Mt. Horeb	\$100
2.	11-000-252-330-000-11-01	Technology - Professional Services	11-000-252-500-000-11-01	Technology - Other Purchased Services	\$440
3.	11-000-270-615-000-10-00	Transportation Supplies	11-000-270-610-000-10-00	General Transportation Supplies	\$1,500
4.	11-000-291-280-000-00-00	Tuition Reimbursement	11-000-291-270-000-00-00	Health Benefits	\$13,500
5.	11-214-100-800-033-08-00	Autism - Field Trips - MS	11-214-100-610-033-08-00	Autism Supplies - MS	\$540

6.	11-219-100-101-033-07-00	Special Ed - Home Instruction - Salaries - MS	11-219-100-320-050-08-00	Special Ed - Home Instruction - Purchased Services.-WS	\$4,000
7.	12-000-266-730-000-09-00	Security - Equipment	11-000-266-300-000-09-00	Security - Purchased Services	\$10,400
8.	12-120-100-730-050-06-00	Instructional Equipment - WS	11-000-262-107-050-06-00	Salaries- Lunch & Playground Aides- WS	\$6,900

**B.3. 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
Nicole Runfola	MH	New Jersey Speech-Language Hearing Association 2020 Convention	Long Branch	Apr 2020	\$278
Danielle Buzby	MS	Cardiopulmonary Resuscitation - First Aid Instructor Certification	Metuchen	Jan 2020 and Mar 2020	\$395*
Michele Lepore	MS	Cardiopulmonary Resuscitation - First Aid Instructor Certification	Metuchen	Jan 2020 and Mar 2020	\$403*
Susan Cooper	MS	National Academic Championship	Alexandria, VA	May 2020	\$730

\*(This motion supersedes previous motion from November 25, 2019.)

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.4. Contract Renewal**

RESOLVED, that the Board of Education hereby approves a contract extension, per N.J.S.A. 18A:18A-42, with AlphaBEST Education, Inc. for the provision of before and after school care, for the 2020-2021 and 2021-2022 school years.

**B.5. Tentative 2020-2021 Warren Township School District Budget**

RESOLVED, the Board of Education approves the tentative 2020-2021 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 2020-2021 Budget			
Appropriations:		Revenue:	
Fund 10			
Operating Budget	\$43,528,004	State Aid: General Fund	\$1,915,420
Transfer to Charter Schools	\$0	Tax Levy: General Fund	\$41,703,731
Deposit to Capital Reserve	\$357,761	Other Revenues	\$582,957
Capital Outlay	\$4,777,287	Fund Balance	\$461,000
Summer School	\$320,658	Withdrawal from Capital Reserves for Debt Service Payment	\$4,320,602
TOTAL	\$48,983,710		\$48,983,710
Fund 20			
Special Revenue Appropriations	\$408,551	Grants - Local	\$1,000
		Grants - Federal	\$407,551
Fund 40	\$6,606,703	Debt Service Fund Balance	\$60,336
		Transfer from Capital Reserve	\$4,320,602
		State Debt Service Aid	\$2,225,765

*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 2020-2021 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 May 11, 2020 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. Transportation for Out-of-District Students

RESOLVED, that the Board of Education approves the transportation contracts with Somerset County Educational Services Commission for 2019-2020 school year transportation for out of district students as follows:

Contractor	School	Student Id	Cost
SCESC	New Dawn Academy	6951876656 & 4137825245	\$9,216.48

C. Personnel/Student Services

C.1. Employment for the 2019-2020 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
Christina Mancino	Leave Replacement Teacher	CS	MA	1	\$64,064 (prorated)	November 11, 2019 - February 25, 2020	No	To replace employee #1464
James Witzel	Skilled Maintenance Mechanic 04-00-21/bhn	District	N/A	N/A	\$38,000 (prorated)	On or about March 13, 2020 - June 30, 2020	No	To replace employee #1550

C.2. Long Term Substitutes

RESOLVED, that the Board of Education approves the following individuals as a Long Term Substitutes:

Name	Effective Date	Replacing Employee
Christina Mancino	May 4, 2020 - June 30, 2020	#2693
Rebecca Leshchinsky	April 13, 2020 - June 30, 2020	#3159
Michelle Ceccato	January 29, 2020 - March 13, 2020	#2085
Lauren Webster	March 18, 19, 2020, and March 24, 2020 - on or about June 5, 2020 *	#3450
Aditi Patel	April 3, 2020 - June 30, 2020	#3218

\*(This motion supersedes previous motion dated January 27, 2020.)

C.3 After School Activities/Clubs

RESOLVED, that the Board of Education approves the following:

Name	Club	Location	Sessions	Cost
Alexandra Pranzo	Girls Circle	WS	10	\$490*
Sara von Bartheld	Girls Circle	WS	10	\$490*

\*(Paid for by Somerset County Municipal Youth Services Commission Grant)

- 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
Keith LaBadie	1:1 Paraprofessional 08-30-08/bjg	CS	Resignation	9/1/2017 -3/29/2020
Ellen Fraumann	Special Education Teacher 02-30-19/bcj	CS	Retirement	9/1/1994 - 6/30/2020

- C.5. 2019-2020 Approval of Title I - Extended Day Tutor  
RESOLVED, that the Board of Education approves the appointment of the following staff members as Title I - Extended Day Tutors, to be paid the contractual rate of \$50 per hour. Total cost dependent upon the needs of identified students in the district's Title I school(s), which are Central and Mt. Horeb Schools, at a total cost not to exceed \$40,800. Cost to be fully funded by ESEA Title I.

Name
Dianne Harris
Rebecca Maag

- C.6. Social Studies Curriculum Instruction Projects 2019-2020  
RESOLVED, that the Board of Education approves the following staff for the 2019-2020 curriculum writing projects, as per the WTEA negotiated agreement, at a rate of \$50 per hour, at a cost not to exceed \$3,000.00:

Name	
Jill Andrews	Cheryl Plager
Francesca Frosoni	Kristen Stoyanov
Jessica Nathan	Christina Tomasso
Hannah Nizri	Christina Trump
Megan O'Donnell	Michele Wolkun

- C.7. CPR Certification of Instructors Stipend  
RESOLVED, that the Board of Education approves the following staff for a stipend for their participation in CPR Instructor Certification at Community Safety Consultants on January 20, 25 and March 21, 2020. Each of the staff will be paid at the WTEA contract rate of \$20.00 per hour, due to the fact that these courses are outside contract hours, for a total cost not to exceed \$640.00.

Staff Member	Date	Total Hours	Cost Total
Danielle Buzby	January 20, 25 and March 21, 2020	16	\$320 *
Michele Lepore	January 20, 25 and March 21, 2020	16	\$320 *

\* (This motion supersedes previous motion from November 25, 2019.)

- C.8. Administrator Vacation  
RESOLVED, that the Board of Education approves the the use of vacation days for Employee #3348 from March 26-31, 2020, in accordance with the terms of the Warren Township Administrators Association contract.
- C.9. Warren Middle School Bus Arrival Supervision - Rescind  
RESOLVED, that the Board of Education rescinds the appointment of the following staff member for morning supervision at Warren Middle School:  
a. Sangita Oboh, effective January 29, 2020
- C.10. Warren Middle School Bus Arrival Supervision  
RESOLVED, that the Board of Education approves the following staff member for morning supervision at Warren Middle School at a stipend amount of \$500:  
a. Celeste Ostry, effective January 29, 2020
- C.11. 2020-2023 WTAA Collective Bargaining Agreement Approval  
RESOLVED, that the Board of Education approves the 2020-2023 WTAA Collective Bargaining Agreement which was ratified by the WTAA membership on February 25, 2020.
- C.12. Additional Hours  
RESOLVED, that the Board of Education approves the following additional hours:

Name	Student #	School	Club/Purpose	Starting Date	Cost
Nancy Lauber	8433407152	CS	Drama Club Evening Performance	June 3, 2020	\$70
Josephine Maccagnan	1363196692	ALT	Gardening CLub	March 5, 2020	\$375

- C.13. Warren Staff Academy Courses Instructor Stipend 2019-2020  
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 \$200.00.

Name	Course	Date	Prep Hours	Instructor Hours	Cost Total
Michelle Zgombic	Digital Designer via Google Docs	Mar 31, 2020	1	1	\$100
Michelle Zgombic	Video Creation with Screencastify	Apr 16, 2020	1	1	\$100

- C.14. Substitute Teacher  
RESOLVED, that the Board of Education approves the following to be appointed as a substitute teacher for the 2019-2020 school year.

Name
Braishna Khattak

- XIII. Unfinished Business
- XIV. New Business
  - Middle School Fields
- XV. Public Commentary (any topic)

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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. 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 matter rendered confidential by federal or state law

a collective bargaining agreement and/or negotiations related to it and specific prospective or current employees unless all who could be adversely affected request an open session

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

2019-2020 Board Goals

1. Negotiate successor collective bargaining agreements with the WTAA and WTEA.
2. Adopt a five-year capital improvement plan.
3. Adopt a strategic plan.

2019-2020 District Goals

1. Develop programs and practices that support each student and staff member in learning about and practicing a lifestyle that is socially, emotionally, and mentally healthy.
  - Whole Child connection - Healthy, Safe, Supported
2. Implement consistent safety and security procedures and practices throughout the district.
  - Whole Child connection - Healthy, Safe
3. Collaboratively develop a strategic plan with community stakeholders by Spring 2020.
  - Whole Child connection - Healthy, Safe, Engaged, Supported, Challenged