

WARREN TOWNSHIP SCHOOLS

Board of Education Meeting * May 12, 2025 * 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/83365586722?pwd=axyDp3wtY7pbxjR6V3GCAKb6XiqRWr.1>

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 9, 2025. 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

___ Nicole Dalton	___ Richard Molfetta	___ Ryan Valentino
___ Bridget Granholm	___ Scott Otto	___ Todd Weinstein
___ Laura Keller	___ Stephen Toor	___ Patricia Zohn

IV. Minutes

- RESOLVED, that the Board of Education approves the public and private session minutes of the April 28, 2025 Board Meeting.

V. Correspondence and Information

· HIB Information

Total # of Investigations:

0

Total # of Determined Bullying Incidents:

0

· Suspension Report

In School:

0

Out of School:

0

· Fire Drills

ALT
April 25

Central
April 22

Mt. Horeb
April 23

Woodland
April 21

Middle
April 28

· Security Drills

ALT
April 9
Lockdown

Central
April 10
Lockdown

Mt. Horeb
April 10
Lockdown

Woodland
April 9
Lockdown

Middle
April 9
Lockdown

- VI. President's Remarks – Mrs. Patricia Zohn
- VII. Superintendent's Remarks – Dr. Matthew Mingle
- VIII. Presentations
 - Governor's Educator of the Year Award Recognition - Principals
 - Exemplary Elementary Educators - Principals
 - New Jersey Studies Academic Alliance Teaching Award - Mr. Villar
 - 2025 NJASA Central Office Administrator of the Year - Dr. Mingle
- IX. Discussion
- X. Reports of Board Members Appointed to External Assignments 2025
 - New Jersey School Board Association Delegate Assembly
 - Patricia Zohn, and Richard Molfetta, alternate
 - Somerset County Educational Services Commission
 - Nicole Dalton and Stephen Toor, alternate
 - Watchung Hills Municipal Alliance Committee
 - Bridget Granholm and Ryan Valentino, alternate
 - Warren Township Opioid Advisory Committee
 - Bridget Granholm
 - Watchung Hills Shared Services/Regionalization Study Advisory Committee
 - Patricia Zohn and Todd Weinstein
- XI. Committee Reports
 - Curriculum and Technology Committee - March 17, 2025
 - Stephen Toor - Chair, Bridget Granholm, Rich Molfetta, Laura Keller - Alternate
 - Finance, Operations, and Security Committee - May 5, 2025
 - Patricia Zohn - Chair, Scott Otto - Vice Chair, Ryan Valentino, Rich Molfetta - Alternate
 - Personnel, Negotiations, and Communication Committee - April 28, 2025
 - Laura Keller - Chair, Nicole Dalton, Todd Weinstein, Patricia Zohn - Alternate
 - Planning for Growth Working Group - No Meeting
 - Patricia Zohn, Laura Keller
- XII. Public Hearing on Superintendent's Contract
 - Mrs. Zohn will read the following Statement:
 - Chapter 53 requires Boards of Education to permit the public to comment on any changes or amendments to certain administrative contracts as they are renewed. Today, we are permitting public comment on the proposed contract of our Superintendent of Schools, Dr. Mingle. The Board will be voting to approve a new contract for 2025-2030. The Board, pursuant to N.J.S.A. 10:4-12(b) shall not publicly discuss personnel matters and shall not respond to comments made by members of the public. The Board will give all comments appropriate consideration.
 - Opportunity for Public Comment on the Superintendent's Contract
 - Motion to close the Public Hearing on the Superintendent's Contract
- XIII. 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.

XIV. 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 April 28, 2025.

A.2. Fieldwork Site

RESOLVED, that the Board of Education approves the following supervised clinical fieldwork at Warren Township BOE for the 2025-2026 School Year:

School	Clinical Field
Rowan University	School Nurse

A.3. Strategic Plan - 2025-2030

RESOLVED, that the Board of Education approves the Strategic Plan for 2025-2030.

B. Finance/Operations/Transportation

B.1. Payment of Bills

RESOLVED, that the Board of Education approves the payment of bills for the month of May 2025 in the amount of \$1,292,159.94.

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 April 2025.

WHEREAS, this report shows the following balances on April 30, 2025.

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	\$1,806,140.07		\$1,906,544.35
(10) General Current Expense		\$0.00	
(11) Current Expense		\$709,241.53	
(12) Capital Outlay		\$23,414.12	
(13) Special Schools		\$6,561.48	
(20) Special Revenue Fund	\$84,615.70	\$163,889.23	\$0.00
(30) Capital Projects Fund	\$3,390.12	\$163,958.95	\$315,288.46
(40) Debt Service Fund	\$0.00	\$0.00	\$0.00
TOTAL GOVERNMENTAL FUNDS	\$1,894,145.89	\$1,067,065.31	\$2,221,832.81
Wealth Mgmt - Capital Reserve	\$7,900,000.00		
Wealth Mgmt - Operating	\$3,000,000.00		
Wealth Mgmt - Capital Projects	\$2,692,000.00		
TOTAL WEALTH MANAGEMENT	\$13,592,000.00		
(62) Food Service Account	\$253,875.71	(\$376,439.52)	\$81,162.03

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 April 2025

RESOLVED, the Board of Education ratifies the attached 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.

B.4. Tax Payment Schedule for 2025-2026 School Year

RESOLVED, that the Board of Education approves the following tax payment schedule for 2025-2026 from the Township of Warren:

Tax Payment Schedule 2025-2026			
Tuesday, July 01, 2025	\$1,000,000	Friday, January 02, 2026	\$4,085,197
Tuesday, July 15, 2025	\$1,000,000	Monday, February 02, 2026	\$4,085,196
Monday, August 04, 2025	\$1,000,000	Monday, March 02, 2026	\$4,085,197
Monday, August 18, 2025	\$1,500,000	Wednesday, April 01, 2026	\$4,085,196
Tuesday, September 02, 2025	\$2,450,000	Friday, May 01, 2026	\$4,085,197
Monday, September 15, 2025	\$2,450,000	Monday, June 01, 2026	\$4,085,196
Wednesday, October 01, 2025	\$5,037,060		

Monday, November 03, 2025	\$5,037,060		
Monday, December 01, 2025	\$5,037,059		

- B.5. 2025-2026 Custodial Charges for Building Usage
RESOLVED, that the Board of Education approves the following rates for the billing of custodial charges for the groups that use our buildings:

Custodial Time	Amount
Straight time	\$35.00 per hour
Time and a half	\$52.50 per hour
Double time	\$70.00 per hour

- B.6. Sale and/or Disposition of Obsolete Textbooks
RESOLVED, that the Board of Education approves the sale and/or disposition of obsolete textbooks as determined by the Assistant Superintendent.

- B.7. 2025-2026 School Year Tuition Rates
RESOLVED, that the Board of Education approves the following as the 2025-2026 tuition rates.

Grades	Tuition Rates
Kindergarten	\$22,532
Grades 1-5	\$24,175
Grades 6-8	\$25,329

- B.8. Printer Purchase 2025-2026
RESOLVED that the Board of Education approves the following printer purchasing for the 2025-2026 school year:

Equipment	Cost
8 - Canon Imagerunner Advance Printers with PaperCut software (CS, WS, BOE and B&G)	\$60,675

- B.9. Woodland Parking Lot/Sidewalk Proposal Approval
RESOLVED, that the Board of Education approves an agreement with Parette Somjen Architect for architectural services on the Woodland Parking Lot/Sidewalk project not to exceed \$109,300.

C. Personnel/Student Services

- C.1. Employment for the 2025-2026 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	Location	Degree	Step	Salary	Effective Date	Tenure	Discussion
Nicole Mendez	School Psychologist	WO/CS	MA+30	14-16	\$96,098	August 26, 2025 through June 30, 2026	Yes	New Position
Gabrielle Alirangues	Multi-Duty Paraprofessional (32.5 Hours)	ALT	N/A	1	\$27,159	August 26, 2025 through June 30, 2026	No	Replacing Employee #3694

C.2. Substitute Maintenance

RESOLVED, that the Board of Education approves the following to be appointed as substitute maintenance staff for the 2024-2025 school year.

Name
Jonathan Hold
James Carbone

C.3 Long Term Substitute

RESOLVED, that the Board of Education approves the following Long Term Substitute:

Name	Dates	Employee #
Lindsey Dolan	May 8, 2025 through June 30, 2025	#3534

C.4. Employment Contract - Superintendent

RESOLVED, that the Board of Education hereby approves a contract of employment between the Warren Township Board of Education and Dr. Matthew Mingle as Superintendent of Schools for the period July 1, 2025 through June 30, 2030.

C.5. Employment Contract - Business Administrator

RESOLVED, that the Board of Education approves the contract of employment dated May 13, 2025 between the Warren Township Board of Education and Mr. Christopher Heagele for the position of Business Administrator for the period July 1, 2025 through June 30, 2026. A copy of this contract is on file at the Board of Education office.

C.6. Employment Contract - Assistant Superintendent

RESOLVED, that the Board of Education approves the contract of employment dated May 12, 2025 between the Warren Township Board of Education and Mr. William Kimmick for the position of Assistant Superintendent for the period July 1, 2025 through June 30, 2026. A copy of this contract is on file at the Board of Education office.

C.7. Employment Contract - Director of Operations

RESOLVED, that the Board of Education approves the contract of employment dated May 12, 2025 between the Warren Township Board of Education and Mr. Michael Pate for the position of Director of Operations for the period July 1, 2025 through June 30, 2026. A copy of this contract is on file at the Board of Education office.

- C.8. Employment Contract - Director of Special Services
RESOLVED, that the Board of Education approves the contract of employment dated May 12, 2025 between the Warren Township Board of Education and Mrs. Molly Lange for the position of Director of Special Services for the period July 1, 2025 through June 30, 2026. A copy of this contract is on file at the Board of Education office.

- C.9. Leave Request
RESOLVED, that the Board of Education approves the following leave requests:

Employee ID	Paid/Unpaid
#1217	FMLA - April 11, 2025 through May 6, 2025 (Paid)
#1291	Intermittent FMLA - March 13, 2025 once a week through April 8, 2025 (Paid) (This motion supersedes the previous motion approved on April 28, 2025)
#3872	Position Leave - May 8, 2025 through June 30, 2025
#3534	FMLA - February 4, 2025 through February 13, 2025 (AM) (Paid) FMLA - February 13, 2025 (PM) through April 4, 2025 (Unpaid) NJFLA - April 7, 2025 through June 30, 2025 (Unpaid) NJFLA - August 26, 2025 through September 5, 2025 (Unpaid) Extended Leave - September 8, 2025 through June 30, 2026 (Unpaid) (This motion supersedes the previous motion approved on February 24, 2025)

- C.10. Retirement/Resignation
RESOLVED, that the Board of Education approves the retirement/resignations of the following staff:

Name	Position	Location	Retirement/Resignation	Dates of Service
Tina Nguyen	Grade 4 Teacher	WO	Resignation	August 29, 2022 through June 30, 2025
Lindsey Dolan	1:1 Paraprofessional (32.5 Hours)	CS	Resignation	August 27, 2024 through June 30, 2025

- C.11. Approval to Create Positions
RESOLVED, that the Board of Education hereby approves the creation of the following positions for 2024-2025 school year:

Location	Position	Full-Time Equivalent
CS	1:1 Paraprofessional (32.5 Hours)	1.0

- C.12. Approval to Create Positions
RESOLVED, that the Board of Education hereby approves the creation of the following positions for 2025-2026 school year:

Location	Position	Full-Time Equivalent
WMS	Mandarin	1.0
WMS	Multi-Duty Paraprofessional	0.75
ALT	BCBA	0.5

- C.13. Approval to Abolish Positions
RESOLVED, that the Board of Education hereby approves the abolishment of the following positions for 2025-2026 school year:

Location	Position	Full-Time Equivalent
WMS	Mandarin	0.6
WMS	Math Intervention	0.4
WMS	Multi-Duty Paraprofessional	0.5
MTH	BCBA	0.5

- C.14. Appointment of WTAA and WTEA-eligible Staff 2025-2026 School Year
RESOLVED, that the Board of Education approves the list of WTAA and WTEA-eligible staff employment, dated May 8, 2025, for the 2025-2026 school year.
- C.15. Appointment of Unaffiliated Staff 2025-2026 School Year
RESOLVED, that the Board of Education approves the list of unaffiliated staff employment, dated May 8, 2025, for the 2025-2026 school year.
- C.16. Home Instruction - District Teaching Staff
RESOLVED, that the Board of Education approves all district certificated teachers, certificated substitutes and paraprofessionals who have a teaching certificate, to be appointed as home instructors for the 2025-2026 school year.
- C.17. Appointment of Summer Fun 2025 Staff
RESOLVED, that the Board of Education approves the list of Summer Fun 2025 staff, dated May 8, 2025.
- C.18. 2025-2026 Summer Custodians
RESOLVED, that the Board of Education approves custodians at their 2025-2026 hourly rate, as needed during the Summer 2025 for custodial department needs.
- C.19. 2025-2026 Summer Transportation Staff
RESOLVED, that the Board of Education approves transportation drivers and monitors at their 2025-2026 hourly rate, as needed during the Summer 2025 for transportation department needs (student transport and mail).
- C.20. Warren Middle School Staff Additional Hours Summer 2025
RESOLVED, that the Board of Education approves the following Middle School staff to work three extra days this summer, at the employee's per diem rate, as noted below:

Name	Position	Amount
Jenna Rotella	Guidance Counselor	Not to exceed \$1,046

		(By June 30, 2025)
Helen Scully	Guidance Counselor	Not to exceed \$1633 (By June 30, 2025)
Lauren Systo	Guidance Counselor	Not to exceed \$1392 (By June 30, 2025)
Lisa Lontai	School Nurse	Not to exceed \$1,660 (By August 22, 2025)

- C.21. Multi-Duty Paraprofessional Extended Work Schedule Summer 2025
RESOLVED, that the Board of Education approves an extended work schedule, to a maximum of five days total per school during Summer 2025, at the employee's per diem rate, as follows:

Name	Position	School	Amount
Carmella Motyczka	Multi-Duty Paraprofessional	CS	Not to exceed \$980
Maureen Holland	Multi-Duty Paraprofessional	MTH	Not to exceed \$855
Susan Francione	Multi-Duty Paraprofessional	WS	Not to exceed \$872
Gabrielle Alirangues	Multi-Duty Paraprofessional	ALT	Not to exceed \$734

- C.22. Summer Work - Special Services Department
RESOLVED, that the Board of Education approves district staff to conduct summer evaluations, therapy hours (in-district), scheduling and IEP meetings at a cost not to exceed \$96,000.

- C.23. Merit Goal Payment - School Business Administrator
RESOLVED, that the Board of Education approves the completion of the following 2023-2024 merit goals and subsequent merit goal completion payment for School Business Administrator Mr. Christopher Heagele as follows:

Criteria	Status	Merit Bonus Amount
Maintain programs to generate new district revenue in the amount of \$120,000 between July 1, 2023 and June 30, 2024.	X - Achieved - Partially Achieved - Not Achieved	2.5 % - \$4,301.54

- C.24. Transfer/Change in Assignment
RESOLVED, that the Board of Education approves the transfer/change in assignment of the following district staff:

Name	Position	Effective Date	From	To	Base Salary	Stipend	Total Salary	Notes
Jennifer Guarino*	1:1 Paraprofessional (32.5 hours)	April 28, 2025 through June 30, 2025	WS	ALT	\$29,884	\$2,000	\$31,884	N/A

Nancy Dastj**	Leave Replacement 1:1 Paraprofessional (32.5 Hours)	May 8, 2025 through June 30, 2025	CS	CS	\$33,811	\$2,000	\$35,811	Replacing Employee #3872
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*(This motion supersedes the previous motion approved on April 28, 2025)

** (This motion supersedes the previous motion approved on January 27, 2025)

C.25. Sidebar - Employees #3650 and #3913

RESOLVED, that the Board of Education approves the sidebar agreement between the Warren Township Board of Education and the Warren Township Education Association regarding employee #3650 and employee #3913.

C.26. Job Description

RESOLVED, that the Board of Education adopts the following new job description:

Position
Confidential Executive Assistant to the Superintendent

XV. Unfinished Business

XVI. New Business

XVII. Public Commentary (any topic)

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;
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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.

XVIII. 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 involving the purchase, lease, or acquisition of real property with public funds

Action will not 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.

XIX. 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.

2024-2025 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. Strategic Plan
 - a. Adopt a strategic plan for the years 2025-2030.

2024-2025 Board Goals

1. Comply with Board norms and represent the Board at school and community events.
2. Draft communications/messaging strategies for key community topics (eg., enrollment growth, strategic planning, referendum).
3. Support the implementation of year five strategic plan priorities and adopt a new five-year strategic plan.