

# WARREN HILLS REGIONAL BOARD OF EDUCATION

October 15, 2019

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mr. Christopher Hamler, President

B. Roll Call - Mrs. Donnamarie Palmiere, Business Administrator

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Sam Knutson, Christine Pi, Christopher Cannavo, Lisa Marshall, Corey Piasecki, Christopher Hamler, Paula Merrill (arrived at 6:50 pm), and Eric Walls. Also present were Earl Clymer, Donnamarie Palmiere, and Dennis Mack.

C. Executive Session- 6:30 p.m.

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.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

- 1) *Matters rendered confidential by Federal Law, State Law, or Court Rule*
- 2) *Pending Litigation*
- 3) *Personnel Matters*

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

Motion by Mr. Cannavo and seconded by Mrs. Marshall to enter into Executive Session at 6:31 p.m. with full board consent.

D. Reconvene: 7:00 p.m.

Motion by Mr. Piasecki and seconded by Mr. Cannavo to go into open session at 6:55 p.m. with full board consent.

President's Announcement: Adequate notice of this meeting in accordance with the Open Public Meeting Act has been given by posting one copy of a Notice of Meeting in the Warren Hills Regional Board of Education Office, by mailing copies to *The Express-Times*, *Warren-Reporter*, *Newark Star-Ledger* and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Our Mission Statement

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment by providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

E. Motion by Mr. Piasecki and seconded by Mrs. Marshall to approve the Minutes of the September 24, 2019, Regular and Executive Session meetings.

MOTION: Corey Piasecki		SECOND: Lisa Marshall		
Name	Ayes	Naves	Abstain	Absent
Joseph Bodenschatz			X	
Christopher Cannavo	X			
Sam Knutson	X			
Lisa Marshall	X			
Paula Merrill	X			
Christine Pi	X			
Eric Walls			X	
Corey Piasecki	X			
Christopher Hamler	X			

F. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools

G. Superintendent’s Report – Earl C. Clymer, III

- HS Peer Leaders Presentation - Red Ribbon Respect Week Summary
- HIB Self-Assessment Report – Anti-Bullying Bill of Rights Requirement and Student Safety Data System Report
- ELA and Mathematics Cluster Articulation Meeting Summary

Mr. Clymer presented the following

**Discipline/Suspension Reports: 9/01/19 - 9/30/19**

MS - ISD - 0 OSS - 1

HS - ISD - 4 OSS - 3

Mr. Clymer then introduced Middle School Student Council student, Olivia Raia who presented the following:

- Week of respect was held the week of October 7<sup>th</sup>. Various activities designed to promote respect, tolerance caring, and acceptance were planned and facilitated by the Student Assistance Counselor, Mrs. Tyburczy and the Middle and High School Peer Leaders.
- Middle School Peer Leaders visited Mansfield Elementary School and shared anti-bullying message with icebreakers and activities promoting teamwork.
- The Student Council/Builders Club co-sponsored the annual Kickoff Festival that was held after school on October 4<sup>th</sup>. The Kickoff enabled new 7<sup>th</sup> grader students to meet new people and allowed the 8<sup>th</sup> grade students to reconnect with friends.

Mr. Clymer then presented the following WHHS happenings:

- Congratulations to the WHHS Band and Color Guard who took back to back first place in all captions at the past two competitions at Phillipsburg and Lenape Valley.
- Field Hockey will be competing on Saturday October 19, 2019 against Voorhees High School at 3:00 p.m. at Hackettstown.
- Congratulations for Jordan Haytaian who is a Semi-Finalist for the National Merit Scholarship.

Mrs. Giamoni & Peer Leaders presented on the Week of Respect

- Over 200 9<sup>th</sup> and 10<sup>th</sup> graders were recruited to join Peer Leaders
- Peer discussion groups
- TIPS Training

Mr. Mack shared the annual report HIB Self-Assessment & Mr. Clymer presented the Student Data System report

- The best score to receive is 78 and the score in both Warren Hills High School and Warren Hills Middle School is 74. This information will be placed on our website.

Mr. Clymer then shared the following safety report:

MS – 20 total (13 HIBs, 4 fights, 2 threats and 1 substance abuse)

HS – 45 total (5 HIBs, 3 assaults, 6 threats, 19 substance abuse, 3 under sexual, 6 fights, 1 theft, 1 damage to property and 1 weapon)

Mr. Clymer also shared the following:

District goals for Goal 2:

Vertical cluster articulation

- Math
- Current Curriculum evaluated
- English LA
- PARCC Rubric
- Evidence Statement
- NJDOE Digital items bank for practice
- Student ability to transfer reading skills to Social Studies

District goals for Goal 1:

October 14, 2019 – In Service Day

- Faculty members attended various professional development offsite as well as in district
- IXL training
- Purchasing Training by Jim Shoop
- PLC Team Time/SCO

- 1:1 Technology Challenge

#### H. Presenter(s)

#### I. Goals:

##### **Warren Hills Board of Education District Goals for 2019-20**

1. Implement and support strategies to improve student achievement for ALL students, including but not limited to, Advanced Placement, Vocational Education, Gifted & Talented, General Education and Special Education through course offerings, the 1:1 technology initiative, and enhanced PLCs.
2. Continue vertical articulation within the WHRSD cluster with a focus on increased achievement for students in grades 6-9.
3. Ensure effective implementation of Phases II & III of the Future Ready Schools initiative.

##### **Warren Hills Board of Education Board Goals for 2019-20**

1. Utilize resources to ensure the support of District Goals.
2. Recognize student achievement through student presentations at Board meetings.
3. Work towards building optimal Board communication and trust.

#### J. Committee Reports

##### Personnel & Student Activities– Mr. Bodenschatz

- QSAC reviewed
- Leave of Absences
- Workman's Comp

##### Finance, Facilities & Transportation– Mrs. Merrill

- Project updates
  - Excel Building
  - Security Office
  - Turf Field
- QSAC Financial Review
- Facilities Checklist
- Budget Timelines
- Audit completed
- Surplus
- Cafeteria Surplus
- After school bus run

Ed & Policy - Mr. Piasecki

- Policy 5600 – student safety data system
- QSAC
- School Nursing Plan
- Bell Schedule
- Transportation- Two bus stop decisions

**K. Old Business**

**L. New Business** – Mrs. Marshall suggested a protocol for review of textbooks prior to purchase.

**M. Public Comment** – concerning action items.

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy. Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

None.

**N. ACTION ITEMS**

**I. PERSONNEL**

Motion by Mr. Cannavo and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3** as described below:

\*1. Motion to approve/accept the following appointments / resignations / retirements as recommended by the Superintendent:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Lorraine Morris	Accept	LDTC	\$87,585.00	Middle School	7/1/20	7/1/20	Retirement
2	Joanne Durham	Amend	Accountant	\$67,021.00	District	7/1/20	7/1/20	Amend Retirement Date
3	Fernando Torres	Accept	Part-time Custodian	\$14.50/hour	Middle School	10/4/19	10/4/19	Resignation
4	Stephen Jost	Approve	Assistant Boys Basketball Coach	\$7,260.00	High School	10/4/19	3/15/20	Tier II, Step 4
5	David Lance	Approve	Assistant Boys Basketball Coach	\$5,148.00	High School	11/4/19	3/15/20	Tier II, Step 2
6	Jodi Longo	Approve	Boys Basketball Coach	\$5,733.00	Middle School	11/4/19	3/15/20	Tier II, Step 4
7	Renee Smola	Approve	Health/PE Teacher	\$15,272.51, prorated	Middle School	10/1/19	On or about 11/6/19	6 <sup>th</sup> class coverage
8	Michael Arminio	Approve	Guidance Counselor	\$845.19/pay	High School	10/7/19	On or about 1/6/20	Family leave coverage
9	Christal Barr	Approve	Guidance Counselor	\$1,024.25/pay	High School	10/7/19	On or about 1/6/20	Family leave coverage
10	Catherine O'Neal	Approve	Guidance Counselor	\$1,170.75/pay	High School	10/7/19	On or about 1/6/20	Family leave coverage
11	Kristina Hartman	Approve	Guidance Counselor	\$761.81/pay	High School	10/7/19	On or about 1/6/20	Family leave coverage
12	Jennifer Cagnassola	Approve	Art Choreographer	\$2,900.00	High School	Spring Musical	Spring Musical	Tier 4
13	Heather Wight	Approve	SAT Testing Center Supervisor	\$1,000.00 Stipend	High School	10/16/19	6/30/19	Stipend includes - 4 sessions
14	Danielle Miksch	Approve	Tutoring Coordinator	\$45.00/hour	High School	9/25/19	5/30/20	After school Tuesdays & Thursdays – not to exceed 2 coordinators per session
15	Sandra Young	Approve	Tutoring Coordinator	\$45.00/hour	High School	9/25/19	5/30/20	After school Tuesdays & Thursdays – not to exceed 2 coordinators per session
16	Diane DeVivo	Approve	Tutoring Coordinator	\$45.00/hour	High School	9/25/19	5/30/20	After school Tuesdays & Thursdays – not to exceed 2 coordinators per session
17	Rebecca Kraeutler	Approve	Substitute Nurse	\$125.00/day	High School	10/16/19	6/30/20	All paperwork complete & on file

\*2. Motion to approve the following medical leave of absence:

Code No.	Employee	Reason	Position	Location	Leave Start Date	Paid Days to be used	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1	52982071	Family Leave	Guidance Counselor	High School	10/7/19	N/A	10/7/19	10/7/19	N/A	On or about 1/6/20	Family Leave
2	98206238	Amend Family Leave	Teacher	High School	10/15/19	N/A	10/15/19	10/15/19	N/A	On or about 11/6/19	Amend 9/24/19 bd motion I. Personnel, #4, Code 2

\*3. Motion to approve the following observations/internships/volunteers:

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/Stipend	Location	Date Effective	Date Terminated	Discussion
1	Linda Leidner	Volunteer	N/A	N/A	High School	10/16/19	6/30/20	FFA Events/Trips
2	Dorcas Parr	Volunteer	N/A	N/A	High School	10/16/19	6/30/20	FFA Events/Trips
3	Samuel DiCosmo	Observations	N/A	N/A	High School	10/16/19	Upon completion	County College of Morris student under the direction of Mr. Kavcak
4	Taylor Stephanie	Observations	N/A	N/A	High School	10/16/19	Upon Completion	Under the direction of Mr. Kavcak
5	Megan Ordemann	Observations	N/A	N/A	High School	10/16/19	Upon Completion	Under the direction of Gina Regan

MOTION: Christopher Cannavo		SECOND: Corey Piasecki		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Lisa Marshall	X			
Paula Merrill	X			
Sam Knutson	X			
Corey Piasecki	X			
Christopher Hamler	X			

## II. EDUCATION AND POLICY

Motion by Mr. Piasecki and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.11**, as described below:

\*1. Motion to accept the annual Student Safety & Data System Report for the school year 2018-2019 as reported by the Superintendent.

\*2. Motion to approve the Warren Hills Regional High School and Middle School revised bell schedules for the 2020-2021 school year.

\*3. Motion to approve the **second and final reading** of the following policy and regulation for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- 1642 P&R** Earned Sick Leave Law
- 2361 P&R** Acceptable Use of Computer Network-Computers and Resources
- 3159** Teaching Staff Member/School District Reporting Responsibilities
- 3218 P&R** Use, Possession, or Distribution of Substances
- 4218 P&R** Use, Possession, or Distribution of Substances
- 4219** Commercial Driver’s License Controlled Substance & Alcohol Use Testing
- 5701 Regulations** Academic Integrity/Plagiarism
- 6112 P&R** Reimbursement of Federal and Other Grant Expenditures
- 7440 P&R** School District Security
- 8630** Bus Driver/Bus Aide Responsibility
- 8630 Regs** Emergency School Bus Procedures
- 8670** Transportation of Special Needs Students
- 9210** Parent Organizations
- 9400** Media Relations

\*4. Motion to approve the **first reading** of the following revised policy for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- 5600** Student Discipline / Code of Conduct

\*5. Motion to affirm the administrative decision regarding the following HIB cases:

- MS – 19-20 – 003
- HS - 19-20 – None

\*6. Motion to approve the *School Self-Assessment Program* to Determine Grades under the *Anti-Bullying Bill of Rights Act* and to submit the grades to the NJDOE.

\*7. Motion to approve the Nursing Services Plan for the 2019-2020 school year as per N.J.A.C. 6A:16-2.18(B).

\*8. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Sharon Fretz, Susan Rader & Adam Slack	Outdoors Unlimited Club to overnight ski trip	Substitute – 1	\$450/student



Code	Requested by:	Trip	Board of Education Cost	Discussion
2	Cheryl Yanoff, Nicole Bayer & Michele McGann	AU MD classes for Community Based Instruction	Transportation	N/A
3	Mary Ann McKinney, Andrew Oakley & Geneieve deBoer	Newspaper Staff & Yearbook Club to Annual Press Day Conference	Substitute	\$30/student + lunch money
4	Nicole Silvis, John Heine, Hope Ranalli & LeeAnn Kubbishun	MS 7 <sup>th</sup> & 8 <sup>th</sup> ALC students incentive trip	N/A	Curriculum
5	Hope Ranalli, Nicole Silvis, John Heine & LeeAnn Kubbishun	7 <sup>th</sup> & 8 <sup>th</sup> Grade Alternative for completion of Science Project	1 Substitute for 2 blocks	Curriculum
6	Barbara Russo, Amanda Best, Elena Tuxhorn & Maria Nunez	WHRMS Chorus & Drama Clubs to work with professional music director & see Broadway show	Substitutes	\$155/student
7	Deana Marie Turner & Alison Frey	DECA Students to NYC Financial District	Substitutes	\$30/student

**\*9. Motion to approve the following travel and conference request:**

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Adam Slack	NJTEEA Conference	Trenton, NJ	\$150 Registration + Mileage	October 18, 2019
2	Margaret Devine	National Council of Teachers of English	Baltimore, MD	\$275 Registration + lodging, mileage & incidentals	November 21-24, 2019
3	David Sbriscia, Zachary Fisher & Michael Arminio	Wrestling Coaches Clinic	Rutgers University	\$70 Registration each + Mileage	October 25, 2019
4	Keith Dennison	National Council of Teachers of English Conference	Baltimore, MD	\$430 Registration + lodging, mileage & incidentals	November 21 – 24, 2019 – Title II funded
5	Toni Manfra	National Council of Teachers of English Conference	Baltimore, MD	\$360 Registration + lodging, mileage & incidentals	November 21-24, 2019 – Title II funded
6	Gina Legora, Courtney Hoffman & Toni Manfra	Google Classroom to Enhance Instruction	Bethlehem, PA	\$279 Registration each + Substitute & Mileage	December 19, 2019 – Title II funded
7	Various Administrators	Leadership for Excellence and Equity Workshop	Allamuchy, NJ	Mileage	10/28, 11/18 & 12/9/19 1/10, 2/11, 3/24 & 4/3/20

\*10. Motion to approve the following resolution for school bus emergency evacuation drills pursuant to the New Jersey Administrative Code (N.J.A.C. 6A:27-11.2):

**WHEREAS**, school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and;

**WHEREAS**, the school bus driver and bus aide shall participate in the emergency exit drills, and;

**WHEREAS**, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity, and;

**WHEREAS**, drills shall be documented in the minutes of the local Board of Education at the first board meeting following the completion of the emergency exit drill;

So be it resolved that the Board of Education acknowledges that a school bus emergency evacuation drill was held on September 24, 2019 between 7:15 a.m. – 7:30 a.m. at the Warren Hills Regional Middle and High Schools. This drill was supervised by Robert Cacchio, Warren Hills Regional Middle School Assistant Principal, and Susan Rader, Warren Hills Regional High School Assistant Principal, and included the following bus routes: GST bus routes 1, 2, 5, 11, 17, 18, 19, 35, 40, 61, 62; Snyder Bus routes Sh2, Sh3, Sh4, Sh6, Sh7, 1, 2, 3, 4, 6, 7, 9, 12, 13, 14AB, 15AB, 16, 20, 21, 22, 23, and 25SP, 26 & 27; Krapf Bus routes WH10, WH29 & WH8.

\*11. Motion to approve the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA) for the 2019-2020 school year to the New Jersey Department of Education.

MOTION: Corey Piasecki		SECOND: Christopher Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Corey Piasecki	X			
Lisa Marshall	X	#2		
Christopher Cannavo	X			
Joseph Bodenschatz	X			
Sam Knutson	X			
Paula Merrill	X	#2	#5 (HIB)	
Christine Pi	X			
Eric Walls	X			
Christopher Hamler	X			

### III. BUDGET AND FINANCE

Motion by Mrs. Merrill and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.17** as described below:

\*1. The Warren Hills Regional Board of Education approves the August, 2019 Board Secretary and Treasurer’s Report as follows:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c)3, does hereby certify that as of the date of this report, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a);

BE IT FURTHER RESOLVED that the Warren Hills Regional Board of Education accepts the monthly financial report of the Secretary and the Treasurer for the month of August, 2019; in compliance with N.J.A.C. 6A:23A-16.10(c)4, that the Board of Education certifies that no major account has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b), and that as of this report sufficient funds are available to meet the District's financial obligation for the remainder of the year.

\*2. Motion to approve the bill list for the period September 25, 2019 through October 15, 2019 in the amount of \$3,331,370.64.

\*3. Motion to approve transfers in the amount of \$84,401.75 for the month of August, 2019.

\*4. Motion to approve Homebound Instruction Agreement with Silvergate Prep for Student #9621461478, commencing September 26, 2019, and continuing until further notice, in the amount of \$41.00 per hour for a total of 10 hours per week.

\*5. Motion to approve Homebound Instruction Agreement with Silvergate Prep for Student #8816935864, commencing October 7, 2019 and continuing for up to 30 days, in the amount of \$41.00 per hour for a total of 10 hours per week.

\*6. Motion to approve Home/Bedside Instruction Agreement with Saint Clare's Hospital for Student #7099573002, commencing October 9, 2019, and continuing until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

\*7. Motion to approve a contract with Garden State AAC Specialists, LLC for speech related services for student #2438285957 on home instruction for the 2019-2020 school year as needed.

\*8. Motion to approve Somerset County Educational Services Commission to provide educational instruction services for Student #3215467566 while at Carrier Clinic, from July 1, 2019 to July 30, 2019, in the amount of \$74.00 per hour.

\*9. Motion to approve Professional Education Services, Inc. to provide educational instruction services for Student #2158802789 currently at High Focus Centers of Branchburg, commencing September 8, 2019, and continuing until further notice, in the amount of at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

\*10. Motion to approve a Joint Transportation Agreement with Jackson Township School District to transport student #7972967651 for the 2019-2020 school year in the amount of \$345.60.

\*11. Motion to approve Westchester Environmental to perform an asbestos inspection report for the Excel building at a cost of \$7,050.

\*12. Motion to approve the 2020-2021 Budget Calendar.

\*13. Motion to approve VSLandata to perform a civil survey through DRG Architect at a cost of \$7,500.

\*14. Motion to approve an additional fee of \$15,000 to DRG Architects for the re-bid of the Security Office.

\*15. Motion to withdraw \$209,000 from Capital Reserve for the High School Security Station.

\*16. Motion to accept, with gratitude, a donation of \$400.00 from Friends of the Blue Streaks for upcoming bonfire, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

\*17. Motion to accept, with gratitude, a donation of \$200.00 from Warren Hills Regional Class of 1969 for bench at athletic stadium, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

MOTION: Paula Merrill		SECOND: Corey Piasecki		
Name	Ayes	Nayes	Abstain	Absent
Paula Merrill	X		#2	
Sam Knutson	X		Bill #05166 & #05167	
Corey Piasecki	X			
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Lisa Marshall	X		#6 and Bill #051711	
Christine Pi	X			
Eric Walls	X			
Christopher Hamler	X			

**O. Public Comment**

Sherry Anderson - Tissues

**P. Adjournment**

Motion by Mr. Cannavo and seconded by Mrs. Merrill to adjourn at 7:55 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere  
Business Admin./Bd. Secretary

cz