

WARREN HILLS REGIONAL BOARD OF EDUCATION

October 30, 2018

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order

The meeting was called to order by Mrs. Lisa Marshall, President

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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Christopher Cannavo, Jennifer Knittel, Lisa Marshall, Paula Merrill, Corey Piasecki, Eric Walls and Richard Young (arrived at 6:40). Also present were Earl Clymer, Donnamarie Palmiere, Dennis Mack, Dawn Moore. Nathanya Simon was present for Executive Session.

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

Motion by Mr. Cannavo and seconded by Mr. Piasecki to go into Executive Session at 6:30 p.m. with full board consent.

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*
- 4) *Student 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.

D. Reconvene: 7:27 p.m.

Motion by Mrs. Knittel and seconded by Mr. Cannavo to go into open session at 7:27 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. Merrill to approve the Minutes of the October 9, 2018, Regular and Executive Session meetings.

MOTION: Corey Piasecki		SECOND: Paula Merrill		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler				X
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Eric Walls	X			
Richard Young			X	

F. Communications – Mrs. Donnamarie Palmiere, Business Administrator

None

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

Mr. Clymer welcomed the Middle School Reporters who shared the following:

- October 12, 2018 speaker Michael Falon’s message of tolerance, acceptance and anti-bullying.
- Spirit Week
- Red Ribbon Week
- Bake Sale for PINK

A video created by High School students called “The Streaks, Have You Heard?”, was shown portraying the various club activities that took place during the month.

H. Presenter(s)

Mrs. Clymer presented the EVVRS summary.

Board Members reported on the various sessions attended at the October 2018 School Board Workshops. Some of the many workshops attended include:

- Board President: Are You Leading or Managing?

- From “Robert’s Rules” to “Robert Rules!”
- Changing the Culture of Your Board
- Music Across the Disciplines
- Rock and Roll Forever Foundation
- Education for the Fourth Industrial Revolution: Perspectives from K-12, Higher Education, and NJ’s STEM and Business Leaders
- The Grass is Greener with Grants
- Engaging Students Through The Arts
- 21st Century Middle School Science
- Preparing Students for the Careers of Tomorrow
- Sexual Harassment: It’s Not the 1950’s Anymore (or 2010 Either)
- The Board’s Role? The Superintendent’s Role? Who Does What
- Models for Concurrent College Enrollment
- Governance Trainings

I. Goals:

Warren Hills Regional School District Goals for 2018-2019 School Year

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, 1:1 technology initiative and enhanced PLCs.
2. Improve communication and involvement with the community at-large regarding district initiatives and events.
3. Ensure effective fiscal efficiency for the district through the budget development process.

Warren Hills Regional Board of Education Goals for 2018-2019 School Year

1. Support fiscal sustainability for the district budget through the budget development process.
2. Become a Certified Board – improve understanding of financial operations for all members.
3. Increase student presentations at Board of Education meetings.

J. Committee Reports

Budget and Finance – Mrs. Knittel reported that the Finance Committee met and reviewed the budget calendar, actuals vs budget and transfers.

B&G – did not meet

Education & Policy met on October 30, 2018

Math & Science – Heather Apple presented the following:

- Science sequences
- Program of Study

Personnel – Reviewed eleven job descriptions

Student Activities & Transportation

Mrs. Merrill reported that the committee met with Mr. Jones and reviewed a list of clubs and sports and also discussed:

- School Store
- Freshman Sports
- Swimming number is 80
- Outside group use of facilities
- New and old wrestling mats
- Booster Club
- Equipment Inventory (5 yr uniform replacement)
- Unified Sports
- Volleyball

Bon fire on October 26, 2018

Technology – did not meet

Wall of Fame – Mr. Cannavo reported that the committee met on October 10, 2018.

Discussed applications and the reopening of applications for students that only play 1 sport

The next meeting is scheduled for November 5, 2018.

K. Old Business

- Committee Discussions

L. New Business

None

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. Piasecki and seconded by Mrs. Knittel to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3**, as described below:

The Superintendent of Schools recommends action on the following:

*1. Motion to approve/accept the following appointments / resignations / retirements:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Robert Kovacs	Accept	Security Personnel	\$36,235	High School	11/1/18	11/1/18	Retirement
2	Steven Andoldi	Approve	Security Personnel	\$30,635, prorated	High School	11/1/18	6/30/19	Step 2 – will remain on step – Replaces Robert Kovacs- All paperwork complete and on file
3	Crystal Gonzalez	Approve	Paraprofessional – Tuition Student Washington Borough	\$23.94/hour	Middle School	11/2/18	6/30/19	Pending receipt of all paperwork - Part-time, will remain on step, not to exceed 29 hours per week
4	Brielle Sigafos	Approve	Paraprofessional – Tuition Student Washington Borough	\$22.42/hour	Middle School	11/2/18	6/30/19	Pending receipt of all paperwork - Part-time, will remain on step, not to exceed 29 hours per week
5	Jessica Bardello	Approve	Paraprofessional	\$23.94/hour	Middle School	10/31/18	6/30/19	Pending receipt of all paperwork - Part-time, will remain on step, not to exceed 29 hours per week
6	Kristyn Sbriscia	Approve	School Nurse	\$45.00/hour	High School	7/25/18	8/24/18	Summer hours – 15 hours

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
7	Amanda Best	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
8	Brigitte Burstein	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
9	Renee Smola	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
10	Elizabeth McKeown	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
11	Julia Henning	Approve	Streak Nation / Glamour Girls Advisor	\$3,500.00, prorated	High School	10/31/18	6/30/18	N/A
12	Jodi Longo	Approve	Boys Basketball Coach	\$5,733.00	Middle School	Start of Season	End of Season	Tier 2, Step 4
13	Jennifer Cavo	Approve	Assistant Swimming Coach	\$5,444.00	High School	Start of Season	End of Season	Tier 3, Step 3
14	Geri McKelvey	Approve	Intramural Bowling Coach	\$30.00/hour	Middle School	Start of Season	End of Season	Not to exceed 50 hours
15	Jennifer (SP) Cassagnola	Approve	Choreographer – Drama Club	\$2,900.00 /production	High School	Start of Season	End of Season	Fall & Spring Sessions
16	Geri McKelvey	Approve	Testing Coordinator	\$5,000.00	Middle School	10/31/18	6/30/19	PARCC & NJ Student Learning Assessment
17	Jodi Longo	Approve	Home Instructor	\$41.00/hour	High School	10/31/18	6/30/19	Drivers Education, Health & Physical Education
18	Cynthia Bamford	Approve	Home Instructor	\$41.00/hour	High School	10/31/18	6/30/19	Special Education
19	Nicole Dehrone	Approve	Substitute Teacher	\$85.00/day	District	11/1/18	6/30/19	All paperwork complete & on file
20	Joseph Greenwood	Approve	Substitute Teacher	\$85.00/day	District	11/1/18	6/30/19	All paperwork complete & on file
21	Nicholas Naumann	Approve	Substitute Teacher	\$85.00/day	District	11/1/18	6/30/19	All paperwork complete & on file
22	Matthew Beaman	Approve	Substitute Custodian	\$14.50/hour	District	11/1/18	6/30/19	All paperwork complete & on file
23	James Hildabrandt	Approve	Substitute Custodian	\$14.50/hour	District	11/1/18	6/30/19	Pending receipt of background check & P.L. 2018, c. 5

*2. 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	Sean Graham	Observation Hours	N/A	N/A	Middle School	10/31/18	Upon completion	Centenary University student under the direction of Mr. Remondelli

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/Stipend	Location	Date Effective	Date Terminated	Discussion
2	Maxinne Spann	Observation Hours	N/A	N/A	High School	10/31/18	Upon Completion	Centenary University student under the direction of Mr. Kavcak
3	Anthony Bonelli & Alexander Annan	Volunteer Personal Aide	N/A	N/A	High School	Start of Season	End of Season	HS Girls' Basketball – All paperwork complete & on file
4	Candace Lamour	Volunteer Cheerleading	N/A	N/A	High School	10/31/18	End of Season	Background complete & on file
5	Kimberly Moreno	Volunteer Cheerleading	N/A	N/A	High School	10/31/18	End of Season	Pending receipt of background check

*3. Motion to approve the following job descriptions as recommended by the Superintendent and Personnel Committee:

- A. Guidance Counselor
- B. Affirmative Action Officer
- C. Student Assistance Coordinator [SAC]
- D. Speech-Language Specialist
- E. School Social Worker
- F. School Psychologist
- G. Learning Disabilities Teacher Consultant
- H. School Nurse
- I. School Anti-Bullying Specialist
- J. District Anti-Bullying Coordinator
- K. Director of Athletics and Student Activities

Mr. Cannavo asked why there is no difference between middle school and high school testing stipends.

MOTION: Corey Piasecki		SECOND: Jennifer Knittel		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler				X
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Eric Walls	X			
Richard Young	X			

II. Education and Policy

Motion by Mrs. Piasecki and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.5**, as described below:

*1. Motion to accept the annual Vandalism & Violence Report for the school year 2017-2018 as reported by the Superintendent.

*2. 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:

5330.04 Administering An Opioid Antidote

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

MS – 18-19 – 004 & 005

HS - 18-19 – None

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Laura Muroski	8 th Grade Class Students – Math & Science Day @ Dorney Park	Substitute & Nurse	\$65.00 student cost – Ticket and transportation
2	LeeAnn Kubbishun	8 th Grade students to visit Warren Tech in a.m.	N/A	Warren Tech pays transportation
3	Cynthia Bamford	MD/AU classes for life skills	Transportation + Substitutes	N/A

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Susan Rader	Outdoors Unlimited [Ski] Club to overnight trip	Okemo Mountain	N/A	Volunteer Chaperone
2	Rebecca Billera, LeeAnn Kubbishun & Christine Tyburczy	Cyber Bullying & Social Media	West Orange, NJ	\$75.00 Registration each + Mileage	December 6, 2018
3	Vittoria Busardo	AP Studio Art Workshop	Colts Neck, NJ	\$235.00 Registration + Mileage	November 9, 2018
4	Mary Kaye Bartek, Cynthia Laws & Theresa Chapman	Professional Learning Communities Summit	San Antonio, TX	Title II funds	December 11 – 14, 2018 – As approved by the Executive County Superintendent

MOTION: Corey Piasecki		SECOND: Christopher Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler				X
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Eric Walls	X			

Richard Young	X			
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III. BUDGET AND FINANCE

Motion by Mrs. Merrill and seconded by Mr. Cannavo 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 revised July, 2018 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 revised monthly financial report of the Secretary and the Treasurer for the month of July, 2018; 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. The Warren Hills Regional Board of Education approves the revised August, 2018 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 revised monthly financial report of the Secretary and the Treasurer for the month of August, 2018; 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.

*3. The Warren Hills Regional Board of Education approves the September, 2018 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 September, 2018; 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.

*4. Motion to approve the bill list for the period September 1, 2018 through September 30, 2018, including September, 2018 payrolls, in the amount of \$3,420,772.88.

*5. Motion to approve the bill list for the period October 1, 2018 through October 30, 2018, including October 15, 2018 payroll, in the amount of \$2,314,008.50.

*6. Motion to approve the cafeteria bill list for the period July 1, 2018 through September 30, 2018 in the amount of \$12,054.37.

*7. Motion to approve transfers in the amount of \$81,110.00 for the month of September, 2018.

*8. Motion to approve the 2019-2020 Budget Calendar.

*9. Motion to approve Professional Education Services, Inc. to provide educational instruction services for Student #1237361432 currently at High Focus Centers of Branchburg, commencing October 3, 2018 and continuing until further notice, at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

*10. Motion to approve a part-time tuition contract with Hunterdon County Polytech for Student #2020436 for the 2018-2019 school year in the amount of \$5,774.00. (For an animal science program not offered at Warren County Vocational Technical School)

*11. Motion to approve a Tuition Contract with Washington Borough School District to accept Student #9124718805 into the MD Program at the middle school beginning November 5, 2018 for the 2018-2019 School Year Program, in the amount of \$38,756, prorated, plus a 1:1 aide.

*12. Motion to approve Home/Bedside Instruction Agreement with St. Clare's Hospital for Student #8019609772, commencing October 11, 2018, and continuing until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

*13. Motion to approve Homebound Instruction Agreement with Silvergate Prep for Student #7677400749, commencing October 18, 2018, and continuing until further notice, in the amount of \$41.00 per hour for a total of 5 hours per week.

*14. Motion to accept \$3,000.00 from SAIF, School Alliance Insurance Fund, as credit towards our 2018-2019 assessment for completing the Safety Incentive Program from the 2017-2018 school year.

*15. Motion to accept \$2,000.00 from New Jersey Schools Insurance Group for the Safety Grant Program from the 2017-2018 school year.

*16. Motion to accept, with gratitude, the donation of \$485.00 from Christopher Cannavo for hotel and workshop costs for the 2018-2019 school year, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*17. Motion to approve the disposition of the district’s obsolete technology department equipment pursuant to Policy 7300, DISPOSITION OF PROPERTY.

- 23 – ipads
- 2 - imacs
- 1 - pc monitor
- 6 - mac laptops
- 8 - pc laptops
- 4 - VCR - DVD players
- 1 - pc tower
- 1 - pc desktop
- 4 - laser printers
- 2 - inkjet printers
- 3 - projectors
- 1 - document camera
- 3 - Cisco switches
- 1 - router
- 3 - UPS (uninterrupted power supply)

MOTION: Paula Merrill		SECOND: Christopher Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler				X
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Eric Walls	X			
Richard Young	X		Cks 049536, 049586, 049534	

O. Public Comment

Daryl Detrick, WHRSD Staff Member, questioned whether booster clubs complied with Title 9.

P. Second Executive Session

Motion by Paula Merrill and seconded by Corey Piasecki to go into Executive Session at 8:52 p.m. with full board consent.

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.

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*
- 4) *Student 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 will be taken.

Q. Reconvene

Motion by Mr. Piasecki and seconded by Mrs. Merrill to reconvene into open session at 9:25 p.m.

R. Additional Motion - Enrollment

Motion by Mr. Piasecki and seconded by Mrs. Merrill to accept the recommendation of the Superintendent to approve motion 1 as described below:

- 1. Motion to approve the disenrollment of Student #2024083 effective November 9, 2018.

MOTION: Corey Piasecki		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler				X
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Eric Walls	X			
Richard Young	X			

S. Adjournment

Motion by Mrs. Merrill and seconded by Mr. Piasecki to adjourn at 9:26 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Bd. Sec'y

CZ