

WARREN HILLS REGIONAL BOARD OF EDUCATION

October 9, 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, Christopher Hamler (arrived at 6:36), Jennifer Knittel, Lisa Marshall, Paula Merrill, Corey Piasecki and Eric Walls. Also present were Earl Clymer, Donnamarie Palmiere, Dennis Mack, Dawn Moore, and Nathanya Simon.

C. Executive Session

Motion by Mr. Cannavo and seconded by Mr. Piasecki to go into Executive Session at 6:35 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: 7:00 p.m.

Motion by Mr. Piasecki and seconded by Mr. Cannavo to go into open session at 7:00 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 Mrs. Knittel and seconded by Mr. Piasecki to approve the Minutes of the September 25, 2018, Regular and amended Executive Session meetings.

MOTION: Jennifer Knittel		SECOND: Corey Piasecki		
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

F. Communications – Mrs. Donnamarie Palmiere, Business Administrator/Board Secretary

None

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

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

- Festival to kick off school year
- Wally the Therapy Dog visited the Middle School
- Week of Respect with team building activities that promote kindness and positive school attitude.
- Students were recognized for doing positive things.
- Middle School Student Council members attended NJ Student Council.

Mr. Clymer presented on behalf of the High School presenters the following:

- PSAT Administered
- Homecoming scheduled for October 13th from 6:00 p.m. to 9:00 p.m.

Mr. Clymer informed the board that the Athletic Department is looking into the possibility of having a bonfire on October 26th in the evening.

H. Presenter(s)

Mrs. Moore, Assistant Superintendent for Curriculum & Instruction, presented the following:

- PARCC Test Results

Mr. Clymer, III, Superintendent of Schools, presented the following:

- HIB Self-Assessment Report – Anti-Bullying Bill of Rights Requirement which will be posted on the school website.

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.

Mrs. Marshall reported that Mr. Cannavo, Mrs. Knittel, Mr. Bodenshchatz, and herself attended a NJ School Boards meeting on Budget Presentations.

Mrs. Knittel, Mrs. Marshall Mrs. Merrill attended a roll out of a task force of non-college bound students.

J. Committee Reports

Budget and Finance is tentatively scheduled to meet on October 15, 2018

Education and Policy met on October 9, 2018 and discussed the following:

- Restraint Policy
- QSAC Update
- HIB Policy
- Academic Support

- Next meeting tentatively scheduled for October 30, 2018

Personnel is tentatively scheduled to meet on October 16, 2018.

Student Activities & Transportation is tentatively scheduled to meet on October 11, 2018.

Negotiations

- Warren Hills Education Association meeting is tentatively scheduled for either November 26 or 28, 2018.
- Warren Hills Administrators Association meeting is tentatively scheduled for October 17, 2018.

K. Old Business

- Education Foundation

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 Mrs. Knittel and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.2**, 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	Dawn Moore	Approve	Assistant Superintendent	\$125,000	District	7/1/18	6/30/19	Annual Contract approved by the county office.
2	Dawn Moore	Approve	Assistant Superintendent	\$10,000 stipend, prorated	District	9/26/18	1/31/19	Stipend to cover additional temporary administrative responsibilities approved by the county office.
3	Vincent Palazzolo	Accept	Custodian	\$30,200	High School	9/29/18	9/29/18	Resignation from full time position.
4	Vincent Palazzolo	Approve	Substitute Custodian	\$14.25/hour	District	10/1/18	6/30/19	All paperwork complete & on file
5	Bonita Duryea	Approve	School Nurse	\$45/hour	High School	7/25/18	8/24/18	Summer hours - 30 hours
6	Michelle Gaffney	Approve	School Nurse	\$45/hour	Middle School	8/16/18	8/23/18	Summer hours - 13.5 hours
7	Karen Jurkowski	Approve	Maternity Replacement School Nurse	\$52,112, prorated	High School	12/10/18	On or about 4/18/19	Replaces #50259233, BA, Step 1 – P.L. 2018, c. 5 [Grandfathered]
8	Diane DeVivo	Approve	Home Instructor	\$41.00/hour	High School	10/8/18	6/30/19	Chemistry
9	Theresa Chapman	Approve	Testing Coordinator	\$5,000	High School	10/10/18	6/30/19	PARCC & NJ Student Learning Assessment - Science
10	Bernard Arnold	Approve	Custodian	\$30,200, prorated	High School	10/15/18	6/30/19	All paperwork complete & on file
11	Christine Siltanen	Approve	Substitute Teacher	\$85.00/day	District	As soon as practical	6/30/19	Pending receipt of background check- P.L. 2018, c. 5 - received
12	David Parfitt	Approve	Substitute Teacher	\$85.00/day	District	10/10/18	6/30/19	All paperwork complete & on file
13	Matthew Beaman	Approve	Substitute Maintenance	\$21.00/hour	District	As soon as practical	6/30/19	Pending receipt of background check, P.L. 2018, c. 5 in process
14	John Schaffer	Approve	Substitute Custodian	\$14.25/hour	District	As soon as practical	6/30/19	Pending receipt of background check, P.L. 2018, c. 5 in process

*2. Motion to approve the following appointments for the 2018-2019 school year:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Samuel Galuppo	Approve	Observation hours	N/A	High School	10/10/18	10/18/18	Centenary University student under the direction of Michael Jones
2	Lauren Bell	Approve	Observation hours	N/A	High School	10/10/18	12/9/18	WCCC Student under the direction of Christopher Kavcak
3	Lauren Arico	Approve	Observation hours	N/A	High School	10/10/18	11/16/18	East Stroudsburg University student under the direction of Mary Louise Rowlin
4	Jennifer Seifert	Approve	Volunteer Cheerleading	N/A	High School	N/A	N/A	Background check complete & on file
5	Cindy Longo	Approve	Volunteer Cheerleading	N/A	High School	N/A	N/A	Background check complete & on file
6	Christine Hamas	Approve	Volunteer Cheerleading	N/A	High School	N/A	N/A	Background check complete & on file
7	Joanna Weldon	Approve	Volunteer Cheerleading	N/A	High School	N/A	N/A	Background check complete & on file
8	Diana DeLeon	Approve	Volunteer Cheerleading	N/A	High School	N/A	N/A	Background check complete & on file
9	Alison Motzer	Approve	Volunteer Cheerleading	N/A	High School	N/A	N/A	Background check complete & on file
10	Susan Adetula	Approve	Volunteer Cheerleading	N/A	High School	N/A	N/A	Background check complete & on file

MOTION: Jennifer Knittel		SECOND: Corey Piasecki		
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. Knittel and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.6**, as described below:

*1. Motion to approve the **second and final reading** of the following revised policies/regulations for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

1613 P&R Disclosure & Review of Applicant's Employment History
8561 P Procurement Procedures for School Nutrition Program

*2. 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.

*3. Motion to affirm the administrative decision regarding the following HIB cases:
 MS – 17-18 – 002 & 003
 HS - 17-18 – 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	Jesse O’Neill & Bela Shah	U.S. History I students to visit local history locations	Transportation + Substitutes	Curriculum
2	Adam Slack & Ari Eisner	Project First Robotics to STEM Education	Transportation	Competition
3	Sharon Fretz	Outdoors Unlimited [Ski] Club to Camelback Mountain	N/A	\$100./person
4	Sharon Fretz & Adam Slack	Outdoors Unlimited [Ski] Club to overnight trip to Okemo Mountain Resort	Substitutes for one day	\$425./person
5	Cedric Hickerson & Alison Frey	Wings I & II classes to Centenary Dual Enrollment	2 substitutes	Curriculum
6	Margaret Devine & Kevin Horn	Geraldine Dodge Poetry Festival	2 substitutes + Transportation	Curriculum

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Theresa Annechiarico	Special Education Law in New Jersey	Parsippany, NJ	\$199.99 Registration + Mileage	October 11, 2018
2	Alyssa Creegan	Special Education Law in New Jersey	Parsippany, NJ	\$199.99 Registration + Mileage	October 11, 2018
3	Heather Apple, Keith Dennison & Nicholas Remondelli	Scheduling Strategies for Middle Schools	Monroe Twsp., NJ	\$149.00 Registration each + Mileage	November 29, 2018
4	Earl Clymer, Donnamarie Palmiere, Lisa Marshall, Jennifer Knittel, Paula Merrill, Joseph Bodenschatz, Christopher Cannavo & Christopher Hamler	NJSBA Convention	Atlantic City, NJ	\$1,500. Group Registration, Lodging, Mileage & Incidentals	October 22-25, 2018
5	Christopher Kavcak	Presenter at NJSBA Convention	Atlantic City, NJ	Lodging, Mileage & Incidentals	October 22-24, 2018

*6. 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 19, 2018 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, 61SP, 63SP; 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; First Student routes WH10, WH29 & WH8.

MOTION: Jennifer Knittel		SECOND: Corey Piasecki		
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

III. BUDGET AND FINANCE

Motion by Mrs. Knittel and seconded by Mrs. Merrill to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III. 4** as described below:

*1. Motion to approve Design Resources Group Architects, AIA, INC, P.C. as architects of record for the 2018-19 school year.

*2. Motion to approve a Joint Transportation Agreement with Lebanon Township School District to transport a resident Choice Student for the 2018-2019 school year as follows:

<u>Route</u>	<u>Cost</u>
L01	\$865.00

*3. Motion to approve a Joint Transportation Agreement with Delaware Valley Regional High School for the 2018-2019 school year to provide various field/ athletic trips at the rate of \$72.20 per hour for the first four hours, then \$44.00 per hour for each additional hour billed in quarter hour increments, plus tolls and parking where applicable.

*4. Motion to approve an agreement with Warren County Special Services School District for Teacher of the Deaf services and any other related services for the 2018-2019 school year, commencing September 19, 2018, at the rate of \$143.00 per hour as needed.

MOTION: Jennifer Knittel		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

O. Public Comment

None

P. Adjournment

Motion by Mr. Piasecki and seconded by Mrs. Merrill to adjourn at 8:14 p.m.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Bd. Sec'y

cz