

WARREN HILLS REGIONAL BOARD OF EDUCATION

November 10, 2020

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

Due to the COVID-19 health crisis, this meeting of the Board of Education will not be physically open to the public. This is to ensure we follow best practices for social distancing. The board meeting will be live-streamed to the public via Zoom (<https://zoom.us>). The link to the meeting will be posted on the District's website. The link can also be found within the posted agenda for this meeting, which is on the District's website. During the meeting, an announcement and instructions will be provided to members of the public who wish to participate. Members of the public who wish to make a comment but are unable to attend the meeting may send an email with their question or comment to the Board Secretary at palmiered@warrenhills.org, no later than 12:00 pm on the day of the meeting. All participants must provide their name and address, and your comment and/or question will be included in the Board's public record of the meeting, just as it would for a standard Board meeting and will be read aloud by the Board Secretary. Electronic notice of this meeting was posted on the district website.

Join Zoom Meeting

<https://us02web.zoom.us/j/88030694274?pwd=YmJhOFhTUkgydkNEWC9seEd4UUgrQT09>

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, Christopher Cannavo, Christopher Hamler, Lisa Marshall, Christine Pi, Corey Piasecki and Eric Walls arrived at 6:58 p.m. Also present were Earl Clymer, Dennis Mack, Dawn Moore and Donnamarie Palmiere.

Sam Knutson and Sherri Musick were absent.

Marc Zitomer was present for Executive Session.

C. Executive Session- 6:32 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.

Approval to go into Executive Session

Motion by Mr. Cannavo and seconded by Mrs. Marshall to go into Executive Session at 6:32 p.m. with full board consent.

D. Reconvene: 7:09 p.m.

Approval to Reconvene

Motion by Mr. Piasecki and seconded by Mrs. Marshall to go into Open Session at 7:09 p.m. with full board consent.

President’s Announcement: Adequate and electronic 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. Also, an electronic notice of this meeting was posted on the WHRSD website.

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

Approval of Board Minutes

- October 13, 2020 Regular and Executive Session

Motion by Mrs. Marshall and seconded by Mr. Cannavo to approve the minutes of the October 13, 2020, Regular meeting and Executive meeting.

MOTION: Lisa Marshall		SECOND: Chris Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Sam Knutson				X
Lisa Marshall	X			
Sherri Musick				X
Christine Pi			X	

Eric Walls			X	
Corey Piasecki	X			
Christopher Hamler	X			

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

Mr. Clymer reported that the board received an email from a community member regarding her children. The administration had a phone conference with the parent.

F. Superintendent’s Report – Mr. Earl C. Clymer, III

- The NJ Department of Education was given 2.4 million face coverings from the U.S. Department of Health and Human Services. The district will be receiving an allocation of these washable and reusable face masks.
- Mr. Clymer spoke to DRG Architects regarding the Excel Building. They will be sending a proposed timeline for the project to go out to bid.
- Update on athletic schedule:
 - Friday afternoon - Field Hockey plays No. Hunterdon
 - Friday evening – Football versus Plainfield
 - Next week – Football versus Hackettstown
 - Winter season – NJSIAA will provide an update on Nov. 19
 - Governor - Banned all interstate indoor competitions
- Pilot of the 5 days a week hybrid.
 - Goal is to have all students physically back in the buildings 5 day a week.
 - The district will continue to find what is the “Best Balance” for our kids.

G. Presenter(s):

- HIB Self-Assessment Report – Dennis Mack presented the Annual Self School Assessment.
- Man Lee & Caitlin Jannucci, Nisivoccia, LLP, Auditors – presented the 2019-2020 Audit to the board.

H. Goals:

Mr. Hamler shared a letter that was sent from Kathy Hellawa regarding the board goals and the superintendent goals.

I. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	No meeting held	By Chair: Mr. Hamler
Education & Policy	Oct. 22, 2020 & Nov. 3, 2020	By Chair: Mr. Piasecki
Personnel & Student Activities	November 1, 2020	By Chair: Mr. Bodenschatz
Technology	No meeting held	By Chair: Mr. Walls
Negotiations	Oct. 14, 2020 & Nov. 2, 2020	By Chair: Mr. Cannavo
Wall of Fame	monthly	By Chair: Mr. Walls
AD Hoc Reopening	No meeting held	By Chair: Mr. Clymer
Focus Group for Diversity	No meeting held	By Chair: Mr. Clymer

Mr. Piasecki reported that Ed & Policy met and discussed the policies on the agenda tonight as well as student workload, attendance and facilities policies and the Program of Studies.

Mr. Bodenschatz reported that the Personnel & Student Activities met and discussed personnel and winter sports.

Mr. Cannavo reported that Negotiations has met and also that he reached out to the WHREA president stating that the committee is looking forward to meeting with their negotiations team in December.

Mrs. Marshall reiterated that reaching out to our legislative representatives really does make a difference.

J. Old Business

- Committee Chairs share meeting minutes prior to Board Meetings when practical. This seems to be going well.
- Oxford students participating in middle school sports. This will be discussed during committee meetings.

K. New Business

- Mrs. Marshall mentioned that there are several new housing projects coming to Washington Township which may impact our schools. She suggested that the administration reach out to Mr. deBore, Washington Township Administrator for more information when planning the budget.

L. 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.

Jennifer Knittel of Washington Township had many questions on the Program of Studies including the following;

- Has the intervention and enrichment program shown to improve students' achievement of students who were needing intervention?
- How have English scores been affected?
- What classes are being eliminated from or added to the 2021-2022 program of study and if this is meeting the needs of all students?

M. ACTION ITEMS

I. PERSONNEL

Motion by Mr. Cannavo and seconded by Mr. Bodenschatz to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.4 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	Lolitta Trifiletti	Amend	Spanish Teacher	\$86,420	High School	1/1/21	1/1/21	Amend board motion, I. Personnel, Code No. 1 of 10/13/20 to reflect new retirement date
2	Janine Horber	Approve	Leave Replacement English Teacher	\$57,495, prorated	Middle School	11/10/20	On or about 2/1/21	Replaces #52870581
3	Evelyn Diaz	Approve	Spanish Teacher	\$80,810, prorated	High School	As soon as practical	6/30/21	Step M-13, MA-replaces #64885213 – pending receipt of all paperwork
4	Caroline Lamport	Approve	Maternity Replace English Teacher	\$55,470, prorated	Middle School	On or about 12/14/20	6/30/21	Step A-1, BA-replaces #64157597-pending receipt of all paperwork
5	Caroline Lamport	Approve	Substitute Teacher	\$90/day	District	11/11/20	6/30/21	Pending receipt of all required paperwork
6	Robin Bloom	Approve	Streaks Peer Support	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
7	Tara Paulus	Approve	Streaks Peer Support	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
8	Geri McKelvey	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
9	Laura Muroski	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
10	Amanda Best	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
11	Lisa Ann Smith	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
12	Jeffrey Balas	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
13	Lourdes Garcia	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
14	Tammy Muffley	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
15	Danielle Miksch	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
16	Courtney Hoffman	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
17	Renee Smola	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
18	Isabella Rios	Approve	Substitute Teacher	\$90/day	District	11/11/20	6/30/21	All paperwork complete and on file
19	Kylie Hibbitt	Approve	Substitute Nurse & Substitute Teacher	\$125/day \$90/day	District	11/11/20	6/30/21	All paperwork complete and on file
20	Michelle Marzigliano	Approve	Substitute Secretary	\$14/hour	District	11/11/20	6/30/21	All paperwork complete and on file
21	Nancy Turello	Rescind	Intramurals	\$45/hour	Middle School	10/28/20	10/28/20	Rescind board motion of 10/13/20, I. Personnel, #1, Code No. 18

Code # 6-17 will be paid using Title I SIA funds.

*2. Motion to approve the following medical / maternity 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	52870581	Medical Leave	Teacher	Middle School	11/9/20	50	N/A	N/A	N/A	On or about 2/1/21	N/A

*3. Motion to approve the following Independent Studies with a stipend of \$195.00 for the first student and \$100.00 stipend for each additional student in the same subject:

Course Name	Credits	Teacher	Block	Room
Civic Journalism	Full Year (5 credits)	MaryAnn McKinney	9	Study Hall

*4. Motion to approve the following Resolution:

Resolved, that that Board of Education approves the addition of all regularly employed custodial and maintenance employees to the recognition clause of the collective negotiations agreement between the Board and the Warren Hills Regional Education Association, per the PERC Certification Order, in I/M/O Warren Hills Reg. Bd. of Ed. -and- Warren Hills Reg. Ed. Assoc., Docket No. RO-2021-026.

Approval of Personnel Motions

MOTION: Chris Cannavo		SECOND: Scott Bodenschatz		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Sam Knutson				X
Lisa Marshall	X			
Sherri Musick				X
Christine Pi	X			
Eric Walls	X			
Corey Piasecki	X			
Christopher Hamler	X			

II. EDUCATION AND POLICY

Motion by Mr. Piasecki and seconded by Mr. Cannavo to approve and adopt motions II. 1 through II.8 as described below:

*1. Motion to suspend Bylaw Policy, 0131, that requires two readings to adopt a Bylaw or Policy and adopt Bylaw 0164.6 with one reading to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency, N.J.A.C. 5:39-1.1 through 1.7, promulgated by Department of Community Affairs.

0164.6 Remote Public Board Meetings During A Declared Emergency

*2. 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:

- 1620 Administrative Employment Contracts**
- 1648 Restart and Recovery Plan**
- 1648.02 Remote Learning Options For Families**
- 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction**
- 2464 Gifted and Talented Students**
- 5200 P & R Attendance**

5330.05 P&R	Seizure Action Plan
6440	Cooperative Purchasing
7440	School District Security
7450	Property Inventory
7510	Use of School Facilities
8420	Emergency and Crisis Situations
8561	Procurement Procedures for School Nutrition Programs

*3. Motion to approve the **first 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:

2431 P&R	Athletic Competition
2624 P&R	Grading System
5330.04 P&R	Administering An Opioid Antidote
6162 Policy	Corporate/Local Business Sponsorships
6470.01 Policy	Electronic Funds Transfer and Claimant Certification
2431.1 Regs	Emergency Procedures for Sports and Other Athletic Activity
7440 Regs	School District Security
7510 Regs	Use of School Facilities

*4. Motion to approve the *2021-2022 Warren Hills Regional School District Program of Studies*.

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

MS – 19-20 – None
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 following Resolution:

WHEREAS, the Division of Local Government Services promulgated regulations for remote public meetings during Government-declared emergencies such as the pandemic; and

WHEREAS, the regulations require public bodies to adopt by resolution standard procedures and requirements for public comments made both during the meeting and for comments submitted in writing ahead of the meeting; and

WHEREAS, the Board hereby adopts this resolution to comply with this mandate;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby establishes the following procedures for public participation during remote meetings:

1. Members of the public may email the Board Secretary/Business Administrator with any comments/questions they wish to be read during the public participation section of the Board Meeting. Those comments must be submitted by no later than 12:00 p.m. on the day of the meeting.
2. Along with a link to the virtual Board meeting, the Board will also post on its website a telephone number to allow members of the public to dial into the meeting by telephone to listen and provide public comment. Appropriate muting technology will be employed so that the participant will only be permitted to speak during public participation.
3. All rules of decorum must be followed by members of the public. If a member of the public fails to follow such rules of decorum and becomes disruptive the speaker will be warned that continued disruption may result in the person being prevented from speaking during the meeting or removed from the meeting.
4. Board Policy 0167 regarding public participation in meetings shall remain in effect except for those provisions which solely relate to in-person meetings.

BE IT FINALLY RESOLVED, that a copy of this resolution shall be posted on the District's website where the Board's meeting agendas are posted.

*8. 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 October 26 & 27, 2020 between 9:40 a.m. – 10:00 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, 62SP; 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 and Sh1

Approval of Education & Policy Motions

MOTION: Corey Piasecki		SECOND: Chris Cannavo		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X	#3 Policy & Reg 2431		
Sam Knutson				X
Lisa Marshall	X			
Sherri Musick				X
Christine Pi	X			
Eric Walls	X			
Corey Piasecki	X			
Christopher Hamler	X			

III. BUDGET AND FINANCE

Motion by Mr. Piasecki and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 16, as described below

*1. The Warren Hills Regional Board of Education approves the October, 2020 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 October, 2020; 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 over expended 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 October 15, 2020 through November 11, 2020, in the amount of \$3,538,163.51.

*3. Motion to approve the cafeteria bill list for the period July 1, 2020 through September 30, 2020 in the amount of \$2,205.55.

*4. Motion to approve Student Activities bill list for the period August 1, 2020 through September 30, 2020 in the amount of \$40,893.20.

*5. Motion to approve transfers in the amount of \$537,421.59 for the month of September, 2020.

*6. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #3501662512, commencing October 15, 2020 until October 20, 2020, in the amount of \$49.50 per hour for a total of 10 hours per week and an additional 33% for administrative and preparation costs.

*7. Motion to approve Home/Bedside Instruction with Silvergate Prep for Student #3501662512, commencing October 22, 2020 until further notice, in the amount of \$41.00 per hour for total of 10 hours per week.

*8. Motion to approve Home/Bedside Instruction with Silvergate Prep for Student #7072989293, commencing October 6, 2020 until further notice, in the amount of \$41.00 per hour for total of 10 hours per week.

*9. Motion to approve Home/Bedside Instruction with Silvergate Prep for Student #3185003317, commencing October 20, 2020 until further notice, in the amount of \$41.00 per hour for total of 10 hours per week.

*10. Motion to approve the following Special Education Tuition Contracts for the 2019-2020 regular school year:

Student	School	Amount	Aide	Effective
6914043710	Woods Services	\$3,970.56	\$2,288.56	6/16/20-6/30/20

*11. Motion to approve the following Special Education Tuition Contracts for the 2020-2021 regular school year:

Student	School	Amount	Aide	Effective
1930169523	Hunterdon Preparatory	\$39,863.80	N/A	10/20/20-6/30/21

*12. Motion to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2020-2021 Comprehensive Maintenance Plan. [as attached]

*13. Motion to accept the draft 2019-2020 Comprehensive Annual Financial Report (C.A.F.R.) and Report of the Auditor as submitted. Further, the Board authorizes submission of the synopsis and recommendations of the Corrective Action Plan (CAP) to the County Superintendent, as per statute, see attached CAP. [Attachment]

*14. Motion to approve the 2021-2022 Budget Calendar. [as attached]

*15. Motion to approve the submission of the security grant application in the amount of \$108,576.00. Local funds will be used if the total estimated costs of the proposed work exceeds the school district's grant allowance.

*16. Motion to approve the submission of Amendment 1 for the ESEA FY 20-21 Grant to increase grant to include 19-20 carryover.

Title I Part A	\$ 163,501.00
Title I Reallocated	\$ 14,547.00
Title I SIA	\$ 37,225.00
Title II Part A	\$ 58,425.00
Title III	\$ 340.00
Title IV Part A	\$ 20,821.00

Approval of Budget & Finance Motions

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

N. Public Comment

Jennifer Knittel commented on the hybrid trial.

P. Adjournment 8:23 p.m.

Motion by Mrs. Marshal and seconded by Mr. Piasecki to adjourn at 8:23 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary