

**WARREN HILLS REGIONAL BOARD OF EDUCATION**

**March 5, 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, Christopher Cannavo, Lisa Marshall, Christine Pi, Corey Piasecki, Eric Walls, Paula Merrill (arrived at 6:37 pm) and Christopher Hamler (arrived at 6:45 pm). Also present were Earl Clymer, Donnamarie Palmiere and Dennis Mack.

**C. Executive Session**

Motion by Mr. Cannavo and seconded Mrs. Marshall by to go into Executive Session at 6:31 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.

Motion by Mr. Cannavo and seconded Mr. Piasecki by to end Executive Session at 7:04 with full board consent.

**D. Reconvene:**

Motion by Mr. Cannavo and seconded by Mrs. Merrill to go into open session at 7:04 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. Merrill and seconded by Mr. Piasecki to approve the Minutes of the February 19, 2019, Regular and Executive Session meetings.**

MOTION: Paula Merrill		SECOND: Corey Piasecki		
Name	Ayes	Nayes	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 – Mrs. Donnamarie Palmiere, Business Administrator**

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

Best Buddies President, Paulina Georgoutos shared what the Best Buddies Club does along with a calendar of events.

Mr. Clymer shared the following Middle School happenings:

- On February 19th, the Middle School celebrated our student athletes who participated in our winter sports season. Both boys and girls basketball students, their families, and their coaches were honored for their excellent winning seasons of 7-2 respectfully. Not only were students honored with certificates.
- Last Monday Night, the Middle School hosted our annual STEAM Night for families. It was an excellent opportunity to showcase the talents of our middle and high school students while demonstrate the importance of an integrated curriculum. Families were on-hand to witness demonstrations from our high school Computer Science, Robotics, FFA program, as well as participating in demonstrations, showcases, and activities from our middle school STEM classes, art program, and ELA classes. The night was well-

attended and was an excellent way for our future Warren Hills students and their families to experience and become excited for some of our District's programs.

- Mr. Diveny's class began work on planning their murals this week for the upcoming Warren County Farmer's Fair mural project. Students from the FFA came down to the middle school earlier today to meet with the art classes, provide insight into their program, and to provide suggestions on how our middle school art students can incorporate the important themes of what FFA stand for and the important roots of our community into their murals that will be eventually displayed at the Farmer's Fair, providing a real-world authentic experience for our students that supports our Warren county community.

Mr. Clymer then shared the following High School happenings:

- Congratulations to our Girls Basketball team for capturing the Hunterdon Warren Sussex title for the first time since 1997. Our girls advanced to the Sectional Finals for the 2nd year in a row before falling to Chatham. It was a tremendous season for our girls.
- Three of our wrestlers advanced to the State tournament this season. A special congratulation go out to Duro Ajayi for earning the honor of Regional Champion.
- Our DECA Students are currently in Atlantic City Competing on the State competition. Our students qualified for states during a competition at Kean University. We would also like to congratulate 5 of our students qualified for the "Certified Guest Service Professional" designation from the American Hotel and Lodging Educational Institute because of their test scores on their DECA exam. They are:

Dylan Hourihan  
Michael Alfieri  
Tamia Freeman  
Stephanie Lane  
Nina Fitzsimmons

- On March 6<sup>th</sup> we will host the NJ Student Council's monthly meeting. We are able to showcase our school and our students because we have a student holding a seat on the State Student Council.

Presentations:

- Best Buddies – Paulina Georgoutos
- Dawn Moore and Jackie Solecitto – Gifted and Talented Presentation postponed until March 19, 2019.

Mr. Clymer then shared the following:

- For your planning purposes, please note the adjustment to the 2018-2019 school calendar. School will be in session on the following days due to inclement weather closings as per the Board of Education approved calendar:
  - Friday, June 7, 2019 - 11:55 AM Dismissal
  - Monday, June 10, 2019 - 11:55 AM Dismissal
  - Tuesday, June 11, 2019 - 11:55 AM Dismissal
  - Wednesday, June 12, 2019 - 11:55 AM Dismissal
  
- The 2019-2020 School year calendar is in progress with a tentative approval date of March 19<sup>th</sup>.
  
- Draft 2019-2020 Budget Books are at your seats. Included is a highlight page, increases and decreases for specific areas. We will not receive the state funding numbers until this Thursday.
  
- Congratulations to WHRHS Guidance Counselor Katie O’Neal who was selected as the Warren County Guidance Counselor of the Year. Katie will be honored at a ceremony on March 22, 2019 at TCNJ.

**H. 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.

The Superintendent sent a letter regarding the MoMo Challenge

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.

Mrs. Marshall attended a finance workshop with NJSBA

2. Become a Certified Board – improve understanding of financial operations for all members.

May 14, 2019 – Kathy Helewa (Ethics and Roberts Rule)

3. Increase student presentations at Board of Education meetings.

#### **I. Committee Reports**

##### Finance

- Mrs. Merrill shared the following:
  - Budget review
  - Dam presentation – Engineer suggested completing all reports
    - MV5 Engineer – preliminary proposal has been received
    - Mr. Piasecki shared information regarding highlands funding for the Dam

Wall of Fame – postponed until Monday, March 11, 2019.

#### **J. Old Business**

None.

**K. New Business** – Board President working on new date with Kathy Helewa for board retreat

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

None.

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.

**M. ACTION ITEMS**

**I. PERSONNEL**

Motion by Mr. Piasecki and seconded by Mr. Bodenschatz to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.5** 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	Sharon Fretz	Approve	Certified CPI Trainer	\$5,000.00, stipend	District	3/6/19	6/30/19	N/A
2	Michelle Conaboy	Approve	Part-time athletic office Secretary	\$19,999.00, prorated	High School	3/6/19	6/30/19	Secretary Guide (S1) Step 2, 4 hours per day, 12 month position – will remain on Step
3	Lauren Corrigan	Approve	Substitute School Nurse	\$125.00/day	District	3/6/19	6/30/19	All paperwork complete & on file

\*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	Darryl Wright	Volunteer	N/A	N/A	High School	As soon as practical	End of Season	Baseball Program – Pending receipt of background check

\*3. Motion to appoint Dennis Mack as Title IX Coordinator.

\*4. Motion to appoint Dennis Mack as Title VI Coordinator.

\*5. Motion to approve the job description for Director of Human Resources. [Attachment]

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

## II. Education and Policy

Motion by Mr. Cannavo 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:

### Policies posted on WHR Website

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

- 0141.2** Board Member and Term – Receiving District
- 2415.06** Unsafe School Choice Option
- 2422** Health and Physical Education
- 2431.3** Practice and Pre-Season Heat-Acclimation For School-Sponsored And Extra-Curricular Activities
- 2460.8 R** Special Education – Free and Appropriate Public Education
- 2610** Educational Program Evaluation
- 4219** Commercial Driver’s License Controlled Substance And Alcohol Use Testing
- 5111 P&R** Eligibility of Resident/Nonresident Students
- 5337** Service Animals
- 5611 P&R** Removal of Students for Firearms Offenses
- 5612 P&R** Assaults On District Board of Education Members or Employees
- 5613 P&R** Removal of Students for Assaults With Weapons Offenses
- 5756** Transgender Students
- 7440 P&R** School District Security
- 8461 P&R** Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Offenses
- 8561** Procurement Procedures For School Nutrition Programs

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

MS – 18-19 – 014  
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	Daryl Detrick, Heather Apple, Christopher Kavcak & Trisha Nunnenkamp	Computer Science Classes to Google Offices	Substitutes & Transportation	Curriculum

Code	Requested by:	Trip	Board of Education Cost	Discussion
2	Cynthia Bamford	Key Club Convention	Substitute [p.m.]	\$320.00 student cost, club pays other fees & Warren Tech providing shared transportation
3	Margaret Devine, Kevin Horn, Lolitta Trifiletti & Kristen Chiara	2 Day Horizons Art Symposium	Substitutes + Transportation	Four subs on Day 1 and two subs on Day 2
4	Margaret Devine	Horizons Battle of the Books Team	Transportation	Competition
5	Jennifer Giamoni & Timothy Downs	Princeton University Moot Court	Substitute + Transportation	\$150.00/student cost – Competition
6	Patty Smith	Mercer County Community College	None	N/A

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Heather Apple	Improving Instructional Systems & Supports for Mathematics	Monroe Township, NJ	\$149.00 + Mileage	May 15, 2019
2	Lindsey Rasczyk, Lisa Weisenstein & Gabriella Harris	Good Ideas in Teaching PreCalculus	Rutgers University	\$175.00 Registration each + Mileage	March 22, 2019
3	Jodi Longo	Renewal of CPR Instructor Course	Fairfield, NJ	\$299.00 Registration + Mileage	March 15, 2019
4	Margaret Devine	2019 New Jersey Association of Gifted Children Conference	West Windsor, NJ	\$199.00 Registration + Mileage	March 22, 2019

\*6. Motion to approve the Warren Hills Regional School District Extended School Year Program, Employment Orientation Program and Summer Boost Program for the period July 1, 2019 through July 29, 2019, with July 4, 2019 closed for Independence Day holiday.

MOTION: Christopher Cannavo		SECOND: Corey Piasecki		
Name	Ayes	Nays	Abstain	Absent
Corey Piasecki	X			
Lisa Marshall	X			
Christopher Cannavo	X			
Joseph Bodenschatz	X			
Sam Knutson	X			
Paula Merrill	X			
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.6** as described below:

\*1. The Warren Hills Regional Board of Education approves the January, 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 January, 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 February 20, 2019 through March 5, 2019, in the amount of \$4,395,466.25.

\*3. Motion to approve transfers in the amount of \$345,270.08 for the month January, 2019.

\*4. Motion to approve the following resolution:

Resolved, the Warren Hills Regional Board of Education authorizes Design Resources Group, Architects to replace various sections of the existing high school roof under the continuing roof replacement program at a cost of \$580,000.

To "Amend" the district's currently approved LRFP -and-

To submit all required and appropriate documents to the New Jersey Department of Education for the:

Warren Hills Regional High School Roof Replacement

The district is submitting this project to the Department of Education for approval as an "other capital project" and the district understands there will be no funding available from the state for this project.

\*5. Motion to approve the following resolution:

Resolved, that the Board approves the Settlement Agreement and Release in the matter captioned DeTore v. Warren Hills Regional School District, et al, Docket No. WRN-L-143-18;

Be it further resolved that this approval is contingent on the insurance carrier's board of trustees approving same at its March 21, 2019 meeting; and

Be it finally resolved that the Board President, Superintendent and BA/BS are authorized to sign any documentation to effectuate the settlement and approval of same.

\*6. Motion to approve a Home/Beside Agreement with Saint Clare's Hospital for student #9267094826 commencing February 28, 2019 and continuing until further notice, in the amount of \$55 per hour for a total of 5 hours per week.

MOTION: Paula Merrill		SECOND: Corey Piasecki		
Name	Ayes	Nays	Abstain	Absent
Paula Merrill	X			
Sam Knutson	X		ck #05324	
Corey Piasecki	X			
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Lisa Marshall	X		#6	
Christine Pi	X			
Eric Walls	X			
Christopher Hamler	X			

**N. Public Comment**

Mr. Cadigan – requested a private session with the Board.

**O. Adjourn**

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

Respectfully submitted,

Donnamarie Palmiere  
Business Admin./Bd. Secretary

cz