

**WARREN HILLS REGIONAL BOARD OF EDUCATION
REORGANIZATION & REGULAR MEETING**

January 3, 2019

7:00 p.m.

A. Call to order - Mrs. Donnamarie Palmiere

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 “The Express-Times,” “The Warren Reporter,” “The Star-Ledger,” and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Pledge of Allegiance

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.

B. Oath of Office to be administered to the newly elected and re-elected Board of Education members by Board Secretary:

DISTRICT	NAME	TERM
Mansfield Township	Eric Walls	1/1/19 – 12/31/2019
Mansfield Township	Corey J. Piasecki	1/1/19 – 12/31/2020
Mansfield Township	Christine Pi	1/1/19 – 12/31/2021
Washington Township	Sam Knutson	1/1/19 – 12/31/2021

C. Reading of Code of Ethics for School Board Members, Title 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

D. Roll Call - Mrs. Donnamarie Palmiere

Joseph Bodenschatz	Sam Knutson	Christine Pi
Christopher Cannavo	Lisa Marshall	Corey Piasecki
Christopher Hamler	Paula Merrill	Eric Walls

E. NOMINATION FOR THE POSITION OF BOARD PRESIDENT

Motion by _____, to nominate _____, for **President** of the Warren Hills Regional Board of Education.

Are there any other nominations for President?

Motion by _____, seconded by _____, to close nominations for President of the Warren Hills Regional Board of Education.

Motion to elect the President of the Warren Hills Regional Board of Education.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

Newly elected President assumes chair

F. NOMINATION FOR THE POSITION OF BOARD VICE PRESIDENT

Motion by _____, to nominate _____, for **Vice President** of the Warren Hills Regional Board of Education.

Are there any other nominations for Vice President?

Motion by _____, seconded by _____, to close nominations for Vice President of the Warren Hills Regional Board of Education.

Motion to elect the Vice President of the Warren Hills Regional Board of Education.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

Newly elected Vice President assumes chair

Public Comments from the audience (on Agenda items only)

G. Board Reorganization Motions for the period ending June 30, 2019:

*1. Motion to approve the 2019 Warren Hills Regional Board of Education meeting calendar, as attached. Meetings to be held at the Board Office, Bowerstown Campus at 6:30 p.m. for Executive Session and 7:00 p.m. for regular session.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to appoint Nisivoccia & Company, Auditor/Public School Accountant.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to appoint Schenck, Price, Smith & King, LLP, as general counsel for all legal matters related to the Board of Education.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to appoint Scarinci & Hollenbeck, LLC, as Special Counsel for Special Education and other matters as assigned.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to appoint Wilentz, Goldman and Spitzer, P.A., as bond and construction attorneys for the building projects.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*6. Motion to appoint Design Resources Group, as architect of record.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*7. Motion to appoint Brown & Brown Insurance Brokers as Risk Managers for School Alliance Insurance Fund.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*8. Motion to appoint Integrity Consulting Group as Broker for Health Insurance.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*9. Motion to appoint Brown & Brown Insurance Brokers as Broker for the Student Accident Insurance.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*10. Motion to approve AXA Equitable, Oppenheimer and Lincoln Investment Planners [403B and 457's].
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*11. Motion to approve Ameriflex as Flexible Spending Account provider.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*12. Motion to appoint Dr. Jeffrey Merkle as school physician.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*13. Motion to appoint Dr. Nicholas Avallone, St. Luke's Orthopaedic Specialists, Athletic Physician.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*14. Motion to appoint Donnamarie Palmiere as Public Agency Compliance Officer.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*15. Motion to appoint Donnamarie Palmiere as the Qualified Purchasing Agent with a bid threshold of \$40,000.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*16. Motion to approve procurement of goods and services through state contracts.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*17. Motion to appoint Dennis Mack as Affirmative Action Officer.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*18. Motion to appoint Dawn Moore as 504 Committee Coordinator.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*19. Motion to appoint Dennis Mack as Homeless Liaison.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*20. Motion to appoint Anthony Sbriscia, Director of Plants & Facilities, as Asbestos Management Officer, Safety and Health Designee, Integrated Pest Management Coordinator, Right to Know Officer and Air Quality Designee.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*21. Motion to adopt the following resolution:

RESOLVED, That the PNC Bank, Washington Office; Investors Savings Bank be designated the depositories for the Warren Hills Regional Board of Education accounts and certificates and, be it further

RESOLVED, That all checks, drafts, notes or warrants drawn against said accounts be signed and, be it further

RESOLVED, That the Investors Bank, Washington NJ offices, be designated the depository for Warren Hills Regional general working accounts and, be it further

RESOLVED, That no checks, drafts or warrants drawn against said accounts be valid unless so signed.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*22. Motion to designate the Express-Times as the official newspaper to carry legal ads.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*23. Motion to approve, based on the recommendation of the superintendent, that the existing bylaws and policies be approved, adopted and continued in use with the exception of policy #0155, "Board Committees," pending amendment and re-adoption of said policy at a future meeting, however, there shall continue to be a Negotiations Committee whose members shall be named by the Board President as soon as practical.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*24. Motion to approve, adopt and continue the existing 7th – 12th grade curriculum, assigned textbooks, co-curricular clubs and programs and student activities unless and until amended by action of the Board.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*25. Motion to appoint Donnamarie Palmiere, Business Administrator/Board Secretary, as custodian of government records and to appoint Earl C. Clymer, III, Superintendent, as custodian of student and personnel records, in compliance with the Open Public Records Act.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*26. Motion to appoint Judith Favino as Treasurer of School Monies.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*27. Motion to appoint _____ as Delegate of the New Jersey School Boards Association.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*28. Motion to appoint _____ as Alternate Delegate to the New Jersey School Boards Association.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*29. Motion to appoint _____ as Delegate to the Warren County School Boards Association.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*30. Motion to appoint _____ as Legislative Representative to the New Jersey School Boards Association.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

H. Minutes of the December 11, 2018 Regular and Executive Session meetings.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

I. Communications – Mrs. Donnamarie Palmiere

J. Old Business

K. New Business

L. Public Comments – 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.

M. Superintendent's Report – Earl C. Clymer, III

N. Action Items:

I. Personnel

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Michele Banegas	Accept	Substitute Security	\$16.00/hour	District	12/18/18	12/18/18	Resignation
2	Nely Arita-Lara	Amend	Substitute Custodian	\$15.25/hour	District	11/26/18	6/30/19	Black seal license
3	Joseph Sciortino	Approve	Substitute Security	\$16.00/hour	District	1/4/19	6/30/19	Approval in addition to Event Security
4	John Amey	Approve	Substitute Security	\$16.00/hour	District	1/4/19	6/30/19	Approval in addition to Event Security
5	Jeffrey Dugan	Approve	Substitute Security	\$16.00/hour	District	1/4/19	6/30/19	Approval in addition to Event Security
6	Pamela Schell	Approve	Substitute Security	\$16.00/hour	District	1/4/19	6/30/19	Approval in addition to Event Security
7	Steven Tighe	Approve	Part-time night security & Substitute Event Security	\$16.00/hour \$40.00/hour	District	1/4/19	6/30/19	5 hours per night [4:30-9:30pm] All paperwork complete and on file
8	Jeffrey Buchinski	Approve	1:1 Paraprofessional	\$15.00/hour	High School	1/7/19	End of Season	1:1 Aide for bowling team member

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to approve the Settlement Agreement between the Warren Hills Regional School District and employee #23446974.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

II. Education and Policy

*1. Motion to affirm the administrative decisions regarding the following HIB cases:

MS - 18-19 - None
 HS - 18-19 - None

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to approve the following travel and conference requests:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Keith Dennison, Jesse O'Neill, Kevin Horn, Heather Garcia & Stephanie Jacobs	Penny Kittle Presentation – Literacy Development Series	Rutgers University	\$150.00 Registration each + Mileage	January 15, 2019
2	Elizabeth McKeown	Young Adult Literature & How to Use it In Your Program	Allentown, PA	\$269.00 Registration + Mileage	February 4, 2019

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to approve the following field trip requests:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Geri McKelvey	Middle School Intramural Bowling Club	Transportation	After school club
2	Mary Kaye Bartek	Builders Club students to food pantry	Transportation – one way	After school to food pantry where parents will pick students up
3	Mary Kaye Bartek	Middle School Ski Club to ski mountain	N/A	\$100/student - After school club
4	Alison Frey, DeanaMarie Turner & Nicholas Sarlo	DECA Club to district competition	Transportation + Substitutes	Competition
5	Margaret Devine & Patricia Corvino	Middle School Horizons to Countywide Debate	Transportation	Competition
6	Elizabeth Horvath	JV Cheerleading Team to Orlando, Florida	Transportation	National Cheerleading Competition
7	Jennifer Giamoni	Debate Team to New Jersey Bar Mock Trial	Substitute + Transportation	2019 County Competition – Additional date to be added if the team advances
8	Patricia Smith	FFA classes to farm show	Substitute + Transportation	Curriculum
9	Heather Heslin & Maylin Ramirez	MD Classes for Community Based Instruction	Substitutes, Nurse + Transportation	Various dates to local establishments

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve Evolution Training Center, LLC, to provide tumbling services to our Cheerleading Team at no cost to the district.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

III. Budget and Finance

*1. The Warren Hills Regional Board of Education approves the November, 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 November, 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.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to approve the bill list for the period December 12, 2018 through January 3, 2019, including December, 2018 payrolls, in the amount of \$2,313,176.06.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to approve transfers in the amount of \$19,977.62 for the month November, 2018.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student #4055902548, commencing December 11, 2018, and continuing until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to approve LearnWell to provide educational instruction services for Student #3215467566 currently at Summit Oaks Hospital, commencing December 10, 2018 and continuing until further notice, in the amount of \$45.50 per hour for a total of 10 hours per week.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*6. Motion to approve LearnWell to provide educational instruction services for Student #3644034865 currently at Summit Oaks Hospital, commencing December 11, 2018 and continuing until further notice, in the amount of \$45.50 per hour for a total of 10 hours per week.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*7. Motion to approve a Special Education Tuition Contract with Morris Hills Regional District Board of Education for Student #5895878105 for the 2018-2019 school year beginning November 2, 2018 through June 30, 2019 in the amount of \$18,710.44.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*8. Motion to approve Parental Transportation Contract # WHPC18-19D with the parents of Student ID #2020436 for the 2018-2019 school year beginning January 1, 2019 through June 30, 2019 in the amount of \$3,190.46.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*9. 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.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

O. Public Comment

P. Executive Session

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*

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.

Q. Convene to Executive Session _____ p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

R. Reconvene _____ p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

S. Adjournment _____ p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***Roll Call**

**WARREN HILLS REGIONAL
BOARD OF EDUCATION
MEETING CALENDAR
2019**

January 3rd [Reorganization]

January 22

February 12

March 5 and 19

April 9 and 30 [Public Hearing]

May 14 [adoption of budget and offer of employment for non-tenured teachers]

June 25

July 10

August 20

September 24

October 15

November 19

December 10

January 7th (2020) [Reorganization]

Executive Session starts at 6:30 p.m. and Regular meeting at 7:00 p.m.

DMP/ms