

**WARREN HILLS REGIONAL BOARD OF EDUCATION**

**April 28, 2020**

**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

Joseph Bodenschatz	Sam Knutson	Christine Pi
Christopher Cannavo	Lisa Marshall	Corey Piasecki
Christopher Hamler	Sherri Musick	Eric Walls

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 will be made for any members of the public that wish to participate. At that time, type a question/comment into the chat feature of Zoom. 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.

Join Zoom Meeting

<https://us04web.zoom.us/j/935791112?pwd=Yjhxb1JTMVRYN25vK00yK0M3NTFMQT09>

**C. Executive Session**- 6:30 p.m. (If Necessary)

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

D. Reconvene: 7:00 p.m.

Approval to Reconvene

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

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

Approval of Board Minutes

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

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

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

H. Presenter(s):

NJSLA Science Results: Spring 2019 Administration – Mr. Clymer  
2020-2021 School Budget – Mrs. Palmiere & Mr. Clymer

I. Goals:

**Warren Hills Board of Education District Goals for 2019-20**

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, the 1:1 technology initiative, and enhanced PLCs.
2. Continue vertical articulation within the WHRSD cluster with a focus on increased achievement for students in grades 6-9.
3. Create a comprehensive, collaborative plan, involving district stakeholders, focused on the systematic implementation of the revised Future Ready Schools initiative.

**Warren Hills Board of Education Board Goals for 2019-20**

1. Utilize resources to ensure the support of District Goals.
2. Recognize student achievement through student presentations at Board meetings.
3. Work towards building optimal Board communication and trust.

**J. Committee Reports**

<b>Committee</b>	<b>Date</b>	<b>Discussion</b>
Finance, Facilities & Transportation	No meeting held	By Chair: Mr. Hamler
Education & Policy	April 10 & 24, 2020	By Chair: Mr. Piasecki
Personnel & Student Activities	April 13, 2020	By Chair: Mr. Bodenschatz
Technology	No meeting held	By Chair: Mr. Walls
Negotiations	No meeting held	By Chair: Mr. Cannavo
Wall of Fame	monthly	By Chair: Mr. Walls

**K. Old Business**

Ad hoc committee – Grant  
CSA Evaluation

**L. New Business**

“Good & Welfare” – Mr. Hamler

**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.

**N. ACTION ITEMS**

**I. PERSONNEL**

\*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	Marcus Gurdineer	Approve	Special Education Teacher	\$66,845.00	High School	7/1/20	6/30/21	Step E, MA+30- Pending receipt of required paperwork

\*2. Resolved, upon the recommendation of the Superintendent that the Board of Education appoints the following coaches for the Fall, 2020 athletic season;

Be it further resolved, that said appointment is contingent on there being a regular athletic season in light of the current COVID-19 pandemic:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Marshall Cuomo	Approve	Assistant Football Coach	\$7,636.00	High School	7/1/20	End of Season	Tier 1, Step 4
2	Michael Howey	Approve	Assistant Football Coach	\$7,636.00	High School	7/1/20	End of Season	Tier 1, Step 4
3	Nicholas Sarlo	Approve	Assistant Football Coach	\$7,636.00	High School	7/1/20	End of Season	Tier 1, Step 4
4	Joseph Macho	Approve	Assistant Football Coach	\$7,636.00	High School	7/1/20	End of Season	Tier 1, Step 4 – Pending receipt of required paperwork
5	Adam Latham	Approve	Assistant Football Coach	\$6,068.00	High School	7/1/20	End of Season	Tier 1, Step 3 – Pending receipt of required paperwork
6	Jason Graf	Approve	Head Band Director	\$9,221.00	High School	7/1/20	End of Season	Tier 2, Step 4
7	Nicholas Rizzo	Approve	Assistant Band Director	\$7,260.00	High School	7/1/20	End of Season	Tier 2, Step 4
8	Nicole Clark	Approve	Assistant Coach Color Guard	\$7,260.00	High School	7/1/20	End of Season	Tier 2, Step 4
9	Josephine Potter	Approve	Head Field Hockey Coach	\$8,720.00	High School	7/1/20	End of Season	Tier 3, Step 4
10	Erica Chesniak	Approve	Assistant Field Hockey Coach	\$6,883.00	High School	7/1/20	End of Season	Tier 3, Step 4

<b>Code No.</b>	<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Salary</b>	<b>Location</b>	<b>Date Effective</b>	<b>Date Terminated</b>	<b>Discussion</b>
11	Geri McKelvey	Approve	Assistant Field Hockey Coach	\$6,883.00	High School	7/1/20	End of Season	Tier 3, Step 4
12	Courtney Hoffman	Approve	Head Field Hockey Coach	\$5,432.00	Middle School	7/1/20	End of Season	Tier 3, Step 4
13	Michael Quinto	Approve	Head Boys Soccer Coach	\$8,720.00	High School	7/1/20	End of Season	Tier 3, Step 4
14	Zachary Fisher	Approve	Assistant Boys Soccer Coach	\$5,444.00	High School	7/1/20	End of Season	Tier 3, Step 3
15	Matthew Dell Elbas	Approve	Assistant Boys Soccer Coach	\$4,302.00	High School	7/1/20	End of Season	Tier 3, Step 1
16	David Garcia	Approve	Head Boys Soccer Coach	\$5,432.00	Middle School	7/1/20	End of Season	Tier 3, Step 4
17	Maria Forsythe	Approve	Head Girls Soccer Coach	\$8,720.00	High School	7/1/20	End of Season	Tier 3, Step 4
18	Megan Bublitz	Approve	Assistant Girls Soccer Coach	\$6,883.00	High School	7/1/20	End of Season	Tier 3, Step 4
19	Daniel Diveny	Approve	Assistant Girls Soccer Coach	\$6,883.00	High School	7/1/20	End of Season	Tier 3, Step 4
20	Toni Manfra	Approve	Head Girls Soccer Coach	\$5,432.00	Middle School	7/1/20	End of Season	Tier 3, Step 4
21	Sarah Kaufman	Approve	Head Girls Volleyball Coach	\$7,404.00	High School	7/1/20	End of Season	Tier 3, Step 3
22	Reginald Pantophlet	Approve	Assistant Girls Volleyball Coach	\$6,883.00	High School	7/1/20	End of Season	Tier 3, Step 4
23	Craig Green	Approve	Head Girls Volleyball Coach	\$5,432.00	Middle School	7/1/20	End of Season	Tier 3, Step 4
24	Robert Carroll	Approve	Head Boys Cross Country Coach	\$7,217.00	High School	7/1/20	End of Season	Tier 4, Step 4
25	Paul Irzinski	Approve	Head Boys Cross Country Coach	\$4,300.00	Middle School	7/1/20	End of Season	Tier 4, Step 4
26	Kimberly Kavcak	Approve	Head Girls Cross Country Coach	\$4,300.00	Middle School	7/1/20	End of Season	Tier 4, Step 4
27	Julia Henning	Approve	Head Girls Tennis Coach	\$7,217.00	High School	7/1/20	End of Season	Tier 4, Step 4
28	Daniel Montgomery	Approve	Assistant Girls Tennis Coach	\$4,055.00	High School	7/1/20	End of Season	Tier 4, Step 2

\*3. 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	75259689	Maternity /Childcare Leave	Teacher	Middle School	8/24/20	34	10/12/20	10/12/20	N/A	On or about 5/3/21	N/A

Approval of Personnel Motions

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

**II. EDUCATION AND POLICY**

Be it resolved, during the current emergency situation, following guidance from the State of New Jersey, the New Jersey Department of Education and the Warren County Office of Education, the Warren Hills Regional Board of Education shall waive and/or suspend the following Policies and Regulations, in portion or in whole, pending further guidance from the State of New Jersey, the New Jersey Department of Education and the Warren County Office of Education or until the emergency situation no longer exists.

\*1. Motion to suspend, in portion, Regulation 2624 “Grading System,” Letter E, “Meaning of Grades,” Letter “f.,” #1 & #2; #1 - #5; #3: “Grade of Incomplete,” letters a - c, until the emergency no longer exists.

\*2. Motion to suspend Policies & Regulations, and follow guidance prescribed by the New Jersey Department of Education: 3221 - Evaluation of Teachers; 3222 - Evaluation of Teaching Staff Members, excluding Teachers and Administrators; 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals; 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals; until the emergency no longer exists

\*3. Motion to suspend, in portion, Regulation 5200 “Attendance,” Letter K - “Appeal”; #1, #2 & #3 a-f; until the emergency no longer exists

\*4. Motion to suspend Regulation 2464 Gifted & Talented Education, Letter B, #4, #6 & #7, until the emergency no longer exists.

\*5. Motion to accept the Warren Hills Regional Emergency Preparedness Plan that was submitted and accepted by the Warren County Office of Education.

\*6. Motion to approve a revision to the 2019-2020 school year calendar to reflect Friday, June 5, 2020, as the last day for students and staff with an early dismissal bell schedule.

\*7. Motion to affirm the administrative decision regarding the following HIB cases:

MS – 19-20 – None  
 HS - 19-20 - None

Approval of Education & Policy Motions

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

**III. BUDGET AND FINANCE**

\*1. The Warren Hills Regional Board of Education approves the March, 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 March, 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 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 March 18, 2020 through April 28, 2020 in the amount of \$3,448,832.53.

\*3. Motion to approve transfers in the amount of \$74,992.96 for the month of March, 2020.

\*4. Motion to approve the cafeteria bill list for the period January 1, 2020 through March 31, 2020 in the amount of \$181,486.04.

\*5. Motion to approve Student Activities bill list for the period March 1, 2020 through March 31, 2020 in the amount of \$27,607.02.

\*6. **BE IT RESOLVED** to approve the 2020-2021 School District Budget as follows:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2020-21 Total Expenditures</b>	\$39,199,082	\$473,646	\$2,317,321	\$41,990,049
<b>Less: Anticipated Revenues</b>	<u>\$16,321,848</u>	<u>\$473,646</u>	<u>\$17,293</u>	<u>\$16,812,787</u>
<b>Taxes to be Raised</b>	\$22,877,234	0	\$2,300,028	\$25,177,262

And to advertise said tentative budget in the Express Times in accordance with the form suggested by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED**, that a public hearing be held on April 28, 2020 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year. 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 website.

**BE IT FURTHER RESOLVED**, that the Board of Education approves the following Capital Reserve Account Withdrawal for the 2020-2021 budget:

District Office Excel Building Renovations	\$ 1,500,000
Middle School Auditorium Lighting	\$ 120,000
Door Swipe/Keyscan Migration	\$ 60,000
 Total Capital Reserve Withdrawal	 \$ 1,680,000

**BE IT FURTHER RESOLVED**, that the Board of Education approves the following Maintenance Reserve Account Withdrawal for the 2020-2021 budget in the amount \$282,213.

Further approve, in accordance with N.J.S.A. 18A:19-1, that for the 2020-2021 school year the annual maximum for regular business travel shall be \$1,500 per employee.

Further approve, that for the 2020-2021 school year the Warren Hills Regional Board of Education shall set \$50,000 as the maximum travel expenditure amount for the budget year.

Further approve, in accordance with N.J.A.C. 6A:23A-5.2 and N.J.A.C. 6A-9.3 (c)14, the maximum dollar limit for public relations and professional services of: \$20,000 for printing services, \$152,500 for legal services, \$45,500 for auditing services, \$25,000 for Architect of Record services and \$10,000 for professional services related to public relations for the 2020-2021 school year.

Further approve, in accordance with N.J.A.C. 6A:23A-5.8 the dollar threshold for awards to recognize special accomplishments at \$35.00 per student for the 2020-2021 school year.

\*7. Motion to accept the FFA 2020 Case Grants for Growing Grant in the amount of \$6,905.43.

\*8. Motion to submit NJSIG Safety Grant in the amount of \$2900 to be used for Security Upgrades.

\*9. Motion to approve Maschio’s Food Services for the 2020-2021 school year with a guaranteed minimum unlimited profit of \$10,000.00, and a yearly management fee of \$15,261.50. The student lunch will be \$3.25. The middle school breakfast program will be \$1.75 for students and \$2.15 for staff. The reduced breakfast will remain at \$0.30 and reduced lunch at \$0.40.

\*10. Motion to approve the Letter of Understanding from Maschio's Food Service for emergency modifications due to the Coronavirus and to approve the district's operation under the Seamless Summer Option, which allows for the serving of reimbursable meals during an emergency school closure.

**Approval of Budget & Finance Motions**

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

**O. Public Comment**

**P. Second Executive Session (If Necessary)**

Approval to go into Second Executive Session

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

Approval to Reconvene

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

**Q. Adjournment \_\_\_\_\_ p.m.**

Approval to Adjourn

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

**\*Roll Call**