

**Warren Hills Regional  
Board of Education  
Regular Meeting  
February 6, 2018**

**A. Call to Order - Mrs. Lisa Marshall**

The meeting was called to order by Lisa Marshall, President

**B. Roll Call**

Roll call was taken by Estrella Molinet. Members present were Joseph Bodenschatz, Christopher Cannavo, Jennifer Knittel, Lisa Marshall, Paula Merrill, Corey Piasecki, and Eric Walls. Christopher Hamler arrived at 6:47 p.m. and Richard Young was absent. Also present were Earl Clymer, Estrella Molinet, Dawn Moore and Annette Walters.

**C. Executive Session**

Moved by Jennifer Knittel and seconded by Corey Piasecki to go into Executive Session at 6:30 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.

**D. Reconvene**

Moved by Eric Walls and seconded by Jennifer Knittel to reconvene into open session at 7:00 p.m.

MOTION: Eric Walls		SECOND: Jennifer Knittel		
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

**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. Moved by Christopher Cannavo and seconded by Joseph Bodenschatz to approve the Minutes of the January 23, 2018, Regular and Executive Session meetings.**

MOTION: Christopher Cannavo		SECOND: Joseph Bodenschatz		
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 – None.**

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

**Middle School: Yuliana Pereginets and Ryleigh Reagan**

1. On Wednesday, January 24<sup>th</sup>, the Middle School welcomed incoming 7<sup>th</sup> graders, soon to be the Class of 2024, for their scheduling orientation program. The night was a huge success due to the efforts of our guidance department members, Mrs. Ranalli, Mrs. Kubbishun, and Mrs. Bracey.
2. Summer Benbrook won the school wide Scripps Spelling Bee and Haru Watts is the first runner up and alternate. Summer will now have the opportunity to represent Warren Hills at the national level sometime later this year.
3. Challenge Day is an annual event hosted by the Warren Hills High School Peer Leadership Program. On January 26, 2018 approximately 70 seventh and eighth graders from the Middle School and Oxford Elementary School are invited to the High School for a day filled with fun activities intended to get to know one another and enrich our Emotional Intelligence (EQ). The main objective for Challenge Day is for the participants to break down walls in a safe and comfortable environment. The day consists of fun icebreakers in the morning and after lunch students are able to get more personal and share deeper information

about themselves. The Peer Leaders are very excited to share what they hope is an inspiring and eye-opening day!

4. On Saturday, January 27<sup>th</sup>, two WHMS teachers presented at the Penn State-Lehigh Valley campus during the National Writing Project's "Best Practices in Teaching Writing Conference: Access for All." The mission of the National Writing Project is to improve the teaching of writing and improve learning in the nation's schools. Language Arts teacher Courtney Flowers and Special Education teacher Shannon Klinder presented in front of over 30 teachers on the topic of "Authenticity in the Classroom." Having taught in the classroom as co-teachers for over nine years, they shared their experiences and knowledge about how to make learning meaningful and relevant to students' lives. Over 100 teachers from the Lehigh Valley attended the conference that included 12 different break-out sessions for teachers to attend.

5. On February 1<sup>st</sup> high school students from the FFA and Agricultural Science classes presented a showcase for our eighth graders. Eighth grade students were given first-hand information about the opportunities available to them in these programs.

6. On February 1<sup>st</sup> our Gifted and Talented teacher, Mr. Peruso, joined Ms. Devine from the high school and Mrs. Moore, for a live broadcast on WRNJ Radio. Mr. Peruso was able to share and promote the Gifted and Talented Program at the Middle School.

7. 16 students were recognized as Students of the Month for November and December.

- For Academics the students are:
  - Katherine McLaughlin
  - Ethan Suiter
  - Nicole Magistrado
  - Nicholas Ali
- For Athletics the students are:
  - Sarah Haas
  - Chris Haytaian
  - Allison Van Luvender
  - Shawn Redfield
- For the Arts the students are:
  - Claudia Fleming
  - James Goode
  - Allison Slovak
  - Roman Kuddar
- For Perseverance the students are:
  - Ariana Hicks
  - Connor McDaniel
  - Brooke Catalano
  - Jacob Domen

**High School:**

Video of HS report posted on the website.

**Discipline/Suspension Reports: January 1 – 31, 2018**

MS – 4 - ISD; 3 - OSS

HS – 38 – ISD; 5 - OSS

**Superintendent's Report:**

- Maria Martucci - #leadlikeagirl Conference – GirlsCodingWithGirls panel discussion member
  - GEOY Recognition
  - G&T Presentation – Mrs. Moore & Mr. Perusso
  - Board Committee Meeting Calendar – Feedback?
  - BOE Training – Confirmation with K. Helewa
- Dates
- Saturday, February 24, 2018 or Saturday, March 24, 2018
- Topics
- Meeting Effectiveness
  - Committee Effectiveness & Roles
  - 12 Common Mistakes
- Cheerleaders are in Florida for the Nationals. They departed a day early to avoid the Winter Storm on Wednesday.
  - Student Reporters
  - GEOY Recognition
  - Gifted & Talented Presentation – Dawn Moore & Michael Perruso

**H. Goals:****Warren Hills Regional Board of Education Goals for 2017-2018 School Year**

1. Gain a better understanding of all line item transfers and the monthly Board Secretary and Treasurer of School Monies financial reports. *(Paula Merrill, Jennifer Knittel, Richard Young and Lisa Marshall attended the Finance Conference on February 9, 2018. Jennifer Knittel, Paula Merrill and Lisa Marshall will attend Weekend Leadership in April)*
2. Develop a Resolution for one of the next two New Jersey School Boards Association Delegate Assemblies that addresses controls on out-of-district expenses to school districts. *(Met Completed)*
3. Establish a two-pronged Board of Education training plan:
  - For each newly elected or appointed member, see Policy 0144-Board Member Orientation and Training and
  - For the full Board of Education with the objectives of 2.a) earning additional certifications and 2.b) improved understanding of financial operations for all members. *(Kathy Helewa from NJSBA will conduct a retreat for Board Members on February 24, 2018)*

## I. Committee Reports

Budget and Finance Committee will meet on February 12<sup>th</sup>.

Buildings and Grounds Committee will meet on February 26<sup>th</sup>.

Education and Policy Committee met on February 6<sup>th</sup> and was discussed during Executive Session.

Personnel Committee met on February 5<sup>th</sup> and was discussed during Executive Session.

Negotiation Committee met on January 30<sup>th</sup> and was discussed during Executive Session.

Christopher Cannavo will be the Alternate Chair for Wall of Fame.

## J. Old Business

1. Crosswalk buttons

## K. New Business

L. Public Comment - None.

## M. ACTION ITEMS

### **I. PERSONNEL**

Motion by Christopher Cannavo and seconded by Jennifer Knittel 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:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Estrella Molinet	Accept	Business Administrator	\$147,737	District	7/1/2018	7/1/2018	Retirement
2	Daniel Fregans	Accept	High School Custodian	\$40,316	High School	6/1/2018	6/1/2018	Retirement
3	Nicholas Sarlo	Approve	Business Teacher	\$64,812 prorated	High School	2/1/2018	N/A	Movement on guide to Step F-6 , M+30
4	Alexandra Helle	Approve	Biology Teacher	\$62,762 prorated	High School	2/1/2018	N/A	Movement on guide to Step G-7, M
5	Renee Smola	Approve	Health & PE Teacher	\$89,548, prorated	Middle School	2/1/2018	N/A	Movement on guide to Step N-19, M+30

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
6	Michelle Gaffney	Approve	School Nurse	\$89,548, prorated	Middle School	2/1/2018	N/A	Movement on guide to Step N-18, M+30
7	Deborah Dubord	Approve	Substitute School Nurse	\$125/day	District	As soon as practical	6/30/18	Pending receipt of background check
8	Nancy Turello	Approve	Paraprofessional	\$21.41/hour	High School	9/28/17	6/30/18	Additional services for student per IEP - one hour per day on days 1, 2 & 3
9	Stephanie Jacobs	Approve	Substitute Teacher	\$85/day	District	2/7/18	6/30/18	All paperwork complete & on file
10	Stephanie Jacobs	Approve	Maternity Replacement English	\$260.56	High School	On or about 3/23/18	6/30/18	Step A, BA, Replacing #53033015
11	Jamie Hall	Approve	Substitute Custodian	\$14.25/hour	District	As soon as practical	6/30/18	Pending receipt of background check
12	Linda Andreoli	Approve	Substitute Secretary	\$14.00/hour	District	As soon as practical	6/30/18	Pending receipt of background check
13	Toni Manfra	Approve	Unified Bowling Coach	\$2,384, Stipend	District	1/24/18	3/30/18	Step 1, Tier 4 (50% of Head Coach Stipend)
14	Joseph Besser	Approve	Assistant Boys Lacrosse Coach	\$6,883	High School	3/1/18	End of Season	Tier 3, Step 4
15	Marshall Cuomo	Approve	Volunteer	N/A	Middle School	3/1/18	End of Season	Girls Softball
16	Ryan Gill	Approve	Observation -20 Hours	N/A	High School	2/7/18	Upon completion	WCCC Student under the direction of Mr. Kavcak

2. Motion to approve the following adjustments, stipends:

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/Stipend	Location	Date Effective	Date Terminated	Discussion
1	Geri McKelvey	Administrative Coverage	N/A	\$823.84	Orlando, Florida	2/10/18	2/11/18	Per diem rate total for 2 weekend days at Cheerleading Competition

MOTION: Christopher Cannavo		SECOND: Jennifer Knittel		
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 Jennifer Knittel and seconded by Paula Merrill to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.3**, as described below:

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

MS – 17-18 – None  
 HS - 17-18 – 010

2. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Mark Smith	NJ TSA High School State Conference Competition	Transportation	Competition
2	Emily Kablis	NJASC state officer meeting	Substitute	Club pays transportation
3	Alison Frey	DECA State Competition	\$700. Registration, Transportation + Hotel	\$155/student for hotel - Club pays substitute - Competition
4	Hope Ranalli, LeeAnn Kubbishun, Nicole Silvis & John Heine	Alternative Class Incentive Trip	Transportation + 2 half day substitutes	Curricular

3. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	David Guth	L.E.A.D. Conference	Atlantic City, NJ	Hotel, Mileage & Incidentals	March 18, 19 & 20, 2018
2	Geri McKelvey	National Cheerleading Competition	Orlando, FL	Transportation, Hotel & Incidentals	February 7, 8, 9, 10 & 11, 2018

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

4. Motion by Jennifer Knittel and seconded by Christopher Cannavo to approve first read for Policy #5533 Student Smoking.

MOTION: Jennifer Knittel		SECOND: Christopher Cannavo		
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

5. Motion by Christopher Cannavo and seconded by Jennifer Knittel to approve first read for Regulation #5530 Substance Abuse.

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

1. Motion to approve the purchase order list dated January 1, 2018 through January 31, 2018 in the amount of \$197,477.31.

2. Motion to approve a Parent Contract for Student Transportation to transport Warren Hills Special Education Student #9922647153 to Developmental Learning Center for the remainder of the 2017/2018 school year, commencing February 7, 2018, in the amount of \$6,300 (84 days @\$75.00 per day).

3. Motion to approve a Special Education Tuition Contract for Student No. 3891762614 to attend Roxbury High School for the 2017/2018 school year, commencing January 22, 2018, in the amount of \$24,897.88.

4. Motion to approve a Special Education Tuition Contract for Student No. 9922647153 to attend Morris-Union Jointure Developmental Learning Center-Warren for the 2017/2018 school year, commencing February 7, 2018, in the amount of \$90,414.00.

5. Motion to approve the disposition of old equipment, having a value of \$466.00, pursuant to Policy 7300, DISPOSITION OF PROPERTY.

6. Motion to approve \$2,800.00 to complete feasibility study conducted by our architects, Fraytak Veisz Hopkins Duthie, P.C. for the house on the Board of Education property.



MOTION: Christopher Hamler		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

**O. Public Comment**

Mr. Perruso, teacher at Warren Hills Regional, stated that one of the Teacher's of the Year used to live in the house on Board property when his house burned down.

**P. Second Executive Session**

Motion by Paula Merrill and seconded by Christopher Cannavo to go into Executive Session at 8:25 p.m. as indicated below:

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.

MOTION: Paula Merrill		SECOND: Christopher Cannavo		
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

**Q. Reconvene**

Motion by Corey Piasecki and seconded by Paula Merrill to reconvene into open session at 9:20 p.m

**R. Adjourn**

Motion by Paula Merrill and seconded by Christopher Hamler to adjourn at 9:22 p.m.

Respectfully submitted,

Estrella M. Molinet  
Business Administrator/Bd. Sec'y.

dmg