

**Warren Hills Regional  
Board of Education  
Reorganization & Regular Meeting  
January 2, 2018**

The Warren Hills Regional Board of Education met in Reorganization and Regular Meeting on January 2, 2018 at 6:30 p.m. in the Board Meeting Room.

**A. Call to order - Mrs. Estrella Molinet**

Moved by Lisa Marshall and seconded by Jennifer Knittel to nominate Estrella Molinet as president pro tem.

Election of president pro tem.

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 “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
Franklin Township	Christopher Hamler	1/1/18 – 12/31/2020
Washington Borough	Christopher Cannavo	1/1/18 – 12/31/2020
Washington Township	Lisa Marshall	1/1/18 – 12/31/2020
Washington Township	Jennifer Knittel	1/1/18 – 12/31/2018
Washington Township	Joseph Bodenschatz	1/1/18 – 12/31/2019

**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**

Roll call was taken by Estrella Molinet. Members present were Joseph Bodenschatz, Christopher Cannavo, Christopher Hamler, Jennifer Knittel, Lisa Marshall, Paula Merrill, Eric Walls and Richard Young. Also present were Earl Clymer, Estrella Molinet, Dennis Mack, Dawn Moore , Annette Walters and Nathanya Simon, Esq..

**E. NOMINATION FOR THE POSITION OF BOARD PRESIDENT**

Motion by Christopher Hamler, to nominate Lisa Marshall, for **President** of the Warren Hills Regional Board of Education.

Motion by Paula Merrill, seconded by Lisa Marshall, to close nominations for President of the Warren Hills Regional Board of Education.

Motion by Paula Merrill and seconded by Joseph Bodenschatz to elect the President of the Warren Hills Regional Board of Education.

MOTION: Paula Merrill		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			
Eric Walls	X			
Richard Young	X			

Newly elected President assumes chair

**F. NOMINATION FOR THE POSITION OF BOARD VICE PRESIDENT**

Motion by Paula Merrill, to nominate Jennifer Knittel, for **Vice President** of the Warren Hills Regional Board of Education.

Motion by Paula Merrill, seconded by Jennifer Knittel, to close nominations for Vice President of the Warren Hills Regional Board of Education.

Newly elected Vice President assumes chair

Citizens Comments from the audience (on Agenda items only)

**G. Board Reorganization Motions for the period ending January 2, 2019:**

Motion by Paula Merrill and seconded by Christopher Hamler to accept the recommendation of the Superintendent to approve and adopt motions **G.1** through **G.26**, as described below:

1. Motion to approve the 2018 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.
2. Motion to appoint Nisivoccia & Company, Auditor/Public School Accountant.
3. Motion to appoint Schenck, Price, Smith & King, LLP, as general legal counsel.
4. Motion to approve the continuation of Nathanya G. Simon as Board Counsel with her new firm of Scarinci & Hollenbeck, LLC, per the same terms and rates of current retainer.
5. Motion to appoint Wilentz, Goldman and Spitzer, P.A., as bond and construction attorneys for the building projects.
6. Motion to appoint Fraytak, Veisz, Hopkins, Duthie, P.C., as architect of record for the 2017 school year.

7. Motion to appoint Brown & Brown Insurance Brokers as Risk Managers for School Alliance Insurance Fund.
8. Motion to appoint Integrity Consulting Group as Broker for Health Insurance.
9. Motion to appoint Brown & Brown Insurance Brokers as Broker for the Student Accident Insurance.
10. Motion to approve AXA Equitable, Oppenheimer and Lincoln Investment Planners [403B and 457's].
11. Motion to approve Ameriflex as Flexible Spending Account provider.
12. Motion to appoint Dr. Jeffrey Merkle as school physician.
13. Motion to appoint Dr. Nicholas Avallone, St. Luke's Orthopaedic Specialists, Athletic Physician.
14. Motion to appoint Estrella Molinet as Public Agency Compliance Officer.
15. Motion to appoint Estrella Molinet as the Qualified Purchasing Agent with a bid threshold of \$40,000.
16. Motion to approve procurement of goods and services through state contracts.
17. Motion to appoint Annette Walters as Affirmative Action Officer.
18. Motion to appoint Annette Walters, as 504 Committee Coordinator.
19. Motion to appoint Annette Walters, as Homeless Liaison.
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.
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.
22. Motion to designate the Express-Times as the official newspaper to carry legal ads.

23. Motion to approve, based on the recommendation of the superintendent, that the existing bylaws and policies be approved, adopted and continued in use unless and until amended by action of the Board.

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

25. Motion to appoint Estrella Molinet, 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.

26. Motion to appoint Judith Favino as Treasurer of School Monies for the 2018 school year.

MOTION: Paula Merrill		SECOND: Christopher Hamler		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

27. Motion to appoint Lisa Marshall as Delegate of the New Jersey School Boards Association.

28. Motion to appoint Jennifer Knittel as Alternate Delegate to the New Jersey School Boards Association.

29. Motion to appoint Jennifer Knittel as Delegate to the Warren County School Boards Association.

30. Motion to appoint Christopher Cannavo as Legislative Representative to the New Jersey School Boards Association.

MOTION: Paula Merrill		SECOND: Christopher Hamler		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

**H.** Motion by Paula Merrill and seconded by Christopher Hamler to approve the minutes of the December 12, 2017 Regular and Executive Session meeting minutes with correction.

MOTION: Paula Merrill		SECOND: Christopher Hamler		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo			X	
Christopher Hamler	X			
Jennifer Knittel	X			
Lisa Marshall			X	
Paula Merrill	X			
Eric Walls			X	
Richard Young	X			

**I.** Communications – Mrs. Molinet received a letter from Corey Piasecki regarding open Mansfield seat.

**J.** Interview of Corey Piasecki for open Mansfield Township seat on the board.

**K.** Citizens Comments – None.

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

- Additions to the agenda:
- Personnel P. 7 #’s 10 – 13
- E&P P. 8 # 2 – HIB – Table through Executive
- E&P P. 9 # 9 – Field Trip
- Budget & Finance P. 10 # 7
- Both buildings had a smooth re-opening to the new year.

**M.** Committee Reports

Budget and Finance Committee met on December 18, 2017. They went through the budget calendar, talked about negotiations and discussed Integrity Consulting.

**N.** Action Items:

**I. PERSONNEL**

Motion by Paula Merrill 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 the following Leaves 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	53033015	Maternity Leave	English Teacher	High School	3/23/18	47	6/5/18	6/5/18	N/A	On or about 11/2/18	N/A
2	94283835	Maternity Leave	English Teacher	Middle School	4/16/18	11	5/1/18	5/1/18	N/A	On or about 6/11/18	N/A

2. 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	Nicholas Rizzo	Approve	Pit Band for Spring Musical	\$3,500.00	High School	3/1/18	6/30/18	N/A
2	Maria McHugh	Approve	Paraprofessional	\$22.42/hour	High School	1/3/18	6/30/18	Hourly not to exceed 5 days per week, 5.75 hours per day
3	Natalia Tavares	Approve	Paraprofessional	\$21.41/hour	High School	As soon as practical	6/30/18	Pending receipt of background check. Hourly not to exceed 5 days per week, 4 hours per day
4	Kristin Angiuoli	Approve	Paraprofessional	\$23.94/hour	High School	As soon as practical	6/30/18	Pending receipt of background check. Hourly not to exceed 5 days per week, 4 hours per day
5	Joseph Bamford	Approve	Assistant Baseball Coach	\$4,874.00	High School	3/1/18	End of Season	Tier 3, Step 2
6	Peter Polizzano	Approve	Head MS Baseball Coach	\$3,463.00	Middle School	3/1/18	End of Season	Tier 3, Step 1
7	Kimberly Kavcak	Approve	Assistant Cheerleading Coach	\$4,302.00 prorated	High School	1/3/18	End of Season	Tier 3, Step 1
8	Nancy Jenkins	Approve	Volunteer Coach at DECA Competition	N/A	N/A	01/04/18	01/04/18	WHR Substitute Teacher
9	Tara Hibbett	Approve	Substitute Teacher	\$85/day	District	01/03/18	6/30/18	All paperwork complete & on file
10	Lindsay Blackford	Approve	Substitute Teacher	\$85/day	District	01/03/18	6/30/18	All paperwork complete & on file
11	Pamela Schell	Approve	Substitute Event Security Staff	\$40/hour	District	As soon as practical	6/30/18	Pending receipt of background check
12	Billie Blackwell	Approve	Substitute Event Security Staff	\$40/hour	District	As soon as practical	6/30/18	Pending receipt of background check
13	Thomas Riedinger	Approve	Substitute Event Security & MS Seasonal Security	\$40/hour & \$16/hour	District	As soon as practical	End of Season & 6/30/18	Pending receipt of background check – MS Seasonal position 6-10 pm

MOTION: Paula Merrill		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			
Eric Walls	X			
Richard Young	X			

**II. EDUCATION AND POLICY**

Motion by Jennifer Knittel and seconded by Christopher Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.4**, as described below:

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

- 3230 P**                      Outside Activities
- 2361 R**                      Acceptable Use of Computer Networks/Computers & Resources
- 7522 P**                      School District Provided Technology Devices to Staff Members

2. Motion to table the motion to affirm the administrative decisions regarding the following HIB cases until after Executive Session:

- MS - 17-18
- HS - 17-18 -008

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Meredith Borrelli, Alivya Jacobson & Courtney Flowers	Cross-Curricular Literacy	New Providence, NJ	\$125. Registration each + Mileage	1/17/18
2	Annette Walters & Christine Tyburczy	Restorative Practice Training	Newton, NJ	\$150. Each Registration + Mileage	1/17 & 18/2018

4. Motion to approve the following field trip requests:

Code	Requested by:	Trip	Location	Board of Education Cost	Discussion
1	Jennifer Giamoni	Debate Team to compete in New Jersey State Bar Foundation Mock Trial	Phillipsburg, NJ	Transportation + Substitute	County Competition
2	Jennifer Giamoni	Debate Team to compete in New Jersey State Bar Foundation Mock Trial	New Brunswick, NJ	Transportation + Substitute	Must Advance: Regional Competition
3	Jason Graf	MS Concert Band to participate in Fine Arts Presentation	WHRHS	Transportation + Substitute	Curriculum
4	Jason Graf	MS Concert Band to participate in Dress Rehearsal for Winter Concert	WHRHS	Transportation + Substitute	Curriculum
5	Jason Graf	HS Jazz Ensemble to competition	ArtsQuest Musikfest Café	Transportation	Competition
6	Amy Kline	FFA to PA Farm Show	Harrisburg, PA	N/A	Paid by FFA
7	Amy Kline	FFA to Delaware Valley University	Doylestown, PA	N/A	Paid by FFA
8	Barbara Russo	7 <sup>th</sup> & 8 <sup>th</sup> Grade Chorus to perform at Fine Arts Showcase	Warren Hills High	Transportation	Curriculum
9	Margaret Devine	MS Horizons to A.T.O.M.S. Tournament –various dates as teams advance	Bridgewater-Raritan Middle School	Transportation	Competition



MOTION: Jennifer Knittel		SECOND: Christopher Cannavo		
Name	Ayes	Naves	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

### III. BUDGET AND FINANCE

Motion by Richard Young and seconded by Christopher Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.8**, as described below:

1. The Warren Hills Regional Board of Education approves the November, 2017 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, 2017; 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 November 1, 2017 through November 30, 2017, including November, 2017 payrolls, in the amount of \$3,389,118.52.

3. Motion to approve transfers in the amount of \$29,523.73 for the month of November, 2017.

4. Motion to approve the purchase order list dated November 1, 2017 through November 30, 2017 in the amount of \$757,349.72 and the purchase order list dated December 1, 2017 through December 31, 2017 in the amount of \$159,390.95.

5. Motion to approve Rutgers University Behavioral Health Care to provide educational instruction services for student #3492372731 currently at UBHC Child & Adolescent Inpatient Services, commencing December 14, 2017, and continuing for approximately 7 to 14 days, at the rate of \$65.00 per hour for 5 hours per week.

6. Motion to approve Related Services Contract with Morris-Union Jointure Commission to do a Physical Therapy Evaluation on Student #2612772623, at the rate of \$270.00 per hour for up to 5 hours.

7. Motion to approve contract with Daytop Village of New Jersey for Student #4182537523 to receive instruction in the Daytop NJ Academy, commencing December 7, 2017, at the rate of \$120.00 per day.

8. Motion to accept the following donation for the Robotics Club, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS:

\$3,000.00 Google

MOTION: Richard Young		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			
Eric Walls	X			
Richard Young	X		Delta Dental and Ability To Work	

**O. Citizens Participation**

Daryl Detrick commented that the Wall of Fame has done an awesome job! He would like to see the academic Wall of Fame grow as well.

**P. Executive Session**

Moved by Paula Merrill and seconded by Christopher Cannavo to go into Executive Session at 8:00 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 will be taken.

**Q. Reconvene**

Motion by Paula Merrill and seconded by Jennifer Knittel to reconvene into open session at 10:00 p.m.

Motion by Jennifer Knittel and seconded by Paula Merrill to continue suspension with pay of Employee No. 48400824 until the next Board of Education meeting.

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			
Eric Walls	X			
Richard Young	X			

Motion by Paula Merrill and seconded by Christopher Hamler to authorize the Superintendent to post for acting principal at the middle school.

MOTION: Paula Merrill		SECOND: Christopher Hamler		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

Motion by Eric Walls and seconded by Richard Young to appoint Corey Piasecki as Board of Education member from Mansfield Township through December 31, 2018.

MOTION: Eric Walls		SECOND: Richard Young		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Christopher Hamler	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

Motion by Christopher Hamler and seconded by Paula Merrill to approve revised Warren Hills Board of Education meeting calendar for 2018.

MOTION: Christopher Hamler		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			
Eric Walls	X			
Richard Young	X			

**R. Adjournment**

Motion by Paula Merrill and seconded by Jennifer Knittel to adjourn at 10:04 p.m.

Respectfully submitted,

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

dmg