WARREN HILLS REGIONAL BOARD OF EDUCATION

March 19, 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

<table>
<thead>
<tr>
<th>Joseph Bodenschatz</th>
<th>Sam Knutson</th>
<th>Christine Pi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Cannavo</td>
<td>Lisa Marshall</td>
<td>Corey Piasecki</td>
</tr>
<tr>
<td>Christopher Hamler</td>
<td>Paula Merrill</td>
<td>Eric Walls</td>
</tr>
</tbody>
</table>

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) 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________________Second________________)

D. Reconvene: 7:00 p.m.

(Motion________________Second________________)

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 to approve the Minutes of the March 5, 2019, Regular and Executive Session meetings.

(Motion________________Second_________________/Yes______No______Abstain______)

F. Communications – Mrs. Donnamarie Palmiere, Business Administrator

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

- Student Reporters
- Dawn Moore and Jacqueline Soletic – Gifted and Talented Presentation
- Michael Jones – Athletics & Student Activities Presentation

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.

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.

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

3. Increase student presentations at Board of Education meetings.

I. Committee Reports

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance, Facilities &amp; Transportation</td>
<td>No meeting held</td>
<td>By Chair: Mrs. Merrill</td>
</tr>
<tr>
<td>Education &amp; Policy</td>
<td>No meeting held</td>
<td>By Chair: Mr. Piasecki</td>
</tr>
<tr>
<td>Personnel &amp; Student Activities</td>
<td>No meeting held</td>
<td>By Chair: Mr. Bodenschatz</td>
</tr>
</tbody>
</table>
J. **Old Business** - Board President working on new date with Kathy Helewa for board retreat

K. **New Business**

L. **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.

M. **ACTION ITEMS**

   I. **PERSONNEL**

The Superintendent of Schools recommends action on the following:

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
<th>Salary</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Erica Russell</td>
<td>Approve</td>
<td>Assistant Lacrosse Coach</td>
<td>$4,302.00</td>
<td>High School</td>
<td>3/20/19</td>
<td>End of Season</td>
<td>Tier 3, Step 1 – All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>2</td>
<td>Michael Adames</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>3/20/19</td>
<td>6/30/19</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>Code No.</td>
<td>Name</td>
<td>Nature of Action</td>
<td>Position</td>
<td>Salary</td>
<td>Location</td>
<td>Date Effective</td>
<td>Date Terminated</td>
<td>Discussion</td>
</tr>
<tr>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Elizabeth Bracey</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>3/20/19</td>
<td>6/30/19</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>4</td>
<td>Jacqueline Arguello</td>
<td>Approve</td>
<td>1:1 Paraprofessional</td>
<td>$15.00/hour</td>
<td>Middle School</td>
<td>Start of Season</td>
<td>End of Season</td>
<td>1:1 Aide for track team member</td>
</tr>
</tbody>
</table>

Motion_______________Second_______________/Yes______No_____Abstain_____

*2. Motion to approve the following observations/internships/volunteers:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Position</th>
<th>Degree/Step No. of Hrs.</th>
<th>Salary/Stipend</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Larry Cascio</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>High School</td>
<td>Start of Season</td>
<td>End of Season</td>
<td>Lacrosse Program</td>
</tr>
<tr>
<td>2</td>
<td>Alex Cole</td>
<td>Physical Education</td>
<td>N/A</td>
<td>N/A</td>
<td>High School</td>
<td>3/20/19</td>
<td>Upon Completion</td>
<td>150 observation hours under the direction of Mr. Kavcak</td>
</tr>
</tbody>
</table>

(Motion_______________Second_______________/Yes______No_____Abstain_____

*3. Motion to approve the Home Instructor rate of pay to $45.00 per hour, effective March 20, 2019.

(Motion_______________Second_______________/Yes______No_____Abstain_____

*4. Motion to approve updates of the following job descriptions as approved by the Personnel Committee and Superintendent:

   a. Confidential Secretary to the Supervisor of Special Education
   b. Child Study Team Secretary

(Motion_______________Second_______________/Yes______No_____Abstain_____

II. Education and Policy

*1. Motion to approve the 2019-2020 school year calendar as recommended by the Education and Policy Committee and the Superintendent.

(Motion_______________Second_______________/Yes______No_____Abstain_____

First read policies posted on WHR Website
*2. Motion to approve the first reading of the following policies for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

0110 Identification
0120 Authority and Powers
0131 Bylaws and Policies
0132 Executive Authority
0133 Adjudication of Disputes
0142.1 Nepotism
0143 Board Member Election and Appointment
0146 Board Member Authority
0162 Notice of Board Meetings
0164 Conduct of Board Meeting
0171 Duties of Board President and Vice President

(Motion______________Second______________/Yes______No______Abstain______)

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

MS – 18-19 – 015
HS - 18-19 – 00

(Motion______________Second______________/Yes______No______Abstain______)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Requested by:</th>
<th>Trip</th>
<th>Board of Education Cost</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nicole Bayer, Cheryl Yanoff &amp; Michele McGann</td>
<td>MD/AU Life Skills Classes</td>
<td>Substitutes &amp; Transportation</td>
<td>$9.50/student</td>
</tr>
<tr>
<td>2</td>
<td>Christopher Kavcak</td>
<td>Project Graduation</td>
<td>Transportation</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Jason Graf</td>
<td>Band to participate in competition</td>
<td>Transportation</td>
<td>Competition</td>
</tr>
<tr>
<td>4</td>
<td>Megan Bublitz &amp; Jen Cavo</td>
<td>Lacrosse Team to view game at higher level</td>
<td>Substitutes, Transportation, books &amp; lunch</td>
<td>N/A Saturday trip – paid by team</td>
</tr>
<tr>
<td>5</td>
<td>LeeAnn Kubbishun, John Heine, Hope Ranalli &amp; Nicole Silvis</td>
<td>WHRMS Alternative Classes incentive trip</td>
<td>Substitutes, Transportation, books &amp; lunch</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Jacqueline Solecitto</td>
<td>Gifted &amp; Talented students to Destination</td>
<td>Transportation</td>
<td>Competition</td>
</tr>
<tr>
<td>7</td>
<td>Cedric Hickerson &amp; Vittoria Busardo</td>
<td>Social Media &amp; Marketing Classes Field Trip</td>
<td>Substitutes</td>
<td>Transportation/lunch paid by students</td>
</tr>
</tbody>
</table>

(Motion______________Second______________/Yes______No______Abstain______)

March 19, 2019
5. Motion to approve the following travel and conference request:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Cost/Mileage</th>
<th>Date and Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kevin Horn</td>
<td>The Curious Classroom</td>
<td>Rutgers University</td>
<td>$150.00 Registration + Mileage</td>
<td>March 22, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Marshall Cuomo</td>
<td>CP Principles Workshop</td>
<td>The College of New Jersey</td>
<td>$650.00 Registration + Mileage</td>
<td>July 29, 2019 – August 2, 2019</td>
</tr>
</tbody>
</table>

(Motion______________Second_________________/Yes______No______Abstain______)

**BUDGET AND FINANCE**

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

(Motion______________Second_________________/Yes______No______Abstain______)

2. Motion to approve the bill list for the period March 6, 2019 through March 19, 2019, in the amount of $1,524,714.15.

(Motion______________Second_________________/Yes______No______Abstain______)

3. Motion to approve transfers in the amount of $401,078.39 for the month February, 2019.

(Motion______________Second_________________/Yes______No______Abstain______)

4. Motion to enter into a Dual Credit Program Articulation Agreement with Centenary University effective July 1, 2019 through June 30, 2020.

(Motion______________Second_________________/Yes______No______Abstain______)

5. Motion to approve the change in placement for student #5895878105 from Morris Hills Regional High School to Bonnie Brae, 3415 Valley Road, P.O. Box 825, Liberty Corner, NJ 07938. Placement retroactive to February 25, 2019.

(Motion______________Second_________________/Yes______No______Abstain______)

March 19, 2019
*6. Motion to approve the change in placement for student #8695843559 from Cornerstone Day School to Warren Hills Regional High School, 41 Jackson Valley Road, Washington, NJ 07882. Placement retroactive to February 11, 2019.

(Motion______________Second_________________/Yes_____No_____Abstain_______)

*7. Motion to approve a Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student #8698772343, commencing March 7, 2019, 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_______)

*8. Motion to approve the change in placement for Student #1658261989 from Warren Hills Regional High School to New Jersey Project Teach/Tech, 540 Route 57 East, Port Murray, NJ 07865 with a tuition of $36,247. Placement retroactive to March 7, 2019.

(Motion______________Second_________________/Yes_____No_____Abstain_______)

*9. Motion to approve a Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student #2498776643, commencing March 14, 2019, 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_______)

*10. Motion to approve the revised Tuition Contracts with Oxford Township School District for the 2018-2019 school year reflecting a tuition change from $21,835.00 (LD Program) to $17,625 (Regular Tuition plus Resource Room charge) for the following students:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student ID</th>
<th>Student ID</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>8576034277</td>
<td>4356509214</td>
<td>6677432792</td>
<td>1098549706</td>
</tr>
<tr>
<td>1658261989</td>
<td>8493645549</td>
<td>2158802789</td>
<td></td>
</tr>
</tbody>
</table>

(Motion______________Second_________________/Yes_____No_____Abstain_______)

*11. Motion to approve the donation of 10 hurdles to the Belvidere High School Track program from the WHR Athletic Department.

(Motion______________Second_________________/Yes_____No_____Abstain_______)

*12. Motion to approve the following Resolution ratifying the Memorandum of Agreement with the Warren Hills Regional Administrators’ Association:

Resolved, that the Board of Education hereby ratifies the Memorandum of Agreement with the Warren Hills Regional Administrators’ Association, dated March 13, 2019, for the contract period July 1, 2018 through June 30, 2021, including related mutually adopted salary guides, which was previously ratified by the Association and which is on file in the office of the Business Administrator; and be it
Further Resolved, that the Board authorizes its Board President to execute an appropriate successor collective negotiations agreement upon approval of the form of same by the Board’s Labor Counsel.

(Motion______________Second______________/Yes______No______Abstain______)

*13. Motion to approve the following Resolution ratifying the Memorandum of Agreement with the Warren Hills Regional Education Association:

Resolved, that the Board of Education hereby ratifies the Memorandum of Agreement with the Warren Hills Regional Education Association, dated January 28, 2019, for the contract period July 1, 2018 through June 30, 2021, including related mutually adopted salary guides, which was previously ratified by the Association and which is on file in the office of the Business Administrator; and be it

Further Resolved, that the Board authorizes its Board President to execute an appropriate successor collective negotiations agreement upon approval of the form of same by the Board’s Labor Counsel.

(Motion______________Second______________/Yes______No______Abstain______)

*14. Motion to approve submittal of the tentative 2019-2020 budget to the Executive County Superintendent for approval in accordance with the statutory deadline:

**BE IT RESOLVED** that the tentative budget be approved for the 2019-2020 school year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

<table>
<thead>
<tr>
<th></th>
<th>GENERAL FUND</th>
<th>SPECIAL REVENUES</th>
<th>DEBT SERVICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Total Expenditures</td>
<td>$38,445,403</td>
<td>$492,930</td>
<td>$2,312,046</td>
<td>$41,250,379</td>
</tr>
<tr>
<td>Less: Anticipated Revenues</td>
<td>$16,016,742</td>
<td>$492,930</td>
<td>$17,319</td>
<td>$16,526,991</td>
</tr>
<tr>
<td>Taxes to be Raised</td>
<td>$22,428,661</td>
<td>0</td>
<td>$2,294,727</td>
<td>$24,723,388</td>
</tr>
</tbody>
</table>

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 at Warren Hills Regional Board of Education Administration Building, 89 Bowerstown Road, Washington, New Jersey on April 30, 2019 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.
BE IT FURTHER RESOLVED, that the Board of Education approves the following Capital Reserve Account Withdrawal for the 2019-2020 budget:

- District Office Excel Building Renovations $ 500,000
- Middle School Interior Door & Lock Replacement Project $ 160,000
- High School Athletic Field Turf Replacement $ 400,000

Total Capital Reserve Withdrawal $ 1,060,000

Further approve, in accordance with N.J.S.A. 18A:19-1, that for the 2019-2020 school year the annual maximum for regular business travel shall be $1,500 per employee.

Further approve, that for the 2019-2020 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, $45,000 for auditing services, $25,000 for Architect of Record services and $10,000 for professional services related to public relations for the 2019-2020 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 2019-2020 school year.

N. Public Comment

O. Second Executive Session

EXECUTIVE SESSION (IF NECESSARY)

P. Adjourn__________p.m.
(Motion____________ Second____________)

*Roll Call