

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

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

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 Solecitto – 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

Committee	Date	Discussion
Finance, Facilities & Transportation	No meeting held	By Chair: Mrs. Merrill
Education & Policy	No meeting held	By Chair: Mr. Piasecki
Personnel & Student Activities	No meeting held	By Chair: Mr. Bodenschatz

Technology	No meeting held	By Chair: Mr. Walls
Negotiations	March 6, 2019	By Chair: Mr. Cannavo
Wall of Fame	monthly	By Chair: Mr. Walls

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:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Erica Russell	Approve	Assistant Lacrosse Coach	\$4,302.00	High School	3/20/19	End of Season	Tier 3, Step 1 – All paperwork complete & on file
2	Michael Adames	Approve	Substitute Teacher	\$85/day	District	3/20/19	6/30/19	All paperwork complete & on file

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
3	Elizabeth Bracey	Approve	Substitute Teacher	\$85/day	District	3/20/19	6/30/19	All paperwork complete & on file
4	Jacqueline Arguello	Approve	1:1 Paraprofessional	\$15.00/hour	Middle School	Start of Season	End of Season	1:1 Aide for track team member

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

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

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

(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:

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

(Motion_____Second_____ /Yes_____No_____Abstain_____)

*5. Motion to approve the following travel and conference request:

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

(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 _____)

*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:

8576034277 4356509214 6677432792 1098549706
1658261989 8493645549 2158802789

(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:

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

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.
(Motion_____Second_____/Yes_____No_____Abstain_____)

N. Public Comment

O. Second Executive Session

EXECUTIVE SESSION (IF NECESSARY)

P. Adjourn_____p.m.
(Motion_____Second_____)

***Roll Call**