

WARREN HILLS REGIONAL BOARD OF EDUCATION

March 17, 2020

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

Due to the COVID-19 health crisis, the Board meeting held on March 17, 2020 at 6:30 was conducted electronically, with Board members attending via a Google Hangout. Members of the public were invited to listen and participate in the Board meeting which was available for broadcast in the Board meeting room at 89 Bowerstown Road, Washington, N.J., however, no members of the public attended.

A. Call to Order - Mr. Christopher Hamler, President

B. Roll Call - Mrs. Donnamarie Palmiere, Business Administrator

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Sam Knutson, Christine Pi, Christopher Cannavo, Lisa Marshall, Corey Piasecki, Christopher Hamler, and Eric Walls. Also present were Earl Clymer and Donnamarie Palmiere. Sherri Musick was absent.

C. Executive Session- 6:47 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.

Motion by Mrs. Marshall and seconded by Mr. Cannavo to go into Executive Session at 6:47 with full board consent.

D. Reconvene:

Motion by Mrs. Marshall and seconded by Mr. Piasecki to go into open session at 7:04 p.m. with full board consent.

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 by Mr. Piasecki and seconded by Mrs. Marshall to approve the Minutes of the March 3, 2020, Regular and Executive Session meetings and the Minutes of the March 10, 2020 Budget Work Session.

Approval of Board Minutes

MOTION: Cory Piasecki		SECOND: Lisa Marshall		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Sam Knutson	X			
Lisa Marshall	X			
Sherri Musick				
Christine Pi	X			X
Eric Walls	X			
Corey Piasecki	X			
Christopher Hamler	X		3/10/20	

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

Correspondence emails were forwarded to the Board.

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

None

H. Presenter(s):

None

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

Finance, Facilities & Transportation – did not meet

Education and Policy – did not meet

Personnel and Student Activities – Mr. Bodenschatz
Committee met on March 10, 2020

- 1st round of interviews for ELA HS teaching position

Technology – did not meet

Negotiations – did not meet

Wall of Fame – did not meet

K. Old Business

- Apprentice AdHoc Committee

L. New Business

None

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.

None

N. ACTION ITEMS

I. PERSONNEL

Motion by Mr. Bodenschatz and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3** as described below:

*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	Heather Heslin	Approve	5 th Prep	\$1,300.00/semester	Middle School	8/26/19	6/30/20	2019-20 1 st & 2 nd semesters
2	Nicole Standish	Approve	Substitute Teacher	\$90.00/day	District	3/18/20	6/30/20	All paperwork complete & on file

*2. Motion to approve the following medical/paternity/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	53034716	Paternity	Science Teacher	High School	On or about 4/3/20	N/A	4/3/20	4/3/20	N/A	On or about 4/16/20	N/A

2	39811807	Medical	Special Education Teacher	High School	3/9/20	5	3/16/20	On or about 5/1/20	N/A	On or about 6/1/20	N/A
3	53033015	Maternity	Teacher	High School	8/24/20	0	8/24/20	8/24/20	N/A	2021/2022 School year	N/A

*3. 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	Katie Winch	N/A	N/A	N/A	HS	3/11/20	4/30/20	Under Mr. Kavcak

MOTION: Scott Bodenschatz		SECOND: Cory Piasecki			
Name	Ayes	Nayes	Abstain	Absent	
Joseph Bodenschatz	X				
Christine Pi	X				
Eric Walls	X				
Christopher Cannovo	X				
Lisa Marshall	X				
Sherri Musick				X	
Sam Knutson	X				
Corey Piasecki	X				
Christopher Hammler	X				

II. EDUCATION AND POLICY

Motion by Mrs. Marshall and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motion II.1, as described below:

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

MS – 19-20 – 018 & 019

MOTION: Lisa Marshall		SECOND: Cory Piasecki			
Name	Ayes	Nayes	Abstain	Absent	
Corey Piasecki	X				
Lisa Marshall	X				
Christopher Cannovo	X				
Joseph Bodenschatz	X				
Sam Knutson	X				
Sherri Musick				X	
Christine Pi	X				

Eric Walls	X			
Christopher Hamler	X			

III. BUDGET AND FINANCE

Motion by Mrs. Marshall and seconded by Mrs. Pi 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 February, 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 February, 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 4, 2020 through March 17, 2020 in the amount of \$2,172,983.06.

*3. Motion to approve transfers in the amount of \$404,681.78 for the month of February, 2020.

*4. Motion to approve Student Activities bill list for the period February 1, 2020 through February 29, 2020 in the amount of \$28,649.09.

*5. Motion to approve the Athletic bill list for the period January 1, 2019 through February 29, 2019 in the amount of \$18,653.46.

*6. **BE IT RESOLVED** that the tentative budget be approved for the 2020-2021 school year using the 2020-2021 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>
2020-21 Total Expenditures	\$39,199,082	\$473,646	\$2,317,321	\$41,990,049
Less: Anticipated Revenues	<u>\$16,321,848</u>	<u>\$473,646</u>	<u>\$17,293</u>	<u>\$16,812,787</u>
Taxes to be Raised	\$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 at Warren Hills Regional Board of Education Administration Building, 89 Bowerstown Road, Washington, New Jersey on April 28, 2020 at 6:30 PM for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

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, with gratitude, a grant from The Foundation for Health Advancement in the amount of \$2,500 for our Digital Lending Library program, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*8. Motion to approve the donation of Bus #4 2003 Bluebird to Mansfield Township Fire Company to be used for emergency management drills. (Bus has aged out – 15-year life)

MOTION: Lisa Marshall		SECOND: Christine PI		
Name	Ayes	Nayes	Abstain	Absent
Corey Piasecki	X			
Christopher Hamler	X			

Sam Knutson	X			
Sherri Musick				X
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Lisa Marshall	X			
Christine Pi	X			
Eric Walls	X			

O. Public Comment

None

P. Second Executive Session

None

At the conclusion of the meeting, Mr Hamler, the Board President, and the entire Board of Education asked to share with all the Warren Hills staff their sincere gratitude and appreciation for the professionalism, effort and care shown toward our students and to the community during these trying times.

Q. Adjournment

Motion by Mr. Piasecki and seconded by Mrs. Marshall to adjourn at 7:14 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Admin./Bd. Secretary

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**Warren Hills Regional
Board of Education
Executive Session Minutes
March 17, 2020**

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Sam Knutson, Christine Pi, Christopher Cannavo, Lisa Marshall, Corey Piasecki, Christopher Hamler, and Eric Walls. Also present were Earl Clymer and Donnamarie Palmiere. Sherri Musick was absent.

First Executive Session: 6:47 p.m. – 7:04 p.m.

Topics discussed:

- HIB
- Warren County Office of Emergency Management to use HS parking lot as backup location for virus testing site.
- Student Issues
- Personnel
- Legal Matters – Board does not want to settle (Insurance company file 88622).

Respectfully submitted,

Donnamarie Palmiere
Business Admin./Bd. Secretary