

**WARREN HILLS REGIONAL BOARD OF EDUCATION**

**November 10, 2020**

**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	Sherri Musick	Eric Walls

Due to the COVID-19 health crisis, this meeting of the Board of Education will not be physically open to the public. This is to ensure we follow best practices for social distancing. The board meeting will be live-streamed to the public via Zoom (<https://zoom.us>). The link to the meeting will be posted on the District’s website. The link can also be found within the posted agenda for this meeting, which is on the District’s website. During the meeting, an announcement and instructions will be provided to members of the public who wish to participate. Members of the public who wish to make a comment but are unable to attend the meeting may send an email with their question or comment to the Board Secretary at [palmiered@warrenhills.org](mailto:palmiered@warrenhills.org), no later than 12:00 pm on the day of the meeting. All participants must provide their name and address, and your comment and/or question will be included in the Board’s public record of the meeting, just as it would for a standard Board meeting and will be read aloud by the Board Secretary. Electronic notice of this meeting was posted on the district website.

Join Zoom Meeting

<https://us02web.zoom.us/j/88030694274?pwd=YmJhOFhTUkgydkNEWc9seEd4UUgrQT09>

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) *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.

Approval to go into Executive Session

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz				
Christopher Cannavo				
Sam Knutson				
Lisa Marshall				
Sherri Musick				
Christine Pi				
Eric Walls				
Corey Piasecki				
Christopher Hamler				

D. Reconvene: 7:00 p.m.

Approval to Reconvene

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz				
Christopher Cannavo				
Sam Knutson				
Lisa Marshall				
Sherri Musick				
Christine Pi				
Eric Walls				
Corey Piasecki				
Christopher Hamler				

President’s Announcement: Adequate and electronic 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. Also, an electronic notice of this meeting was posted on the WHRSD website.

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

Approval of Board Minutes

- October 13, 2020 Regular and Executive Session

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz				
Christopher Cannavo				
Sam Knutson				
Lisa Marshall				
Sherri Musick				
Christine Pi				
Eric Walls				
Corey Piasecki				
Christopher Hamler				

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

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

G. Presenter(s): HIB Self-Assessment Report – Dennis Mack  
 Man Lee & Caitlin Jannucci, Nisivoccia, LLP, Auditors

H. Goals:

I. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	No meeting held	By Chair: Mr. Hamler
Education & Policy	Oct. 22, 2020 & Nov. 3, 2020	By Chair: Mr. Piasecki
Personnel & Student Activities	November 1, 2020	By Chair: Mr. Bodenschatz
Technology	No meeting held	By Chair: Mr. Walls
Negotiations	Oct. 14, 2020 & Nov. 2, 2020	By Chair: Mr. Cannavo
Wall of Fame	monthly	By Chair: Mr. Walls
AD Hoc Reopening	No meeting held	By Chair: Mr. Clymer
Focus Group for Diversity	No meeting held	By Chair: Mr. Clymer

J. Old Business

- Committee Chairs share meeting minutes prior to Board Meetings when practical
- Oxford students participating in middle school sports

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**

\*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	Lolitta Trifiletti	Amend	Spanish Teacher	\$86,420	High School	1/1/21	1/1/21	Amend board motion, I. Personnel, Code No. 1 of 10/13/20 to reflect new retirement date
2	Janine Horber	Approve	Leave Replacement English Teacher	\$57,495, prorated	Middle School	11/10/20	On or about 2/1/21	Replaces #52870581
3	Evelyn Diaz	Approve	Spanish Teacher	\$80,810, prorated	High School	As soon as practical	6/30/21	Step M-13, MA-replaces #64885213 – pending receipt of all paperwork
4	Caroline Lamport	Approve	Maternity Replace English Teacher	\$55,470, prorated	Middle School	On or about 12/14/20	6/30/21	Step A-1, BA-replaces #64157597-pending receipt of all paperwork
5	Caroline Lamport	Approve	Substitute Teacher	\$90/day	District	11/11/20	6/30/21	Pending receipt of all required paperwork
6	Robin Bloom	Approve	Streaks Peer Support	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
7	Tara Paulus	Approve	Streaks Peer Support	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
8	Geri McKelvey	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
9	Laura Muroski	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
10	Amanda Best	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
11	Lisa Ann Smith	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
12	Jeffrey Balas	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
13	Lourdes Garcia	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
14	Tammy Muffley	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
15	Danielle Miksch	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
16	Courtney Hoffman	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
17	Renee Smola	Approve	Streaks Mentor	\$45/hour	Middle School	11/16/20	4/26/21	2 times per week for 20 weeks
18	Isabella Rios	Approve	Substitute Teacher	\$90/day	District	11/11/20	6/30/21	All paperwork complete and on file
19	Kylie Hibbitt	Approve	Substitute Nurse & Substitute Teacher	\$125/day \$90/day	District	11/11/20	6/30/21	All paperwork complete and on file
20	Michelle Marzigliano	Approve	Substitute Secretary	\$14/hour	District	11/11/20	6/30/21	All paperwork complete and on file
21	Nancy Turello	Rescind	Intramurals	\$45/hour	Middle School	10/28/20	10/28/20	Rescind board motion of 10/13/20, I. Personnel, #1, Code No. 18

\*2. Motion to approve the following medical / 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	52870581	Medical Leave	Teacher	Middle School	11/9/20	50	N/A	N/A	N/A	On or about 2/1/21	N/A

\*3. Motion to approve the following Independent Studies with a stipend of \$195.00 for the first student and \$100.00 stipend for each additional student in the same subject:

Course Name	Credits	Teacher	Block	Room
Civic Journalism	Full Year (5 credits)	MaryAnn McKinney	9	Study Hall

\*4. Motion to approve the following Resolution:

Resolved, that that Board of Education approves the addition of all regularly employed custodial and maintenance employees to the recognition clause of the collective negotiations agreement between the Board and the Warren Hills Regional Education Association, per the PERC Certification Order, in I/M/O Warren Hills Reg. Bd. of Ed. -and- Warren Hills Reg. Ed. Assoc., Docket No. RO-2021-026.

Approval of Personnel Motions

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

**II. EDUCATION AND POLICY**

\*1. Motion to suspend Bylaw Policy, 0131, that requires two readings to adopt a Bylaw or Policy and adopt Bylaw 0164.6 with one reading to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency, N.J.A.C. 5:39-1.1 through 1.7, promulgated by Department of Community Affairs.

**0164.6 Remote Public Board Meetings During A Declared Emergency**

\*2. Motion to approve the **second and final reading** of the following policy and regulation for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

**1620 Administrative Employment Contracts**  
**1648 Restart and Recovery Plan**

<b>1648.02</b>	<b>Remote Learning Options For Families</b>
<b>1648.03</b>	<b>Restart and Recovery Plan – Full-Time Remote Instruction</b>
<b>2464</b>	<b>Gifted and Talented Students</b>
<b>5200 P &amp; R</b>	<b>Attendance</b>
<b>5330.05 P&amp;R</b>	<b>Seizure Action Plan</b>
<b>6440</b>	<b>Cooperative Purchasing</b>
<b>7440</b>	<b>School District Security</b>
<b>7450</b>	<b>Property Inventory</b>
<b>7510</b>	<b>Use of School Facilities</b>
<b>8420</b>	<b>Emergency and Crisis Situations</b>
<b>8561</b>	<b>Procurement Procedures for School Nutrition Programs</b>

\*3. Motion to approve the **first reading** of the following policy and regulation for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

<b>2431 P&amp;R</b>	<b>Athletic Competition</b>
<b>2624 P&amp;R</b>	<b>Grading System</b>
<b>5330.04 P&amp;R</b>	<b>Administering An Opioid Antidote</b>
<b>6162 Policy</b>	<b>Corporate/Local Business Sponsorships</b>
<b>6470.01 Policy</b>	<b>Electronic Funds Transfer and Claimant Certification</b>
<b>2431.1 Regs</b>	<b>Emergency Procedures for Sports and Other Athletic Activity</b>
<b>7440 Regs</b>	<b>School District Security</b>
<b>7510 Regs</b>	<b>Use of School Facilities</b>

\*4. Motion to approve the *2021-2022 Warren Hills Regional School District Program of Studies*.

\*5. Motion to affirm the administrative decision regarding the following HIB cases:

MS – 19-20 – None  
HS - 19-20 - None

\*6. Motion to approve the *School Self-Assessment Program* to Determine Grades under the *Anti-Bullying Bill of Rights Act* and to submit the grades to the NJDOE.

\*7. Motion to approve the following Resolution:

**WHEREAS**, the Division of Local Government Services promulgated regulations for remote public meetings during Government-declared emergencies such as the pandemic; and

**WHEREAS**, the regulations require public bodies to adopt by resolution standard procedures and requirements for public comments made both during the meeting and for comments submitted in writing ahead of the meeting; and

**WHEREAS**, the Board hereby adopts this resolution to comply with this mandate;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby establishes the following procedures for public participation during remote meetings:

1. Members of the public may email the Board Secretary/Business Administrator with any comments/questions they wish to be read during the public participation section of the Board Meeting. Those comments must be submitted by no later than 12:00 p.m. on the day of the meeting.
2. Along with a link to the virtual Board meeting, the Board will also post on its website a telephone number to allow members of the public to dial into the meeting by telephone to listen and provide public comment. Appropriate muting technology will be employed so that the participant will only be permitted to speak during public participation.
3. All rules of decorum must be followed by members of the public. If a member of the public fails to follow such rules of decorum and becomes disruptive the speaker will be warned that continued disruption may result in the person being prevented from speaking during the meeting or removed from the meeting.
4. Board Policy 0167 regarding public participation in meetings shall remain in effect except for those provisions which solely relate to in-person meetings.

**BE IT FINALLY RESOLVED**, that a copy of this resolution shall be posted on the District's website where the Board's meeting agendas are posted.

\*8. Motion to approve the following resolution for school bus emergency evacuation drills pursuant to the New Jersey Administrative Code (N.J.A.C. 6A:27-11.2):

**WHEREAS**, school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and;

**WHEREAS**, the school bus driver and bus aide shall participate in the emergency exit drills, and;

**WHEREAS**, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity, and;



**WHEREAS**, drills shall be documented in the minutes of the local Board of Education at the first board meeting following the completion of the emergency exit drill;

So be it resolved that the Board of Education acknowledges that a school bus emergency evacuation drill was held on October 26 & 27, 2020 between 9:40 a.m. – 10:00 a.m. at the Warren Hills Regional Middle and High Schools. This drill was supervised by Robert Cacchio, Warren Hills Regional Middle School Assistant Principal, and Susan Rader, Warren Hills Regional High School Assistant Principal, and included the following bus routes: GST bus routes 1, 2, 5, 11, 17, 18, 19, 35, 40, 61SP, 62SP; Snyder Bus routes Sh2, Sh3, Sh4, Sh6, Sh7, 1, 2, 3, 4, 6, 7, 9, 12, 13, 14AB, 15AB, 16, 20, 21, 22, 23, and 25SP, 26 & 27; Krapf Bus routes WH10, WH29 & WH8 and Sh1

Approval of Education & Policy Motions

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

**III. BUDGET AND FINANCE**

\*1. The Warren Hills Regional Board of Education approves the October, 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 October, 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 over expended 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 October 15, 2020 through November 11, 2020, in the amount of \$3,538,163.51.

\*3. Motion to approve the cafeteria bill list for the period July 1, 2020 through September 30, 2020 in the amount of \$2,205.55.

\*4. Motion to approve Student Activities bill list for the period August 1, 2020 through September 30, 2020 in the amount of \$40,893.20.

\*5. Motion to approve transfers in the amount of \$537,421.59 for the month of September, 2020.

\*6. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #3501662512, commencing October 15, 2020 until October 20, 2020, in the amount of \$49.50 per hour for a total of 10 hours per week and an additional 33% for administrative and preparation costs.

\*7. Motion to approve Home/Bedside Instruction with Silvergate Prep for Student #3501662512, commencing October 22, 2020 until further notice, in the amount of \$41.00 per hour for total of 10 hours per week.

\*8. Motion to approve Home/Bedside Instruction with Silvergate Prep for Student #7072989293, commencing October 6, 2020 until further notice, in the amount of \$41.00 per hour for total of 10 hours per week.

\*9. Motion to approve Home/Bedside Instruction with Silvergate Prep for Student #3185003317, commencing October 20, 2020 until further notice, in the amount of \$41.00 per hour for total of 10 hours per week.

\*10. Motion to approve the following Special Education Tuition Contracts for the 2019-2020 regular school year:

<b>Student</b>	<b>School</b>	<b>Amount</b>	<b>Aide</b>	<b>Effective</b>
6914043710	Woods Services	\$3,970.56	\$2,288.56	6/16/20-6/30/20

\*11. Motion to approve the following Special Education Tuition Contracts for the 2020-2021 regular school year:

<b>Student</b>	<b>School</b>	<b>Amount</b>	<b>Aide</b>	<b>Effective</b>
1930169523	Hunterdon Preparatory	\$39,863.80	N/A	10/20/20-6/30/21

\*12. Motion to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2020-2021 Comprehensive Maintenance Plan. [as attached]

\*13. Motion to accept the draft 2019-2020 Comprehensive Annual Financial Report (C.A.F.R.) and Report of the Auditor as submitted. Further, the Board authorizes submission of the synopsis and recommendations of the Corrective Action Plan (CAP) to the County Superintendent, as per statute, see attached CAP. [Attachment]

\*14. Motion to approve the 2021-2022 Budget Calendar. [as attached]

\*15. Motion to approve the submission of the security grant application in the amount of \$108,576.00. Local funds will be used if the total estimated costs of the proposed work exceeds the school district’s grant allowance.

\*16. Motion to approve the submission of Amendment 1 for the ESEA FY 20-21 Grant to increase grant to include 19-20 carryover.

Title I Part A	\$ 163,501.00
Title I Reallocated	\$ 14,547.00
Title I SIA	\$ 37,225.00
Title II Part A	\$ 58,425.00
Title III	\$ 340.00
Title IV Part A	\$ 20,821.00

Approval of Budget & Finance Motions

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz				
Christopher Cannavo				
Sam Knutson				
Lisa Marshall				
Sherri Musick				
Christine Pi				
Eric Walls				
Corey Piasecki				
Christopher Hamler				

N. Public Comment

O. Second Executive Session (If Necessary)

Approval to go into Second Executive Session

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz				
Christopher Cannavo				
Sam Knutson				
Lisa Marshall				
Sherri Musick				
Christine Pi				
Eric Walls				
Corey Piasecki				
Christopher Hamler				

Approval to Reconvene

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz				
Christopher Cannavo				
Sam Knutson				
Lisa Marshall				
Sherri Musick				
Christine Pi				
Eric Walls				
Corey Piasecki				
Christopher Hamler				

**P. Adjournment \_\_\_\_\_ p.m.**

Approval to Adjourn

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz				
Christopher Cannavo				
Sam Knutson				
Lisa Marshall				
Sherri Musick				
Christine Pi				
Eric Walls				
Corey Piasecki				
Christopher Hamler				

**\*Roll Call**