

WARREN HILLS REGIONAL BOARD OF EDUCATION

November 19, 2019

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

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

B. Certified Election Results

<u>District</u>	<u>Candidate</u>	<u># of Votes</u>	<u>Term</u>
Mansfield Township – Write In	Eric Walls	28	1/1/20 – 12/31/22
Washington Borough	Sherri Musick	444	1/1/20 – 12/31/22
Washington Borough	William Moore	315	
Washington Township	Scott Bodenschatz	550	1/1/20 – 12/31/22
Washington Township	Ras Sheppard	316	

C. 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

D. 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.

E. 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

F. Motion to approve the Minutes of the October 15, 2019, Regular and Executive Session meetings.

(Motion_____Second_____/Yes_____No_____Abstain_____)

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

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

I. Presenters

- William Schroeder & Man Lee, Nisivoccia, LLP, Auditor
- Theatre Arts Students – Scene from the play
- Earl Clymer – Future Ready Schools Update

J. 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. Ensure effective implementation of Phases II & III of the 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.

K. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	No meeting held	By Chair: Mrs. Merrill
Education & Policy	November 6, 2019	By Chair: Mr. Piasecki
Personnel & Student Activities	November 11, 2019	By Chair: Mr. Bodenschatz
Technology	No meeting held	By Chair: Mr. Walls
Negotiations	No meeting held	By Chair: Mr. Cannavo
Wall of Fame	monthly	By Chair: Mr. Walls

L. Old Business

M. New Business

N. 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.

O. 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	Deborah Archer-Cole	Accept	Learning Disability Teacher Consultant	\$91,635.00	High School	7/1/20	7/1/20	Retirement
2	Cheryl Zarra	Accept	Administrative Assistant to BA	\$66,970.00	District	11/30/19	11/30/19	Resignation
3	Kimberly Beers	Accept	Chemistry Teacher	\$61,540.00	High School	As soon as practical	As soon as practical	Resignation
4	Roy Hanshaw	Accept	Substitute Security	\$16.00/hour	District	11/20/19	11/20/19	Resignation
5	Laura Rice	Approve	Administrative Assistant to BA	\$63,000.00, prorated	District	01/02/20	N/A	Pending receipt of all required paperwork
6	Laura Muroski	Approve	Cognetics Club Advisor	\$2,700, prorated	Middle School	12/01/19	6/30/20	Tier 5
7	Heather Heslin	Approve	Home Instructor	\$45.00/hour	Middle School	11/20/19	6/30/20	IEP Driven
8	Amy Haines	Approve	Substitute Teacher	\$85.00/day	District	11/20/19	6/30/20	All paperwork complete & on file
9	Grace Balog	Approve	Substitute Teacher Substitute Security	\$85.00/day \$16.00/hour	District	11/20/19	6/30/20	All paperwork complete & on file
10	Richard Dobbins	Approve	Substitute Teacher	\$85.00/day	District	11/20/19	6/30/20	Pending receipt of all required paperwork
11	Elizabeth North	Approve	Substitute Teacher	\$85.00/day	District	11/20/19	6/30/20	Pending receipt of all required paperwork
12	John Kerner	Approve	Substitute Security Event Security	\$16.00/hour \$40.00/hour	District	11/20/19	6/30/20	All paperwork complete & on file
13	Corey Townsley	Approve	Substitute Custodian	\$14.25/hour	District	11/20/19	6/30/20	All paperwork complete & on file
14	Virginia McDonnell	Approve	Substitute Custodian	\$14.25/hour	District	11/20/19	6/30/20	All paperwork complete & on file

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

*2. Motion to approve the following 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	54945662	Maternity	Mathematics Teacher	High School	2/5/20	36	3/27/20	3/27/20	N/A	On or about 5/11/20	N/A
2	35480300	Paternity	Mathematics Teacher	Middle School	2/24/20	N/A	2/24/20	2/24/20	N/A	On or about 5/18/20	N/A

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
3	68475763	Paternity	Business Teacher	High School	12/2/19	N/A	12/2/19	12/2/19	N/A	On or about 12/16/19	Intermittent Leave
4	68475763	Paternity	Business Teacher	High School	1/2/20	N/A	1/2/20	1/2/20	N/A	On or about 1/16/20	Intermittent Leave

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

*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	Michael Coates	Volunteer Boys Basketball	N/A	N/A	High School	11/20/19	3/15/20	Pending receipt of background check
2	Joseph Kratochvil	Volunteer Wrestling	N/A	N/A	High School	11/20/19	3/15/20	Pending receipt of background check
3	Jon Slack	Volunteer Wrestling	N/A	N/A	High School	11/20/19	3/15/20	All paperwork complete & on file

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

II. EDUCATION AND POLICY

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

MS – 19-20 – 004, 005, 006, 007 & 008
 HS - 19-20 – None

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

*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:

5600 Student Discipline / Code of Conduct

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

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Lauren Voight & Richard Patricia	Select Choir to perform at United Nations	Substitutes	Select Choir will raise money for transportation & entry fees
2	Daryl Detrick & Kerry Throckmorton	NJIT Engineering Day	Transportation + substitute	Curriculum
3	Cheryl Yanoff, Nicole Bayer, Heather Heslin & Michele McGann	HS & MS MD & AU classes	Transportation, Nurse	Community Based Instruction
4	Cheryl Yanoff, Nicole Bayer, Heather Heslin & all paraprofessionals	MS & HS MD classes to Annual Special Education Day	Transportation, Nurse	Science themed community based instruction
5	Hope Ranalli	8 th Grade students to visit Warren Tech in a.m.	None	Warren Tech pays transportation
6	Margaret Devine	MS Horizons to Warren County Consortium Debate	Transportation –sharing bus with Brass Castle	Competition
7	Margaret Devine & Kevin Horn	HS Horizons to WHAM Academic Meet	Substitutes + Transportation	Competition
8	Heather Heslin & Nicole Bayer	MS MD Program for Community Based Instruction	1 Substitute + Transportation	Curriculum
9	Christine Angebrandt	Builders Club to stock shelves at food pantry with items donated at their event	Transportation	N/A
10	Emily Kablis & Jodi Edmonds	Student Council to prepare meals & help at Ronald McDonald House	Substitutes & Transportation	N/A
11	Emily Kablis, Jodi Edmonds & Nicole Silvis	Student Council to NJASC Spring Awards	Substitutes & Transportation	N/A
12	Julia Henning	Streak Nation to help seniors with technology	Transportation	N/A
13	Patricia Smith	NJFFA Career Development	Substitute + Transportation	Curriculum
14	Emily Kablis & Jodi Edmonds	Student Council will deliver toys from their toy drive to Children’s Hospital	Substitutes + Transportation	N/A
15	Cheryl Yanoff, Michele McGann & Nicole Bayer	MD/AU Life Skills classes for Community Based Instruction	Transportation	Curriculum
16	Jason Graf	WHR Wind Ensemble to Abilities of Northwest NJ	Transportation	N/A
17	Alison Frey, Deana Marie Turner & Nicholas Sarlo	DECA to competition	Transportation	Competition

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

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Alison Loro, Carmello Chiara & Mary Ann McKinney	Strengthening Students Writing Skills While Significantly Decreasing Grading Time	West Orange, NJ	\$259. per person Registration + Mileage	January 23, 2020 – English PLC’s
2	Kenneth Kurpat	Track & Field Conference	Atlantic City, NJ	\$109. Registration + Mileage	December 5 & 6, 2019

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

*5. Motion to approve the *2020-2021 Warren Hills Regional School District Program of Studies*.

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

III. BUDGET AND FINANCE

*1. The Warren Hills Regional Board of Education approves the September, 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 September, 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. The Warren Hills Regional Board of Education approves the October, 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 October, 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_____)

*3. Motion to approve the bill list for the period October 16, 2019 through November 19, 2019, in the amount of \$3,580,046.78.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*4. Motion to approve transfers in the amount of \$138,153.32 for the month of September, 2019.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*5. Motion to approve transfers in the amount of \$400,655.00 for the month of October, 2019.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*6. Motion to approve the cafeteria bill list for the period July 1, 2019 through September 30, 2019 in the amount of \$3,920.43.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*7. Motion to approve the Student Activities bill list for the period September 1, 2019 through September 30, 2019, in the amount of \$12,251.91.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*8. Motion to approve the Student Activities bill list for the period October 1, 2019 through October 31, 2019, in the amount of \$32,452.39.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*9. Motion to approve the Athletics bill list for the period September 1, 2019 through September 30, 2019, in the amount of \$14,129.83.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*10. Motion to approve the Athletics bill list for the period October 1, 2019 through October 31, 2019, in the amount of \$9,348.00.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*11. Motion to terminate the 2019-2020 Special Education Tuition Contract for student #3664901687 from Montgomery Academy, 188 Mount Airy Road, Basking Ridge, NJ 07920 effective November 12, 2019.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*12. Motion to approve a contract with New Jersey Project Teach/Tech, 540 Route 57 East, Port Murray, NJ 07865 for Student #8502323293 with a tuition of \$51,792.40 for the 2019/2020 school year.

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

*13. Motion to approve a tuition contract with East Mountain School, 252 County Road 601, Belle Mead, NJ 08902 for the 2019-2020 school year for student #3215467566 retroactive to October 16, 2019. Student to attend on a part-time basis as a ½ day student with a tuition of \$30,456.18.

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

*14. Motion to approve Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student # 2545827307, commencing November 1, 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 _____)

*15. Motion to approve Professional Education Services, Inc. to provide educational instruction services for Student #1237361432 currently at High Focus Centers of Branchburg, commencing November 6, 2019, and continuing until further notice at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

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

*16. Motion to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2019-2020 Comprehensive Maintenance Plan.

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

*17. Motion to accept the sealed bids on October 29, 2019 for Snow Removal Services for the 2019-2020 through 2021-2022 school years. One (1) bidder responded as follows:

Bidder: Stone Hill Excavating, LLC	2019-2020	2020-2021	2021-2022
2 to 6 inches	\$2,605.63	\$2,605.63	\$2,605.63
6 to 12 inches	\$3,769.15	\$3,769.15	\$3,769.15
12 inches and over	\$4,867.00	\$4,867.00	\$4,867.00
Salting and sanding per application	\$1,485.00	\$1,485.00	\$1,485.00
Hourly rate for snow removal (relocation) Equipment and Manpower	\$125.00	\$125.00	\$125.00

Authorize award of bid to Stone Hill Excavating, LLC, as lowest responsible bidder in full conformance with specifications.

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

*18. Motion to accept a \$1,000 grant from First Energy Foundation which will be used to create a lending library supplied with classroom sets of digital devices for loan to local elementary schools.

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

*19. Resolved to commission Design Resource Group, Architects, to submit to the New Jersey Department of Education the following project:

Alterations/Renovations to the Excel Building and secure schematic and final educational adequacy for the project.

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

*20. Motion to withdraw additional \$15,000 from Capital Reserve for HS Security Office to cover architect fees previously approved under Budget and Finance, motion #14, on October 15, 2019.

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

*21. Motion to accept, with gratitude, a donation of two bikes and a Samsung HHD 75” TV screen and bracket, totaling \$3,600.00, from the Wrestling Club, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

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

*22. Motion to accept, with gratitude, the donation of \$384.81 from Christopher Cannavo for hotel and workshop costs for the 2019-2020 school year, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

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

*23. Motion to accept the 2018-2019 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]

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

P. Public Comment

Q. Second Executive Session (If Necessary)

R. Adjournment _____ p.m.

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

***Roll Call**