

WARREN HILLS REGIONAL BOARD OF EDUCATION

October 30, 2018

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mrs. Lisa Marshall, President

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

Joseph Bodenschatz	Jennifer Knittel	Corey Piasecki
Christopher Cannavo	Lisa Marshall	Eric Walls
Christopher Hamler	Paula Merrill	Richard Young

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*
- 4) *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 October 9, 2018, 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

H. Presenter(s) – Student Presenters

I. 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.

J. Committee Reports

Committee	Date	Discussion
Budget & Finance	October 15, 2018	By Chair: Mrs. Knittel
Buildings & Grounds	No meeting held	By Chair: Mr. Hamler

Education & Policy	October 30, 2018	By Chair: Mrs. Marshall
Personnel	October 16, 2018	By Chair: Mrs. Knittel
Student Activities & Transportation	No meeting held	By Chair: Mrs. Merrill
Technology	No meeting held	By Chair: Mr. Young
Negotiations	October 17, 2018	By Chair: Mr. Young
Wall of Fame	monthly	By Chair: Mr. Walls

K. Old Business

- Committee Discussions
- Administrative Transition Plan discussion due to administrative resignation

L. New Business –

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.

N. 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	Robert Kovacs	Accept	Security Personnel	\$36,235	High School	11/1/18	11/1/18	Retirement
2	Steven Andoldi	Approve	Security Personnel	\$30,635, prorated	High School	11/1/18	6/30/19	Step 2 – will remain on step – Replaces Robert Kovacs- All paperwork complete and on file
3	Crystal Gonzalez	Approve	Paraprofessional – Tuition Student Washington Borough	\$23.94/hour	Middle School	11/2/18	6/30/19	Pending receipt of all paperwork - Part-time, will remain on step, not to exceed 29 hours per week
4	Brielle Sigafos	Approve	Paraprofessional – Tuition Student Washington Borough	\$22.42/hour	Middle School	11/2/18	6/30/19	Pending receipt of all paperwork - Part-time, will remain on step, not to exceed 29 hours per week
5	Jessica Bardello	Approve	Paraprofessional	\$23.94/hour	Middle School	10/31/18	6/30/19	Pending receipt of all paperwork - Part-time, will remain on step, not to exceed 29 hours per week
6	Kristyn Sbriscia	Approve	School Nurse	\$45.00/hour	High School	7/25/18	8/24/18	Summer hours – 15 hours
7	Amanda Best	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
8	Brigitte Burstein	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
9	Renee Smola	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
10	Elizabeth McKeown	Approve	Activity Day Planner	\$45.00/hour	Middle School	10/31/18	12/20/18	Not to exceed 4 hours
11	Julia Henning	Approve	Streak Nation / Glamour Girls Advisor	\$3,500.00, prorated	High School	10/31/18	6/30/18	N/A
12	Jodi Longo	Approve	Boys Basketball Coach	\$5,733.00	Middle School	Start of Season	End of Season	Tier 2, Step 4
13	Jennifer Cavo	Approve	Assistant Swimming Coach	\$5,444.00	High School	Start of Season	End of Season	Tier 3, Step 3
14	Geri McKelvey	Approve	Intramural Bowling Coach	\$30.00/hour	Middle School	Start of Season	End of Season	Not to exceed 50 hours
15	Jennifer (SP) Cassagnola	Approve	Choreographer – Drama Club	\$2,900.00 /production	High School	Start of Season	End of Season	Fall & Spring Sessions
16	Geri McKelvey	Approve	Testing Coordinator	\$5,000.00	Middle School	10/31/18	6/30/19	PARCC & NJ Student Learning Assessment
17	Jodi Longo	Approve	Home Instructor	\$41.00/hour	High School	10/31/18	6/30/19	Drivers Education, Health & Physical Education
18	Cynthia Bamford	Approve	Home Instructor	\$41.00/hour	High School	10/31/18	6/30/19	Special Education
19	Nicole Dehrone	Approve	Substitute Teacher	\$85.00/day	District	11/1/18	6/30/19	All paperwork complete & on file

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
20	Joseph Greenwood	Approve	Substitute Teacher	\$85.00/day	District	11/1/18	6/30/19	All paperwork complete & on file
21	Nicholas Naumann	Approve	Substitute Teacher	\$85.00/day	District	11/1/18	6/30/19	All paperwork complete & on file
22	Matthew Beaman	Approve	Substitute Custodian	\$14.50/hour	District	11/1/18	6/30/19	All paperwork complete & on file
23	James Hildabrandt	Approve	Substitute Custodian	\$14.50/hour	District	11/1/18	6/30/19	Pending receipt of background check & P.L. 2018, c. 5

(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	Sean Graham	Observation Hours	N/A	N/A	Middle School	10/31/18	Upon completion	Centenary University student under the direction of Mr. Remondelli
2	Maxinne Spann	Observation Hours	N/A	N/A	High School	10/31/18	Upon Completion	Centenary University student under the direction of Mr. Kavcak
3	Anthony Bonelli & Alexander Annan	Volunteer Personal Aide	N/A	N/A	High School	Start of Season	End of Season	HS Girls' Basketball – All paperwork complete & on file
4	Candace Lamour	Volunteer Cheerleading	N/A	N/A	High School	10/31/18	End of Season	Background complete & on file
5	Kimberly Moreno	Volunteer Cheerleading	N/A	N/A	High School	10/31/18	End of Season	Pending receipt of background check

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

*3. Motion to approve the following job descriptions as recommended by the Superintendent and Personnel Committee:

- A. Guidance Counselor
- B. Affirmative Action Officer
- C. Student Assistance Coordinator [SAC]
- D. Speech-Language Specialist
- E. School Social Worker
- F. School Psychologist
- G. Learning Disabilities Teacher Consultant
- H. School Nurse

- I. School Anti-Bullying Specialist
- J. District Anti-Bullying Coordinator
- K. Director of Athletics and Student Activities

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

II. Education and Policy

*1. Motion to accept the annual Vandalism & Violence Report for the school year 2017-2018 as reported by the Superintendent.

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

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

5330.04 Administering An Opioid Antidote

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

*3. Motion to affirm the administrative decision regarding the following HIB cases:
 MS – 18-19 – 004 & 005
 HS - 18-19 – None

(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	Laura Muroski	8 th Grade Class Students – Math & Science Day @ Dorney Park	Substitute & Nurse	\$65.00 student cost – Ticket and transportation
2	LeeAnn Kubbishun	8 th Grade students to visit Warren Tech in a.m.	N/A	Warren Tech pays transportation
3	Cynthia Bamford	MD/AU classes for life skills	Transportation + Substitutes	N/A

(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	Susan Rader	Outdoors Unlimited [Ski] Club to overnight trip	Okemo Mountain	N/A	Volunteer Chaperone

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
2	Rebecca Billera, LeeAnn Kubbishun & Christine Tyburczy	Cyber Bullying & Social Media	West Orange, NJ	\$75.00 Registration each + Mileage	December 6, 2018
3	Vittoria Busardo	AP Studio Art Workshop	Colts Neck, NJ	\$235.00 Registration + Mileage	November 9, 2018
4	Mary Kaye Bartek, Cynthia Laws & Theresa Chapman	Professional Learning Communities Summit	San Antonio, TX	Title II funds	December 11 – 14, 2018 – As approved by the Executive County Superintendent

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

III. BUDGET AND FINANCE

*1. The Warren Hills Regional Board of Education approves the revised July, 2018 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 revised monthly financial report of the Secretary and the Treasurer for the month of July, 2018; 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 revised August, 2018 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 revised monthly financial report of the Secretary and the Treasurer for the month of August, 2018; 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. The Warren Hills Regional Board of Education approves the September, 2018 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, 2018; 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 _____)

*4. Motion to approve the bill list for the period September 1, 2018 through September 30, 2018, including September, 2018 payrolls, in the amount of \$3,420,772.88.

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

*5. Motion to approve the bill list for the period October 1, 2018 through October 30, 2018, including October 15, 2018 payroll, in the amount of \$2,314,008.50.

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

*6. Motion to approve the cafeteria bill list for the period July 1, 2018 through September 30, 2018 in the amount of \$12,054.37.

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

*7. Motion to approve transfers in the amount of \$81,110.00 for the month of September, 2018.

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

*8. Motion to approve the 2019-2020 Budget Calendar.

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

*9. Motion to approve Professional Education Services, Inc. to provide educational instruction services for Student #1237361432 currently at High Focus Centers of Branchburg, commencing October 3, 2018 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 _____)

*10. Motion to approve a part-time tuition contract with Hunterdon County Polytech for Student #2020436 for the 2018-2019 school year in the amount of \$5,774.00. (For an animal science program not offered at Warren County Vocational Technical School)

(Motion_____Second_____/Yes_____No_____Abstain_____)

*11. Motion to approve a Tuition Contract with Washington Borough School District to accept Student #9124718805 into the MD Program at the middle school beginning November 5, 2018 for the 2018-2019 School Year Program, in the amount of \$38,756, prorated, plus a 1:1 aide.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*12. Motion to approve Home/Bedside Instruction Agreement with St. Clare's Hospital for Student #8019609772, commencing October 11, 2018, 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_____)

*13. Motion to approve Homebound Instruction Agreement with Silvergate Prep for Student #7677400749, commencing October 18, 2018, and continuing until further notice, in the amount of \$41.00 per hour for a total of 5 hours per week.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*14. Motion to accept \$3,000.00 from SAIF, School Alliance Insurance Fund, as credit towards our 2018-2019 assessment for completing the Safety Incentive Program from the 2017-2018 school year.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*15. Motion to accept \$2,000.00 from New Jersey Schools Insurance Group for the Safety Grant Program from the 2017-2018 school year.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*16. Motion to accept, with gratitude, the donation of \$485.00 from Christopher Cannavo for hotel and workshop costs for the 2018-2019 school year, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*17. Motion to approve the disposition of the district's obsolete technology department equipment pursuant to Policy 7300, DISPOSITION OF PROPERTY.

23 – ipads

2 - imacs

1 - pc monitor

6 - mac laptops

8 - pc laptops

- 4 - VCR - DVD players
- 1 - pc tower
- 1 - pc desktop
- 4 - laser printers
- 2 - inkjet printers
- 3 - projectors
- 1 - document camera
- 3 - Cisco switches
- 1 - router
- 3 - UPS (uninterrupted power supply)

(Motion_____Second_____/Yes_____No_____Abstain_____)

O. Public Comment

P. Second Executive Session

EXECUTIVE SESSION (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.

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(Motion_____Second_____)

Q. Reconvene_____p.m.

(Motion_____Second_____)

R. Adjourn_____p.m.

(Motion_____Second_____)

***Roll Call**