

WARREN HILLS REGIONAL BOARD OF EDUCATION

February 28, 2023

6:30 p.m. – Executive Session

7:15 p.m. Regular Meeting

A. Call to Order – Molly Fraumeni, President

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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Christopher Cannavo, Alfred Coscia, Thomas Dufner, Molly Fraumeni, Jean Hansen, Lisa Marshall and Paula Merrill. Corey Piasecki was absent. Also present were Earl Clymer, Dennis Mack and Donnamarie Palmiere

C. Executive Session- 6:32 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.

Approval to go into Executive Session

Motion by Mrs. Merrill and seconded by Mr. Cannavo to go into Executive Session at 6:32 p.m. with full board consent.

D. Reconvene: 7:15 p.m.

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, Oxford and Washington.

Pledge of Allegiance

Approval of Board Minutes

- February 7, 2023 Regular & Executive Session Meetings

Motion by Mrs. Merrill and seconded by Mrs. Hansen to approve the minutes of the February 7, 2023 Regular and Executive Session Meeting.

MOTION: Paula Merrill		SECOND: Jean Hansen		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki				X
Christopher Cannavo	X			
Molly Fraumeni	X			

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

None

F. Student Liaison Report – Sydney White

None

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

- QSAC Equivalency - Presentation March 9
- GEOY - Recognition - March 14 - Regular BOE Meeting
- WINGS News - News clips posted on the web page

Budget Detail Packet - A Revised Packet will be sent on Friday 3/3 with state aid number adjustments - Please forward any and all questions to Donna, prior to our 3/9 meeting, so we can answer and share with other BOE members.

H. Presenter(s):

The following were postponed due to weather:

- QSAC Equivalency Assessment - Mr. Clymer
- Governor’s Educator of the Year Recognition
- Educational Services Professional of the Year Recognition

I. Goals:

Warren Hills Board of Education District Goals for 2022-2023:

District Goal 1: Provide resources to faculty, implement best practices and strategies with tiered systems of support focused on improving areas of weakness and enhancing areas of strength to increase student achievement in core content tested areas across the district under the New Jersey Student Learning Assessment (NJSLA) and the New Jersey Graduation Proficiency Assessment (NJGPA).

District Goal 2: To ensure best practices related to diversity, equity & inclusion within the WHRSD are followed in regards to hiring practices, curriculum implementation and policy development in collaboration with all school/community stakeholders and to share concerns and recommendations with appropriate committee(s) of the Board of Education.

District Goal 3: To create, implement and enhance established programs, provide resources, and offer support to students, parents, faculty & staff related to Mental Health Awareness in collaboration with local and state agencies, including but not limited to, the use of the Nurtured Heart Approach, the DREAMS Program and the Warren County Prosecutor's Office Restorative Justice program.

Warren Hills Board of Education Board Goal for 2022-2023:

1. Provide support to the administration, faculty and staff in the pursuit and achievement of the district goals.
2. Increase student presentations at Board of Education Meetings.

Under District Goal 1 – Mrs. Apple is continuing to work on creating an in-house Math entrance assessment to be used for incoming 7th graders.

Under District Goal 3 – District Mental Health team is meeting on March 1st.

I. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	February 23, 2023	By Chair: Mr. Piasecki
Education, Policy & Technology	February 21, 2023	By Chair: Mr. Bodenschatz
Personnel & Student Activities	February 15 & 21, 2023	By Chair: Mrs. Marshall
Negotiations	No Meeting Held	By Chair: Mrs. Fraumeni

Finance, Facilities & Transportation committee met on February 23rd and discussed the following:

- Bank Change – Investors was bought out by Citizens
- Camera Upgrade – Bids opened
- Budget
 - 2% cap
 - Use Excess Surplus for 24-25 Budget to offset the increase the loss of State Aid
 - There will be a delay in the release of the Language Arts Standards so textbooks and curriculum writing in Language Arts were removed from the budget.

Education, Policy & Technology committee met on February 21st and discussed the following:

- Tim Jaw joined the committee to discuss cybersecurity, 1:1 laptop initiatives started 5 years ago and the Middle School needs replacements for incoming grade 7. The High School 9th graders get new ones that take them through all four years.
- HIB Policy 5512
- Organization Chart
- Updated/Revised Calendar for 23-24 to include Leap Year
- Need to revisit the textbook/novel policy

Personnel & Student Activities

Mrs. Marshall reviewed in Executive Session

J. Old Business

K. New Business

- An 8th grade student will be participating in Dialogue
- Board needs HIB training
- Ice Hockey Team –(Co-Op)

L. Public Comment

Public comment shall be governed by the Board of Education Bylaw 0167 which is available on our website. 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 will not respond to questions or comments until the initial public participation section of the agenda is complete. At that time, the Board or Administration will respond, as it sees fit, or it may defer responding, if at all, to a future meeting or to a response by written communication. The Board will then hear any additional comments that may come as a result of the Board's response. Participants may also be directed to follow the chain of command with the question or concern. While the Board will try to respond to as many questions or concerns as possible, participants who submit a multitude of questions should understand that it is unlikely that all of their questions will be answered and may be referred to further dialogue with the administration.

No Public Comment

M. ACTION ITEMS

I. PERSONNEL

Motion by Mrs. Marshall and seconded by Mrs. Hansen to accept the recommendation of the Superintendent to approve and adopt motions I.1 to I.4 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	Jessica Kenniff	Accept	Science Teacher	\$86,108.00	HS	4-14-23	4-14-23	Resignation
2	Sharyn Setzer	Accept	Business Teacher	\$97,358.00	HS	6-30-23	7-1-23	Retirement
3	Kelsey Connelly	Approve	Science Teacher	\$69,683.00	HS	2-1-23	6-30-23	Movement on Guide from M to M+30 , Step E(5)
4	Robin Wallace	Approve	Substitute Teacher	\$130.00 / day	District	3-01-23	6-30-23	Pending receipt of all required paperwork
5	Danika Brandt	Approve	Substitute Teacher	\$130.00 / day	District	3-01-23	6-30-23	Pending receipt of all required paperwork
6	Danielle Miksch	Approve	5th Prep Coverage	\$1,400.00 Pro-Rated	MS	9-28-22	12-22-22	Per Contract
7	Erica Norris	Approve	School Psychologist-Leave Replacement	\$87,263 Pro-Rated	MS	On or about 4-21-23	6-30-23	Pending receipt of all required paperwork
8	Marcus Gurdineer	Approve	Head Football Coach	\$ 9,722.00	HS	Start of Season	End of Season	Tier 1; Step 4
9	Louis Vanorskie	Approve	Asst. Coach Football	\$ 7,636.00	HS	Start of Season	End of Season	Tier 1; Step 4
10	Joseph Macho	Approve	Asst. Coach Football	\$ 7,636.00	HS	Start of Season	End of Season	Tier 1; Step 4
11	Patrick Kablis	Approve	Asst. Coach Football	\$ 7,636.00	HS	Start of Season	End of Season	Tier 1; Step 4
12	Christopher Miller	Approve	Asst. Coach Football	\$ 7,636.00	HS	Start of Season	End of Season	Tier 1; Step 4
13	Marshall Cuomo	Approve	Asst. Coach Football	\$ 7,636.00	HS	Start of Season	End of Season	Tier 1; Step 4
14	Kathleen Moritz	Approve	Head Coach Girls Cross-Country	\$ 6,068.00	HS	Start of Season	End of Season	Tier 4; Step 3
15	Zachary Fisher	Approve	Head Coach Boys Cross-Country	\$ 7,217.00	HS	Start of Season	End of Season	Tier 4; Step 4
16	Kimberly Kavcak	Approve	Head Coach Girls Cross-Country	\$ 4,300.00	MS	Start of Season	End of Season	Tier 4; Step 4
17	David Sbriscia	Approve	Head Coach Boys Cross-Country	\$ 4,300.00	MS	Start of Season	End of Season	Tier 4; Step 4

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
18	Mary Higgins	Approve	Asst. Coach Field Hockey	\$ 4,874.00	HS	Start of Season	End of Season	Tier 3; Step 2
19	Geri McKelvey	Approve	Head Coach Field Hockey	\$ 5,432.00	MS	Start of Season	End of Season	Tier 3; Step 4
20	Matthew Dell Elba	Approve	Head Coach Boys Soccer	\$ 8,720.00	HS	Start of Season	End of Season	Tier 3; Step 4
21	Thomas Dellaventura	Approve	Asst. Coach Boys Soccer	\$ 5,444.00	HS	Start of Season	End of Season	Tier 3; Step 3
22	Maria Forsythe	Approve	Head Coach Girls Soccer	\$ 8,720.00	HS	Start of Season	End of Season	Tier 3; Step 4
23	Megan Bublitz	Approve	Asst. Coach Girls Soccer	\$ 6,883.00	HS	Start of Season	End of Season	Tier 3; Step 4
24	Brooke Cicale	Approve	Asst. Coach Girls Soccer	\$ 6,883.00	HS	Start of Season	End of Season	Tier 3; Step 4
25	Gloria Hrabovecky	Approve	Head Coach Boys Soccer	\$ 3,935.00	MS	Start of Season	End of Season	Tier 3; Step 2
26	Daniel Montgomery	Approve	Head Coach Girls Tennis	\$ 7,217.00	HS	Start of Season	End of Season	Tier 4; Step 4
27	Amanda Jackson	Approve	Asst. Coach Girls Tennis	\$ 4,510.00	HS	Start of Season	End of Season	Tier 4; Step 3
28	Kimberlee Sweet	Approve	Head Coach Cheer	\$ 8,720.00	HS	Start of Season	End of Season	Tier 3; Step 4
29	Morgan Reiner	Approve	Asst. Coach Cheer	\$ 5,444.00	HS	Start of Season	End of Season	Tier 3; Step 3
30	Corinne Marsan	Approve	Asst. Coach Cheer	\$ 6,883.00	HS	Start of Season	End of Season	Tier 3; Step 4
31	Jason Graf	Approve	Band Director	\$ 9,221.00	HS	Start of Season	End of Season	Tier 2; Step 4
32	Nicole Clark	Approve	Asst. Band - Color Guard	\$7,260.00	HS	Start of Season	End of Season	Tier 2; Step 4
33	Janine Horber	Approve	Asst. Band	\$ 5,148.00	HS	Start of Season	End of Season	Tier 2; Step 2
34	Alexandra Polakowski	Approve	Head Coach Volleyball	\$ 7,404.00	HS	Start of Season	End of Season	Tier 3; Step 3
35	Craig Green	Approve	Head Coach Volleyball	\$ 5,432.00	MS	Start of Season	End of Season	Tier 3; Step 4
36	Jennifer Giamoni	Approve	Whole School, Whole Community, Whole Child Grant Stipend	\$4,000.00	HS	10-14-22	6-30-23	Grant awarded and stipend part of grant (paid through grant)
37	MaryAnn Strohl-McKinney	Accept	English Teacher	\$93,308.00	HS	6-30-23	7-1-23	Retirement
38	Paul Makovsky	Approve	Substitute Teacher	\$130.00 / day	District	3-1-23	6-30-23	Pending receipt of all required paperwork
39	Heather Gerard	Approve	Substitute Teacher	\$130.00 / day	District	3-1-23	6-30-23	Pending receipt of all required paperwork

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

Code No.	Name	Position	Degree/Step/ # of Hours	Salary/Stipend	Location	Date Effective	Date Terminated	Discussion
1	Christopher Bonamo	Volunteer - Baseball	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of required paperwork
2	Robert Miller	Volunteer - Boys Lacrosse	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of required paperwork
3	Joseph Schneider	Volunteer - Baseball	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of required paperwork
4	Darryl Wright	Volunteer - Baseball	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of required paperwork
5	Sarah Reichard	Internship	150 hours	N/A	District	5-1-23	8-1-23	Under the direction of Montclair State University & Mr. Clymer
6	Emily Boniface	In-Classroom Observation	20 hours	N/A	District	3-1-23	5-2-23	Under direction of Warren County Community College & Heather Apple
7	Maddi Cassullo	In-Classroom Observation	4 hours	N/A	District	2-28-23	5-2-23	Under direction of Warren County Community College & Amanda Brown

***3. Motion to approve the following travel and conference requests:**

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	Sharon Prichard, Occupational Therapist	Executive Function Mastery Course	Online - PESI.com	\$313.47	Online

***4. RESOLVED**, pursuant to N.J.S.A. 18A:29-14, that the Board hereby withholds the employment and adjustment increment of Employee I.D. #53051140 for the 2023-2024 school year; and

BE IT FURTHER RESOLVED, that said employee’s increment will not be restored in future years unless and until formal action is taken by the Board; and

BE IT FINALLY RESOLVED, that within ten (10) days, the Superintendent shall notify the employee of this action and the reasons for same.

Approval of Personnel Motions

MOTION: Lisa Marshall		SECOND: Jean Hansen		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki				X
Christopher Cannavo	X			
Molly Fraumeni	X			

II. EDUCATION AND POLICY

Motion by Mr. Bodenschatz and seconded by Mrs. Marshall to accept the recommendation of the Superintendent to approve and adopt motions II.1 through II.6, as amended and described below:

*1. Motion to approve the **First Read** of the following revised policies & regulations for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

P 1110 - Organization Chart

P 5512 - Harassment, Intimidation or Bullying

*2. Motion to affirm the administrative decision regarding the following HIB cases:
MS – 2022-2023 - 035
HS - 2022-2023 - None

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Jennifer Giamoni & Timothy Downs	Princeton University Moot Court Tournament	Transportation	Debate Team
2	Jennifer Giamoni & Timothy Downs	Princeton University Moot Court Tournament	Transportation	Debate Team
3	DeanaMarie Balas & Alison Frey	4 World Trade Center New York NY	Transportation	Investing & Finance and DECA - Students are paying for tour
4	Craig Green & Renee Smola	Oakwood Lanes Washington NJ	Bowling, Lunch, Nurse + Transportation	PE Buddies Gym Class

Code	Requested by:	Trip	Board of Education Cost	Discussion
5	Catherine O'Neal, Samatha Polak	Kean University Union NJ	Transportation	College Fair
6	Nicholas Remondelli	TD Bank Ball Park 1 Patriots Park Bridgewater NJ 08807	Tickets, Food + Transportation	WHRMS 7th Grade Class
7	Patricia Smith	Mercer County Community College - West Windsor NJ	Transportation	NJFFA Horticulture Expo
8	Margaret Devine	Lopatcong Township MS Phillipsburg NJ	Transportation	Horizons - Warren County Consortium for Student Enrichment
9	Margaret Devine	North Warren Regional HS Blairstown NJ	Transportation	Horizons - Countywide Battle of the Books Competition
10	Christopher Kavcak	Project Graduation	Transportation	Project Graduation

*4. Motion to rescind Education & Policy #3 from the February 7, 2023 agenda, Approval of the Warren Hills Regional School District Calendar for the 2023-2024 School Year.

*5. Motion to approve the Warren Hills Regional School District Calendar for the 2023-2024 School Year - Attachment "A"

*6. Motion to approve the submission of the "Equivalency" review under QSAC Instruction & Program indicators #4 & #5 using our local assessment instrument, LinkIt, to demonstrate student growth in the areas of ELA & Mathematics.

Approval of Education & Policy Motions

MOTION: Scott Bodenschatz		SECOND: Lisa Marshall		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki				X
Christopher Cannavo	X			
Molly Fraumeni	X			

III. BUDGET AND FINANCE

Motion by Mrs. Merrill and seconded by Mrs. Hansen to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 10 as amended and described below:

*1. The Warren Hills Regional Board of Education approves the January, 2023 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 January, 2023; 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 February 8, 2023 through February 27, 2023, in the amount of \$4,162,824.66.

*3. Motion to approve Student Activities bill list for the period January 1, 2023 through January 31, 2023 in the amount of \$30,026.28.

*4. Motion to approve Athletic bill list for the period January 1, 2023 through January 31, 2023 in the amount of \$4,514.00.

*5. Motion to approve transfers in the amount of \$312,110.00 for the month of January, 2023.

*6. Motion to approve Transition Services Contracts with Abilities of Northwest Jersey Inc. for Student #4520110569 commencing February 27, 2023 through May 26, 2023, at a rate of \$37.00 per hour plus \$200.00 for admission and discovery intake fees per student.

*7. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #6032520078, commencing February 22, 2023 until further notice, in the amount of \$55.50 per hour for a total of 10 hours per week and an additional 33% for administrative and preparation costs.

*8. Motion to approve the Interlocal Service Agreement between the Township of Washington and the Warren Hills Regional School District from the first day of school September, 2023 through the last day of school, June, 2028

*9. Motion to approve Citizens Bank as the financial depository for 2022-2023 school year. Investors Bank has been acquired by Citizens Bank. All accounts remain the same.

*10. Whereas, the Board of Education publicly advertised and solicited for sealed bids for the District CCTV Upgrade Project, Bid #01PW-23; and Whereas, in accordance with that advertisement, the bids were received, publicly opened and read aloud in the Office of the Business Administrator on February 8, 2023; and Whereas, the bid specifications required bidders to be certified as an Exacq-authorized "Select" level reseller, for the reasons stated

therein, and further, that bidders provide proof of such qualification with their bid; and Whereas, the Board has determined that the apparent low bidder on the project, Technotime Business Solutions of East Rutherford, NJ, did not provide proof of its status as an Exacq-authorized “Select” level reseller with its bid, and after further investigation, the Board has determined that Technotime was not an authorized reseller for Exacq at the time of the bid, nor have they provided proof of “Select” level status in the intervening period; and Whereas, the bid submitted by Technotime is therefore nonresponsive because it is not in compliance with the bid specifications; and Whereas, American Protective Systems Corp. (APS), the second lowest bidder on the Project, submitted a bid in the total amount of \$249,126.15 for installation costs, as well as annual maintenance and licensing costs in the amounts of \$14,455.00 for equipment and \$1,255.00 for software, per the project specifications; and Whereas, APS is an Exacq-authorized “Select” level reseller and submitted proof of status with its bid and therefore, it is the lowest responsible and responsive bidder for the project; NOW, THEREFORE, BE IT: Resolved, that the Board of Education hereby rejects Technotime Business Solutions’ bid for the reasons identified above; and be it further Resolved, that the Board of Education award the contract for the Project to American Protective Systems Corp., 14 Culnen Drive, Branchburg, NJ 08876 in the contract amounts listed above, subject to the terms and conditions of a contractual agreement pending review by Board counsel, and which the Board President and/or Business Administrator is thereafter authorized to execute on behalf of the Board.

BID OPENING: CCTV SYSTEM UPGRADE

Company	LOCATIONS				Total	Licensing & Maint	
	1	2	3	4		Equip	Software
American Protective Systems Inc	\$107,760.05	\$78,233	\$33,913.40	\$29,219.70	\$249,126.15	\$14,400	\$1,255
CDW Government	\$127,906.10	\$73,982.	\$36,956.64	\$29,509.32	\$275,127.93	-	-
Signal Electric Corp	\$139,760	\$103,377.90	\$47,750	\$67,160	\$358,047.90	\$10,000	\$20,000
Technotime Business Solutions	\$101,697.54	\$70,629.89	\$29,906.41	\$29,111.49	\$231,345.33	\$9,492	\$18,760

Approval of Budget & Finance Motions

MOTION: Paula Merrill		SECOND: Jean Hansen		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki				X
Christopher Cannavo	X			
Molly Fraumeni	X			

O. Public Comment

No Public Comment

Q. Adjournment 7:40 p.m.

Approval to Adjourn

Motion by Mrs. Hansen and seconded by Mrs. Marshall to adjourn at 7:40 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary