

# WARREN HILLS REGIONAL BOARD OF EDUCATION

December 14, 2021

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

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 will be made for any members of the public that wish to participate. At that time, type a question/comment into the chat feature of Zoom. 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/82659107226?pwd=VzIqdNVRbUJUT3VpVDU3NWU2cIF3QT09>

A. Call to Order - Mr. Corey Piasecki, President

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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Christopher Cannavo, Paul Figalora, Sam Knutson, Eric Horton, Lisa Marshall, Christine Pi, Corey Piasecki and Eric Walls. Also present were Earl Clymer, Dennis Mack, and Donnamarie Palmiere.

C. Executive Session- 6:35 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 Mr. Cannavo and seconded by Mrs. Marshall to go into Executive Session at 6:35 p.m. with full board consent.

**D. Reconvene:** 7:00 p.m.

Approval to Reconvene

Motion by Mrs. Marshall and seconded by Mr. Knutson to go into Open Session at 7:00 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, Oxford 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

Approval of Board Minutes

- November 16, 2021 Regular & Executive Session Meetings

Motion by Mr. Cannavo and seconded by Mr. Knutson to approve the minutes of the November 16, 2021 Regular and Executive Session Meeting.

MOTION: Chris Cannavo		SECOND: Sam Knutson		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Paul Figalora	X			
Eric Horton	X			
Sam Knutson	X			
Lisa Marshall			X	
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Corey Piasecki	X			

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

Mr. Clymer reported that the board received an email from a parent of a high school student regarding quarantine procedures.

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

Mr. Clymer introduced Man Lee from Nisivoccia who presented the June 30, 2021 audit.

Mr. Clymer wished all a Safe and Enjoyable Holiday Season and a Happy New Year!

HS MP 1 Failure Report Comparison - 50% Decrease

MS MP 1 Failure Report Comparison - 152 to 58 = 61% Decrease

School Calendar Update - Closed Thursday 12/23 - Students and Staff need not attend

This day will not be added back into the school calendar

Mr. Clymer thanked Mr. Figalora for stepping in to join the board while they were going through a tough time. We thank you and appreciate your service to the board.

Mr. Clymer also thanked Dr. Pi for the last three years of service as a board member. We appreciate your insight and willingness to help the board.

**G. Presenter(s):** Man Lee, Nisivoccia LLP, Certified Public Accountants – Annual Audit

**H. Goals:**

**Warren Hills Board of Education District Goals for 2021-22**

1. Implement and support an articulation structure that identifies curricular strength and weakness for grades 7-12, provides resources to cluster sending districts for curricular alignment in grade 6 and improve student achievement.
2. Ensure best practices related to inclusion, diversity and equity 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.
3. Implement Curriculum Pathways for the 2021-2022 school year focused on preparing students for life beyond Warren Hills, including but not limited to vocation, careers, and college. Pathways will appear as part of the Program of Studies.
4. Create and implement programs, provide resources, and offer support to students, parents, faculty & staff related to Mental Health Awareness in collaboration with local and state agencies.

District Goals #3 was worked on by aligning the pathways and the program of studies.

District Goal #4 continues with the posting for the Mental Health Team.

**Warren Hills Board of Education Board Goal for 2021-22**

1. Provide support to the administration, faculty and staff in the pursuit and achievement of the district goals.

**I. Committee Reports**

<b>Committee</b>	<b>Date</b>	<b>Discussion</b>
Finance, Facilities & Transportation	No meeting held	By Chair: Mr. Knutson
Education, Policy & Technology	November 22, 2021	By Chair: Mr. Bodenschatz
Personnel & Student Activities	No meeting held	By Chair: Mr. Walls
Negotiations	December 13, 2021	By Chair: Ms. Marshall

Mr. Bodenschatz reported that Ed & Policy committee met on November 22<sup>nd</sup> to review and update the Program of Studies. They also discussed becoming a choice school.

Mrs. Marshall reported that the mediation session scheduled with the WHREA on December 13, 2021 was cancelled. She also discussed NJSBA Special Education leadership changes.

**J. Old Business**

**K. New Business**

Mrs. Marshall mentioned that people are complaining about the stadium lights being left on and was told the security/safety lights are on 24/7.

**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.

None

**M. ACTION ITEMS**

A motion was made by Mrs. Marshall and seconded by Mr. Cannavo to add Personnel Item \*1, Codes 23 to Code 31 as follows:

23	Kathleen Moritz	Approve	Co-Assistant Boys & Girls Track Coach	\$3,441.50	High School	Start of Season	End of Season	Tier 3, Step 4
24	Nicole Latino	Approve	Assistant Girls Lacrosse Coach	\$4,302	High School	Start of Season	End of Season	Tier 3, Step 1
25	Tarra Bendorf	Approve	Assistant Girls Softball Coach	\$4,302	High School	Start of Season	End of Season	Tier 3, Step 1
26	Amanda Jackson	Approve	Assistant Softball Coach	\$3,463	Middle School	Start of Season	End of Season	Tier 3, Step 1
27	Toni Manfra	Approve	Unified Bowling Team Advisor	\$3,034	High School	Start of Season	End of Season	N/A
28	Kathleen Moritz	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Winter Track Volunteer
29	John Slack	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Wrestling Team Volunteer
30	Marcus Gurdineer	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Wrestling Team Volunteer
31	Giulia Grotenhuis	Approve	Substitute Teacher	\$130/day	District	12/15/21	6/30/22	All paperwork complete & on file

MOTION: Lisa Marshall		SECOND: Chris Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Paul Figalora	X			
Eric Horton	X			
Sam Knutson	X			
Lisa Marshall	X			
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Corey Piasecki	X			

A motion was made by Mrs. Marshall and seconded by Mr. Cannavo to add under Education and Policy Item 4 HIB case MS – 19 -20 -007.

MOTION: Lisa Marshall		SECOND: Chris Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			

Paul Figalora	X			
Eric Horton	X			
Sam Knutson	X			
Lisa Marshall	X			
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Corey Piasecki	X			

Mr. Clymer administratively withdrew resolution \*1 under Education and Policy.

## I. PERSONNEL

Motion by Mrs. Marshall and seconded by Mr. Knutson to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.2 as amended and described below

\*1. Motion to approve/accept the following appointments / resignations / retirements as recommended by the Superintendent:

**All 20-21 salaries remain in effect for the 21-22 school year, pending contract negotiations**

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Paul Jacobson	Accept	Grounds Maintenance	\$39,206	District	12/8/21	12/8/21	Resignation
2	Georgina Diltz	Accept	Paraprofessional	\$25.74/hour		11/16/21	11/16/21	Resignation
3	Heather Garcia	Accept	English Teacher	\$79,940	Middle School	12/15/21	12/15/21	Resignation
4	Karen Lerch	Approve	German Teacher	\$74,735, prorated	Middle School	On or about 1/3/22	6/30/22	Step M-13, BA, Replaces Kerryn Bakken
5	Amy Haines	Approve	Leave Replacement English Teacher	\$55,720, prorated	Middle School	12/15/21	6/30/22	Replaces #53022638
6	Scott Esposito	Approve	Custodian	\$34,594, prorated	High School	12/06/21	6/30/22	Moves from part-time to full time night shift
7	Joanna Morgan	Approve	Paraprofessional	\$23.25/hour	Middle School	On or about 12/6/21	6/30/22	Replaces Kristin Angiuoli
8	Jenna Smith	Approve	Substitute Teacher	\$130/day	District	12/15/21	6/30/22	All paperwork complete & on file
9	Ashlee Garo	Approve	Substitute Nurse	\$250/day	District	12/15/21	6/30/22	All paperwork complete & on file

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
10	Marshall Cuomo	Approve	5 <sup>th</sup> Preparation	\$1,300/semester	High School	9/1/20	6/30/21	N/A
11	Craig Green	Rescind	Head Softball Coach	\$5,432	Middle School	12/14/21	12/14/21	Rescind Board Motion of 11/16/21, I. Personnel, #2., Code 3
12	Reggie Pantophlet	Approve	Head Boys Track Coach	\$8,720	High School	Start of Season	End of Season	Tier 3, Step 4
13	Maria Forsythe	Approve	Assistant Boys Track	\$5,444	High School	Start of Season	End of Season	Tier 3, Step 3
14	Zachary Fisher	Approve	Head Girls Track Coach	\$5,444	High School	Start of Season	End of Season	Tier 3, Step 3
15	Michael Howey	Approve	Assistant Girls Track Coach	\$6,883	High School	Start of Season	End of Season	Tier 3, Step 4
16	Elise Tooker	Approve	Co-Assistant Boys & Girls Track Coach	\$3,441.50	High School	Start of Season	End of Season	Tier 3, Step 4
17	Maria Forsythe	Approve	Homework Club Advisor	\$45 / 45-minute session	Middle School	12/15/21	6/30/22	N/A
18	Lisa Smith	Approve	Homework Club Substitute	\$45 / 45-minute session	Middle School	12/15/21	6/30/22	N/A
19	Laura Muroski	Approve	New Teacher Mentor	\$440, prorated	Middle School	1/3/22	6/30/22	Science - Mentoring Amanda Jackson
20	Daniel Montgomery	Amend	Head Boys Swimming Coach	\$7,404	High School	Start of Winter Season	End of Winter Season	Amend July 13, 2021 Personnel #2, Code #17 to reflect change in Step to Step 3
21	Sandra Young	Approve	After-School Peer Tutor	\$45/hour	High School	10/5/21	6/30/21	Peer Tutor Monitor after school on Tuesday & Thursdays
22	Kelsey Connelly	Approve	After-School Peer Tutor	\$45/hour	High School	10/5/21	6/30/21	Peer Tutor Monitor after school on Tuesday & Thursdays
23	Kathleen Moritz	Approve	Co-Assistant Boys & Girls Track Coach	\$3,441.50	High School	Start of Season	End of Season	Tier 3, Step 4
24	Nicole Latino	Approve	Assistant Girls Lacrosse Coach	\$4,302	High School	Start of Season	End of Season	Tier 3, Step 1
25	Tarra Bendorf	Approve	Assistant Girls Softball Coach	\$4,302	High School	Start of Season	End of Season	Tier 3, Step 1
26	Amanda Jackson	Approve	Assistant Softball Coach	\$3,463	Middle School	Start of Season	End of Season	Tier 3, Step 1
27	Toni Manfra	Approve	Unified Bowling Team Advisor	\$3,034	High School	Start of Season	End of Season	N/A
28	Kathleen Moritz	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Winter Track Volunteer
29	John Slack	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Wrestling Team Volunteer

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
30	Marcus Gurdineer	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Wrestling Team Volunteer
31	Giulia Grotenhuis	Approve	Substitute Teacher	\$130/day	District	12/15/21	6/30/22	All paperwork complete & on file

\*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	Emily Schlessinger	Approve	N/A	N/A	Middle School	12/15/21	1/21/22	Fairleigh Dickinson student for observation hours under the direction of Nicholas Remondelli
2	Kaitlyn Tallamy	Approve	N/A	N/A	High School	Spring, 2022	Upon completion	University of Minnesota Crookston student to student teach under the direction of Patricia Smith

#### Approval of Personnel Motions

MOTION: Lisa Marshall		SECOND: Sam Knutson		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Paul Figalora	X			
Eric Horton	X			
Sam Knutson	X			
Lisa Marshall	X			
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Corey Piasecki	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.2 through II.6, as amended and described below:

~~\*1. Motion to amend the 2021-2022 school calendar to reflect closing school on Thursday, December 23, 2021.~~



\*2. Motion to approve the *2022-2023 Warren Hills Regional School District Program of Studies*.

\*3. Motion to approve the **second and final 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:

<b>1648.13</b>	<b>School Employee Vaccination Requirements</b>
<b>1648.14</b>	<b>Safety Plan for Healthcare Settings in School Buildings – COVID-19</b>
<b>2312 P&amp;Regs</b>	<b>Class Size</b>
<b>5751 Regs</b>	<b>Sexual Harassment of Students</b>

\*4. Motion to affirm the administrative decision regarding the following HIB cases:

MS – 19-20 - 006 & 007

HS - 19-20 - 006

\*5. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Margaret Devine & Kevin Horn	HS Horizons to compete in county-wide academic competition	Substitutes + Transportation	Additional day scheduled in the event of snow postponement
2	Sharon Fretz, Susan Rader & Adam Slack	Outdoors Unlimited ski opportunity	1 Substitute	Students pay for trip & transportation
3	US First Robotics Team Impact	Robotics competitions	Transportation	Various dates
4	Patricia Smith	FFA to farm show	None	Alumni sponsored trip
5	Toni Manfra	Unified Bowling Team to participate in extracurricular experience	Transportation, Chaperones & Nurse	N/A
6	Alison Frey & Deana Marie Balas	DECA students to competition	Transportation & Substitutes	N/A
7	Jacqueline Solecitto	Gifted & Talented 7 <sup>th</sup> Grade Science Enrichment Program studying cellular biology	Transportation & Substitute	N/A
8	David Sbriscia, Michael Arminio & Zachary Fisher	Wrestling Team to dual tournament	Substitutes (2) Transportation	N/A
9	David Sbriscia, Michael Arminio & Zachary Fisher	Qualified Wrestling Team members to regionals	Substitutes (2) Transportation	N/A
10	David Sbriscia, Michael Arminio & Zachary Fisher	Qualified Wrestling Team members to states	Substitutes (2), Transportation & Meals	N/A

\*6. Motion to approve the following travel and conference requests:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Timothy Jaw & Keith Dennison	NJASA Technology Conference - TECHSPO 2022	Atlantic City, NJ	\$490. Registration each, Mileage, Accommodations, Meals & Incidentals	January 26-28, 2022

Approval of Education & Policy Motions

MOTION: Scott Bodenschatz		SECOND: Lisa Marshall		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Paul Figalora	X			
Eric Horton	X			
Sam Knutson	X			
Lisa Marshall	X			
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Corey Piasecki	X			

**III. BUDGET AND FINANCE**

Motion by Mr. Knutson and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III.12 as described below:

\*1. The Warren Hills Regional Board of Education approves the October, 2021 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, 2021; 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 November 13, 2020 through December 14, 2021, in the amount of \$3,121,959.70.

\*3. Motion to approve Student Activities bill list for the period October 1, 2021 through October 31, 2021 in the amount of \$12,282.62.

\*4. Motion to approve Athletic bill list for the period October 1, 2021 through October 31, 2021 in the amount of \$2,692.00.

\*5. Motion to approve transfers in the amount of \$56,130.15 for the month of October, 2021.

\*6. Motion to approve Home/Bedside Instruction Agreement with Silvergate Prep for Student #5180238852, commencing November 22, 2021 until further notice, in the amount of \$41.00 per hour for a total of 10 hours per week.

\*7. WHEREAS, the Warren Hills Board of Education in accordance with NJSA 18A:23-1 must have a certified External Audit of the district's account and financial transactions; and

WHEREAS, the Warren Hills Board of Education received the audit performed by Nisivoccia and discussed said audit at its public meeting held on December 14, 2021; now

BE IT RESOLVED that the Board of Education accepts the audit for the 2020-2021 school year, fiscal year ending June 30, 2021. It is noted there are no CAFR and AMR findings.

\*8. Motion to accept, with gratitude, the donation of \$40.00 from donors through The Blackbaud Giving Fund on behalf of AbbVie Employee Engagement Fund for general support pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

\*9. Motion to approve and accept Security Grant in the amount of \$108,576.00.

\*10. Motion to accept FEMA reimbursement for Winter Storm Orlena expenses in the amount of \$9,750.75.

\*11. Motion to accept the funding from NJDOE for SDA Emergent Needs and Capital Maintenance in the amount of \$46,487.00. This is to be used to offset district costs associated with taking those important measures and ensuring students have safe and healthy learning environments.

\*12. Motion to approve the disposal of a wrestling mat, pursuant to Policy 7300, *Disposition of Property*.

Approval of Budget & Finance Motions

MOTION: Sam Knutson		SECOND: Chris Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Paul Figalora	X			
Eric Horton	X			
Sam Knutson	X			
Lisa Marshall	X		CK # 055453	
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Corey Piasecki	X			

**O. Public Comment**

Kristen Maclean asked who was leaving the board besides Mrs. Pi.  
Mr. Piasecki closed public comment.

Mr. Piasecki thanked Mrs. Pi and Mr. Figalora for their time and commitment to the board.  
Mr. Piasecki wished everyone a Happy & Safe Holiday!

**Q. Adjournment 7:42 p.m.**

Approval to Adjourn

Motion by Mrs. Marshall and seconded by Mr. Knutson to adjourn at 7:42 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere  
Business Administrator/Board Secretary