

WARREN HILLS REGIONAL BOARD OF EDUCATION

October 18, 2022

**6:30 p.m. – Executive Session
7:15 p.m. Regular Meeting**

A. Call to Order – 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, Molly Fraumeni, Jean Hansen, Sam Knutson (arrive 6:55), Lisa Marshall and Corey Piasecki. Also present were Earl Clymer, Dennis Mack, and Donnamarie Palmiere. Student Representative Sydney White (arrives 7:20). Eric Horton and Eric Walls were absent.

C. Executive Session- 6:30 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 6:30 p.m. with full board consent.

D. Reconvene: 7:14 p.m.

Approval to Reconvene

Motion by Mrs. Marshall and seconded by Mr. Cannavo to go into Open Session at 7:14 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.

Pledge of Allegiance

Approval of Board Minutes

- September 27, 2022 Regular & Executive Session Meetings

Motion by Mrs. Marshall and seconded by Mrs. Hansen to approve the minutes of the September 27, 2022 Regular and Executive Session Meeting.

| MOTION: Lisa Marshall | | SECOND: Jean Hansen | | |
|-----------------------|------|---------------------|---------|--------|
| Name | Ayes | Nays | Abstain | Absent |
| Joseph Bodenschatz | X | | | |
| Molly Fraumeni | X | | | |
| Jean Hansen | X | | | |
| Eric Horton | | | | X |
| Sam Knutson | | | X | |
| Lisa Marshall | X | | | |
| Eric Walls | | | | X |
| Christopher Cannavo | X | | | |
| Corey Piasecki | X | | | |

E. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools
None

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

- Welcome Sydney White - WHRHS Junior - BOE Student Liaison
Ms. White reported that this was Respect Week and all week during lunch there would be activities for Respect Week. There would also be a pep rally sponsored by Streak Nation, a motivational speaker and Homecoming Dance on Saturday.
- WH Robotics Team Impact #219
- QSAC Review Team
 - First meeting 10/5
 - Second meeting set for November 2nd
 - QSAC visit scheduled for Monday, March 13, 2023
- SBYSP Issue (School Based)
 - 90+ schools utilize SBYSP
 - Impact on our students & community

- o Meeting set at NJSBA Workshop on Wednesday with Superintendents and NJSBA Representatives.

G. Presenter(s): Warren Hills Robotics Team Impact #219

Advisors Adam Slack and Scott Moser along with Robotics Team Impact # 219 spoke about the various competitions and building of the robot and gave the board a demonstration of the latest robot.

H. Goals:

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

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 2022-2023 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.

Under District Goal 1 October 10th In-Service – Vertical articulation content meeting with Grade 6 and Grade 7.

Under District Goal 3 Mrs. Hough met with the staff working on career pathways.

Under District Goal 4 Work done by Mr. Clymer on School Base, Mental Health Team meeting tomorrow and November 9th ½ day will include a mental health session.

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 Board Goal 2 the Robotics presentation.

I. Committee Reports

| Committee | Date | Discussion |
|--------------------------------------|------------------|-----------------------------|
| Finance, Facilities & Transportation | No meeting held | By Chair: Sam Knutson |
| Education, Policy & Technology | No meeting held | By Chair: Scott Bodenschatz |
| Personnel & Student Activities | October 12, 2022 | By Chair: Eric Walls |
| Negotiations | No meeting held | By Chair: Lisa Marshall |

Mr. Clymer reported that the Personnel Committee met and the district has begun the interview process for Director of Plants and Facilities.

J. Old Business

Designated members of the board met with Oxford representatives to discuss the regionalization study that was conducted by Oxford using the REAP grant. The study did not include grades 7 & 8 but only grades 9 through 12. Warren Hills asked Oxford if they could go back and see if the study could be updated to include grades 7 & 8.

K. New Business

Welcome to Sydney White, Student Representative.

A motion was made by Mrs. Fraumeni and seconded by Mrs. Hansen to add the following under Personnel:

*8. Be It Resolved, that the Board ratifies the paid suspension of Employee #53051140, effective October 12, 2022; and

Be It Further Resolved, that the employee shall be reinstated to their position on October 20, 2022.

| MOTION: Molly Fraumeni | | SECOND: Jean Hansen | | |
|------------------------|------|---------------------|---------|--------|
| Name | Ayes | Nays | Abstain | Absent |
| Joseph Bodenschatz | X | | | |
| Molly Fraumeni | X | | | |
| Jean Hansen | X | | | |
| Eric Horton | | | | X |
| Sam Knutson | X | | | |
| Lisa Marshall | X | | | |
| Eric Walls | | | | X |
| Christopher Cannavo | X | | | |
| Corey Piasecki | X | | | |

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

I. PERSONNEL

Motion by Mrs. Marshall and seconded by Mrs. Fraumeni to accept the recommendation of the Superintendent to approve and adopt motions I.1 to I.8 as amended and 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 | Christine Hough | Approve | Director of School Counseling Services | \$133,000.00 | District | 10-19-22 | 6-30-23 | Amend Title |
| 2 | Kaitlyn Smith | Accept | Paraprofessional | \$27.12/hr | Middle School | 10-11-22 | 10-11-22 | Resignation |

| Code No. | Name | Nature of Action | Position | Salary | Location | Date Effective | Date Terminated | Discussion |
|----------|--------------------|------------------|--|--------------------|---------------|----------------------|-----------------|--|
| 3 | Victoria Sigona | Approve | Business Yearbook Advisor | \$3,300 | District | 8-29-22 | 6-30-23 | Tier 3 |
| 4 | Adam Slack | Approve | Robotics Coach | \$7,217 | High School | 8-29-22 | 6-30-23 | Tier 4 - Step 4 |
| 5 | Scott Mosher | Approve | Robotics Coach | \$4,055 | High School | 8-29-22 | 6-30-23 | Tier 4 - Step 2 |
| 6 | Leilanie Small | Approve | Spanish Teacher | \$78,728 Pro-Rated | High School | On or About 11-20-22 | 6-30-23 | Pending receipt of required paperwork |
| 7 | Jeyanthi Ponnusamy | Approve | Substitute Teacher | \$130/day | District | 10-19-22 | 6-30-23 | Paperwork Completed & Received |
| 8 | Luke Costello | Approve | Substitute Teacher | \$130/day | District | 10-19-22 | 6-30-23 | Pending receipt of required paperwork |
| 9 | Janice di Maio | Approve | Secretary to the Supervisor of Special Education | \$43,890 | High School | 10-31-22 | 6-30-23 | Voluntary Transfer HS CST Office |
| 10 | Maureen Falzone | Approve | Summer Security | \$20/hour | District | 8/1/2022 | 8/24/2022 | N/A |
| 11 | Gary Hosbach | Approve | School Security | \$22.76/hr | District | 8/25/2022 | 6/30/2022 | Step 2, 7:15 am to 1:00 pm |
| 12 | Jennifer Giamoni | Approve | Peer Leadership | \$46/hr | High School | 8/1/2022 | 8/24/2022 | Not to exceed 15 hours |
| 13 | Kristen Chiara | Approve | Peer Leadership | \$46/hr | High School | 8/1/2022 | 8/24/2022 | Not to exceed 12 hours |
| 14 | Jennifer Giamoni | Approve | Character Dev & Leadership | \$46/hr | High School | 7/1/2022 | 8/24/2022 | Not to exceed 10 hours |
| 15 | Kristen Chiara | Approve | Character Dev & Leadership | \$46/hr | High School | 7/1/2022 | 8/24/2022 | Not to exceed 10 hours |
| 16 | Jamie Young | Amend | Paraprofessional | \$26.98/hr | Middle School | 9/9/2022 | 6-30-23 | 5 days a week at 5 hours per day BA - IEP Driven |

***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 | Loren Burrows | Observation | N/A | N/A | Excel | 01-02-23 | 01-23-23 | 10 Hours - under the direction of Marylouise Rowlin & Christopher Kavcak |

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

| Code | Name | Title | Location | Cost/Mileage | Date & Discussion |
|------|---------------------------------------|--|----------------------------------|------------------------|---------------------------|
| 1 | LeeAnn Falzarano-Alves | Rutgers - Reading Reimagined Seminar | Rutgers Piscataway NJ | \$175 & Transportation | December 8, 2022 |
| 2 | Aaron Feldman, Varsity Baseball Coach | The World Baseball Coaches' Conference | Mohegan Sun Casino, Montville CT | \$175 | January 12, 13 & 14, 2023 |
| 3 | DeanaMarie Balas | NJSBA Conference | Atlantic City NJ | \$142 & Mileage | October 25-26, 2022 |
| 4 | Renee Smola | 2023 World Softball Coaches Convention | Mohegan Sun Casino Uncasville CT | \$125 & Mileage | January 13, 14, 2022 |

*4. Motion to Amend 2022-2023 Summer Curriculum Improvement Projects as follows:

| Department | Course # | Course | Hours | Action | First Name | Last Name | Discussion |
|---------------------|----------|---------------------------------|-------|---------|------------|------------------|---------------------|
| HS - Business | 607 | Business Law | 10 | Rescind | DianaMarie | Balas | |
| HS - World Language | 500A.5 | ESL English - A | 5 | Rescind | Margaret | Devine | |
| HS - HPE | 901 | Phys Ed 9 | 10 | Approve | Jodi | Longo | |
| HS - World Language | 550 | ESL Supplemental | 10 | Amend | Lourdes | Garcia | Amend Course # |
| HS - World Language | 550 | ESL Supplemental | 10 | Amend | Evelyn | Diaz | Amend Course # |
| HS - Business | 691.1 | Social Media Marketing (SSM) II | 10 | Amend | Cedric | Hickerson | Previously 20 Hours |
| HS - HPE | 901 | Phys Ed 9 | 5 | Amend | Laurie | Kerr | Previously 10 hours |
| HS - World Language | 521 | Spanish I | 17 | Amend | Evelyn | Diaz | Previously 10 hours |
| HS - World Language | 521 | Spanish I | 3 | Amend | Teresa | Fahy | Previously 10 hours |
| HS - World Language | 525 | Spanish III | 2 | Amend | Teresa | Fahy | Previously 10 hours |
| HS - World Language | 525 | Spanish III | 18 | Amend | Evelyn | Diaz | Previously 10 hours |
| HS - World Language | 500A.3 | ESL English - A | 9.5 | Amend | Toni | Manfra | Previously 5 hours |

| | | | | | | | |
|---------------------|--------|-----------------|-----|-------|---------|-----------------|---------------------|
| HS - World Language | 500A.4 | ESL English - A | 9.5 | Amend | Theresa | Wilson | Previously 5 hours |
| HS - World Language | 500A.6 | ESL English - A | 1 | Amend | Lourdes | Garcia | Previously 5 hours |
| MS - HPE | 9275 | Health 7 | 3 | Amend | Geri | McKelvey | Previously 4 hours |
| MS - Tech Ed | 8655 | Stem 8 | 15 | Amend | Laura | Krause | Previously 10 hours |
| MS - Tech Ed | 8660 | Robotics 7 | 15 | Amend | Laura | Krause | Previously 10 hours |

*5. A motion to add the following Substitute Bus Driver for the 2022-2023 School year as per Transportation recommendation:

Glenn Ciripompa

*6. Motion to approve all certificated faculty & staff to supervise AM & PM duties at both the MS & HS for the 2022-2023 school year at the contractual rate and with the submission of a timesheet.

*7. 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 | 67325985 | Maternity Leave/ Child Care Leave | CST | Middle School | Anticipated 1-17-23 | 38 | Anticipated 3-13-23 | Anticipated 6-2-23 | N/A | 24-25 School Year | |

*8. Be It Resolved, that the Board ratifies the paid suspension of Employee #53051140, effective October 12, 2022; and

Be It Further Resolved, that the employee shall be reinstated to their position on October 20, 2022.

Approval of Personnel Motions

| MOTION: Lisa Marshall | | SECOND: Molly Fraumeni | | |
|-----------------------|------|------------------------|---------|--------|
| Name | Ayes | Nays | Abstain | Absent |
| Joseph Bodenschatz | X | | | |
| Molly Fraumeni | X | | | |
| Jean Hansen | X | | | |
| Eric Horton | | | | X |
| Sam Knutson | X | | | |
| Lisa Marshall | X | #4 | | |
| Eric Walls | | | | X |
| Christopher Cannavo | X | | | |
| Corey Piasecki | X | | | |

II. EDUCATION AND POLICY

Motion by Mr. Bodenschatz and seconded by Mr. Cannavo 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 **Second Reading** 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:

- Policy & Regulation - #5511 - Dress and Grooming

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

MS – 2022-2023 - Three
 HS - 2022-2023 - None

*3. Motion to approve the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA) for the 2022-2023 school year to the New Jersey Department of Education.

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

| Code | Requested by: | Trip | Board of Education Cost | Discussion |
|------|---------------------------|-------------------|-------------------------|------------------------|
| 1 | Adam Slack & Scott Mosher | US First Robotics | Transportation | Competition |
| 2 | Adam Slack | US First Robotics | Transportation | Competition |
| 3 | Adam Slack & Scott Moser | US First Robotics | Transportation | Off Season Competition |

*5. Motions to approve an Affiliation Agreement with East Stroudsburg University for their students to serve their practical experiences outside of the classroom under the direction of our athletic trainer. The Agreement shall be in effect for five (5) years, commencing October 18, 2022. There is no cost to the district.

*6. Motion to approve the Nursing Service Plan for the 2022-2023 School Year.

Approval of Education & Policy Motions

| MOTION: Scott Bodenschatz | | SECOND: Chris Cannavo | | |
|---------------------------|------|-----------------------|---------|--------|
| Name | Ayes | Nays | Abstain | Absent |
| Joseph Bodenschatz | X | | | |
| Molly Fraumeni | X | | | |
| Jean Hansen | X | | | |
| Eric Horton | | | | X |
| Sam Knutson | X | | | |
| Lisa Marshall | X | | | |
| Eric Walls | | | | X |
| Christopher Cannavo | X | | | |
| Corey Piasecki | X | | | |

III. BUDGET AND FINANCE

Motion by Mr. Knutson and seconded by Mrs. Hansen to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 11 as amended and described below:

*1. The Warren Hills Regional Board of Education approves the August, 2022 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, 2022; 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 September 28, 2021 through October 18, 2022, in the amount of \$3,691,281.87.

*3. Motion to approve transfers in the amount of \$56,881.76 for the month of August, 2022.

*4. Motion to approve Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student #1693675379, commencing September 9, 2022 until September 15, 2022, in the amount of \$55.00 per hour for a total of 5 hours per week.

*5. Motion to approve Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student #3593869580, commencing October 13, 2022 until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

*6. Motion to approve the following Special Education Tuition Contracts for the 2022-2023 regular school year:

| Student | School | Amount | Aide | Effective |
|----------------|---|---------------|-------------|------------------|
| 6701633787 | Hunterdon Preparatory School | \$53,980.60 | N/A | 9/27/22-6/12/23 |
| 6902659946 | East Mountain School, HMH, Carrier Clinic | \$71,427.60 | N/A | 9/6/22-6/30/23 |

*7. Motion to approve the renewal of the Central Bus Route for the 2022-2023 school year with GST Transport at a cost of \$126.37 per day with a mileage adjustment of \$0.95. The total route cost is \$11,383.00.

*8. Motion to approve the 2023-2024 Budget Calendar as per attached.

*9. Motion to accept the School Alliance Tier I Safety Incentive Program Award in the amount of \$4,000.00 toward the 2022-2023 assessment.

*10. Motion to accept, with gratitude, a donation from the Zoll Corporation, Rachel Moyer, of an AED unit for the district valued at \$1,835.00 pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*11. Motion to accept the Roadside Mini Grant from The Board of County Commissioner on behalf of the Warren Hills Regional High School FFA Program in the amount of \$1,000.00.

Approval of Budget & Finance Motions

| MOTION: Sam Knutson | | SECOND: Jean Hansen | | |
|---------------------|------|---------------------|---------|--------|
| Name | Ayes | Nays | Abstain | Absent |
| Joseph Bodenschatz | X | | | |
| Molly Fraumeni | X | | | |
| Jean Hansen | X | | | |
| Eric Horton | | | | X |
| Sam Knutson | X | | | |
| Lisa Marshall | X | | | |
| Eric Walls | | | | X |
| Christopher Cannavo | X | | | |
| Corey Piasecki | X | | | |

O. Public Comment

None

Q. Adjournment 8:26 p.m.

Approval to Adjourn

Motion by Mrs. Fraumeni and seconded by Mrs. Hansen to adjourn at 8:26 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary

WARREN HILLS REGIONAL
2023-2024 BUDGET
PROPOSED TIMELINES
10/6/22

October/November 2022

- Discussion with Administrative Council on master schedule and major initiatives for the 2023-2024 budget.
- BA and Superintendent will meet and discuss direction for the 2023-2024 budget including timelines, initiatives and general information.

November 2022

- Review audit from 2021-22.
- Meet with Principals/Directors/Supervisors to discuss guidelines for the preliminary 2023-2024 budget.
- Solicit statistical information and trend data needed for 23-24 budget.
- Receive from Superintendent proposed initiatives that may need funding in 23-24 budget.
- Open Budget Prep in CSI and meet with any stakeholders that need additional training in the software.
- Principals/Directors/Supervisors enter budget data into CSI software.
- Receive Enrollment projections for 2023-2024 year from sending and regional districts.

December 2022

- Superintendent and Business Administrator to meet with Principals/Directors/Supervisors to review budgets individually during the early weeks of December.
- Salaries & Benefit information added to budget software.

January 2023

- School Business Administrator prepares preliminary budget and reviews with Superintendent.
- Tax information collected from regional district tax offices.

February 2023

- Tuition Rates & Tuition Adjustments finalized
- Preliminary Budget presented to Finance Committee mid-February.
- Adjustments made if needed to preliminary budget.
- Preliminary Budget entered into the DOE software when it becomes available (Around Feb 15).
- State Aid figures released late February or early March.
- Budget reviewed with full board prior to submission to County Office.
- Governor's Address
- Anticipated Release of State Aid

March 2023

- Board of Education approves submission of the 2023-2024 budget to the County Office

April/May 2023

Public Hearing Dates TBD

IMPORTANT DATES:

| | |
|-------------------------------------|---|
| Budget Software & Manual | <i>Approximate</i> January 2023 |
| Tax Information from tax assessor's | January 2023 |
| Governor's Address | February 2023 |
| Expected State Aid figures | February 2023 |

BUDGET WORK SESSION DATES: ***TBD***

***Approve Budget for submission to
County Office*** ***TBD***

Public Hearing on 2023-2024 Budget ***TBD***

*Note: Dates are proposed and subject to change due to NJDOE timelines
And NJDOE software/State Aid release.*