

WARREN HILLS REGIONAL BOARD OF EDUCATION

April 30, 2024

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

Alfred Coscia	Thomas Dufner	Molly Fraumeni
Jean Hansen	Erik Heller	Amy Kemp
Lisa Marshall	Paula Merrill	Corey Piasecki

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) *Matters of Attorney/Client Privilege*
- 5) *Confidential 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.

Approval to go into Executive Session

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				
Jean Hansen				
Erik Heller				
Amy Kemp				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Alfred Coscia				
Molly Fraumeni				

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

- April 9, 2024 Regular & Executive Session Meetings

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				
Jean Hansen				
Erik Heller				
Amy Kemp				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Alfred Coscia				
Molly Fraumeni				

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

F. Student Liaison Report – Bailey E. Asbury

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

H. Presenter(s): 2024-2025 Budget Presentation - Mrs. Palmiere & Mr. Clymer

I. Goals:

Warren Hills Board of Education District Goals for 2023-2024:

District Goal 1:

Provide faculty & staff with resources, best practices and strategies and tiered systems of support through vertical articulation for grades 6&7 and 8&9. Analyses of common in-district assessments and standardized testing data will focus on increasing student achievement in Math and ELA on the New Jersey Graduation Proficiency Assessment (NJGPA).

District Goal 2:

To implement best practices and strategies to enhance the Culture and Climate of district school buildings in collaboration with local and state agencies, including but not limited to, in-house professional development programs, the District Mental Health Team (DMHT), SCAIP initiative, the Nurtured Heart Approach, the DREAMS Program and Restorative Justice techniques.

District Goal 3:

To implement strategies and tools to enhance and protect district technology data, information, and applications from emerging technology issues such as cybersecurity and the appropriate use of artificial intelligence in schools.

Warren Hills Board of Education Board Goal for 2023-2024:

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

J. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	No Meeting Held	By Chair: Mr. Piasecki
Education, Policy & Technology	April 29, 2024	By Chair: Mr. Coscia
Personnel & Student Activities	April 23, 2024	By Chair: Mrs. Marshall
Negotiations	April 18, 2024	By Chair: Mrs. Fraumeni

K. Old Business

L. New Business

M. 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.

N. 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	Gabriella Bitecola	Approve	Paraprofessional	\$26.16/hr Pro-rated	District	4-22-24	6-30-24	AA; Step 1 Completion of all required paperwork
2	MaryAnn Strohl-McKinney	Approve	Leave Replacement Teacher	\$339.47/day	District	4-22-24	on or about 5-28-24	MA +15 Step 1 - Extending Leave Replacement
3	Lauren Bell	Approve	Coach Asst. Track	\$4,302.00 Pro-rated	HS	4-22-24	End of Season	Step 1; Tier 3 Completion of all required paperwork
4	Cynthia Bamford	Approve	Special Education ELA	\$364.17/day Pro-rated	HS	4-29-24	On or about 6-4-24	Step 8 FMLA leave Replacement
5	Kyla Tietz	Approve	Chaperone	\$31.00/hr	HS	4-26-24	4-26-24	Junior Prom Chaperone
6	Bailey Bevins	Approve	Chaperone	\$31.00/hr	HS	5-31-24	5-31-24	Senior Prom Chaperone
7	Carolyn Tauriello	Approve	Chaperone	\$31.00/hr	HS	5-10-24	5-10-24	Best Buddies Dance Chaperone
8	Erica Gonzales	Approve	Chaperone	\$31.00/hr	HS	5-10-24	5-10-24	Best Buddies Dance Chaperone
9	Mary Higgins	Approve	Chaperone	\$31.00/hr	HS	5-10-24	5-10-24	Best Buddies Dance Chaperone
10	Barbara Nelson	Approve	Chaperone	\$31.00/hr	HS	5-10-24	5-10-24	Best Buddies Dance Chaperone
11	Joann Hibbett	Approve	Chaperone	\$31.00/hr	HS	5-10-24	5-10-24	Best Buddies Dance Chaperone
12	Kyla Tietz	Approve	Chaperone	\$31.00/hr	HS	5-10-24	5-10-24	Best Buddies Dance Chaperone
13	Antonio Tenassee	Approve	Substitute Teacher	\$130.00/day	District	5-01-24	6-30-24	Pending receipt of required paperwork

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
14	Rachel Barton	Approve	Substitute Teacher	\$130.00/day	District	5-01-24	6-30-24	Pending receipt of required paperwork
15	Autumn Banghart	Approve	Substitute Teacher	\$130.00/day	District	5-01-24	6-30-24	Pending receipt of required paperwork
16	Alyssa Wright	Accept	School Psychologist	\$73,058	MS	6-30-24	7-01-24	Resignation

All 2023-2024 Salaries remain in effect for the 2024-2025 School Year, pending contract negotiations.

*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	Jackson Ponzo	Clinical Experience	N/A	N/A	HS	on or about 08-26-24	on or about 12-13-24	Pending receipt of required documents & Under the direction of Centenary University, C Kavcak, R Rowlin & K Dennison
2	Jackson Ponzo	Clinical Internship	N/A	N/A	HS	on or about 01-13-25	on or about 05-02-25	Pending receipt of required documents & Under the direction of Centenary University, C Kavcak, R Rowlin & K Dennison
3	William Salmon	Volunteer	N/A	N/A	District	5-01-24	6-30-24	Required paperwork received

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	P Smith	CASE Lead Teacher Orientation	Iowa FFA Enrichment Center 1055 SW Prairie Trail Pkwy Ankeny, Iowa	None - Costs Covered by CASE	April 25-27, 2024
2	H Apple	NJSELA 2024 Spring Roundtable	Rutgers Lifelong Learning Center 3 Rutgers Plaza New Brunswick NJ 08901	Mileage	May 17, 2024
3	D Daniello	NJCCIC CompTia Network+ Training	On-line	N/A	May 6-10, 2024

4	S Montero	William Paterson University Music Education Alumni Panel	William Paterson University Wayne NJ	N/A	April 22, 2024
4	K Dennison	Sorting Fact from Fiction Regarding Literacy Instruction Workshop	Centenary University Hackettstown NJ	N/A	May 21, 2024
5	K Dennison	Black & Asian American Solidarity PD Conference	Princeton University Princeton NJ	Mileage	October 10, 2024
6	C O'Neal	Admissions Presentation Campus Tour	Seton Hall University South Orange NJ	N/A	April 25, 2024
7	M Thompson	Admissions Presentation Campus Tour	Seton Hall University South Orange NJ	N/A	May 3, 2024
8	P O'Brien	AP Summer Institute for AP African American Studies	Virtual - Augsburg University Minneapolis MN	Registration \$685	June 17-24, 2024
9	D Palmiere, E Clymer, A Coscia, E Heller, A Kemp, C Piasecki, L Marshall, J Hansen, M Fraumeni, T Dufner, P Merrill, N Remondelli, C Kavcak, T Jaw	NJSBA Conference	Atlantic City, NJ	\$2,100 Group Registration, mileage, lodging, meals & incidentals	October 21-24, 2024
10	D Palmiere	NJASBO Workshop	Atlantic City NJ	Registration \$500, mileage, lodging, meals	June 5, 6, & 7, 2024

*4. 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	20949632	Medical Leave	Teacher	HS	3-11-24	13	3-28-24	N/A	N/A	5/28/24	Leave Extended; Unpaid Leave

Approval of Personnel Motions

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				
Jean Hansen				
Erik Heller				
Amy Kemp				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Alfred Coscia				
Molly Fraumeni				

II. EDUCATION AND POLICY

*1. Motion to approve the **SECOND 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 5570 Sportsmanship
R 5570 Sportsmanship

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

MS –2023-2024 - 006,
 HS - 2023-2024 - 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	H Heslin	Lehigh Valley Zoo 5150 Game Preserve Road Schnecksville PA	Tickets, Transportation, Nurse	MD Class
2	J Jessen M Quinto	Merrill Creek Reservoir 34 Merrill Creek Rd Washington NJ	Transportation	Excel Students
3	P Smith L Smith	WHRHS	Transportation	FFA - WHRMS Ag Club
4	C Tyburczy	Washington Boro School	Transportation	WHRMS Students
5	C Tyburczy	Franklin Elementary School	Transportation	WHRMS Students
6	C Tyburczy	Brass Castle Elementary	Transportation	WHRMS Students
7	P Smith	Monmouth University 400 Cedar Avenue W Long Branch NJ	Transportation	FFA - NJFFA State Convention & Leadership Development Event Competitions

Code	Requested by:	Trip	Board of Education Cost	Discussion
8	A Feldman J Willis J Bamford	Yankee Stadium Bronx NY	N/A	Funded by Booster Club

*4. Motion to approve the following resolution for school bus emergency evacuation drills pursuant to the New Jersey Administrative Code (N.J.A.C. 6A:27-11.2):

WHEREAS, school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and;

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills, and;

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity, and;

WHEREAS, drills shall be documented in the minutes of the local Board of Education at the first board meeting following the completion of the emergency exit drill;

So be it resolved that the Board of Education acknowledges that a school bus emergency evacuation drill was held on **April 16, 2024** between 7:30 a.m. – 9:00 a.m. at the Warren Hills Regional Middle and High Schools. This drill was supervised by Robert Cacchio, Warren Hills Regional Middle School Assistant Principal, and Susan Rader, Warren Hills Regional High School Assistant Principal, and included the following bus routes: GST bus routes 1, 2, 5, 11, 17, 18, 19, 35, 40, 61SP, 62SP; Snyder Bus routes Sh2, Sh3, Sh4, Sh6, Sh7, 1, 2, 3, 4, 6, 7, 9, 12, 13, 14AB, 15AB, 16, 20, 21, 22, 23, and 25SP, 26 & 27; Krapf Bus routes WH10, WH29 & WH8 and Shuttle.

Approval of Education & Policy Motions

MOTION:		SECOND		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				
Jean Hansen				
Erik Heller				
Amy Kemp				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Alfred Coscia				
Molly Fraumeni				

III. BUDGET AND FINANCE

*1. The Warren Hills Regional Board of Education approves the March, 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 March, 2024; 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 April 10, 2024 through April 29, 2024 in the amount of \$2,390,534.11.

*3. Motion to approve Student Activities bill list for the period March 1, 2024 through March 31, 2024 in the amount of \$11,333.39.

*4. Motion to approve Athletic bill list for the period March 1, 2024 through March 31, 2024 in the amount of \$2,525.00.

*5. Motion to approve Cafeteria bill list for the period of January 1, 2024 through March 31, 2024 in the amount of \$212,187.99.

*6. Motion to approve transfers in the amount of \$25,052.53 for the month of March, 2024.

*7. Motion to approve Home/Bedside Instruction Agreement with Silvergate Prep for Student #4773237994, commencing April 4, 2024 until further notice, at the rate of \$41.00 per hour for a total of 10 hours per week.

*8. Motion to accept, with gratitude, donations from the Class of 1965 for the High School Band Student Activity in the amount of \$50.00 and the High School Scholarship Student Activity in the amount of \$100.00, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*9. Motion to accept, with gratitude, a donation of a gift card and products worth \$780.00 from the ShopRite of Greenwich for our Life Skills Program, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*10. Motion to accept a grant from the Skilled Labor Fund in the amount of \$6,000.00 for Warren Hills Regional High School Baseball Team and Essentials in Carpentry classes to build open air dugouts for the JV baseball field.

*11. Motion to renew the Food Service Management contract with Maschio’s Food Services, Inc for the 2024-2025 school year with an annual Food Service Management Fee of \$18,464.90, a projected profit of \$57,723.85, a guarantee of \$5,000 per year and cost of contract is \$727,262.00.

*12. Motion to approve the pricing for the 2024-2025 school year as follows:

Middle School

Student Breakfast	\$ 2.00	Adult Breakfast	\$2.50
Student Lunch	\$ 3.50	Adult Lunch	\$4.00
Student Entrée Only	\$ 3.50		
Extra Entrée with Lunch	\$ 2.25		

High School

Student Lunch	\$ 3.50	Adult Lunch	\$4.00
Student Entrée Only	\$ 3.50		
Extra Entrée with Lunch	\$ 2.25		

*13. **BE IT RESOLVED** to approve and adopt the 2024-2025 School District Budget as follows:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2024-25 Total Expenditures	\$43,111,364	\$546,847	\$1,721,690	\$45,379,901
Less: Anticipated Revenues	\$18,010,696	\$546,847	\$ 0	\$18,557,543
Taxes to be Raised	\$25,100,668	\$ 0	\$1,721,690	\$26,822,358

And to advertise said tentative budget in the Express Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing on the budget for the 2024-2025 school year will be held on April 30, 2024 at 7:15 PM at the Warren Hills Regional Board of Education Administration Building located at 89 Bowerstown Road, Washington, NJ 07882.

BE IT FURTHER RESOLVED, that the Board of Education includes in the tentative budget the adjustment for increases in costs of health benefits in the amount of \$182,511. The additional funds will be used to pay for the additional increases in health benefit premiums.

BE IT FURTHER RESOLVED, that the Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$155,103. In accordance with N.J.A.C.6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to retain teachers. The Board of Education will complete this by June 30, 2025 and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

MAXIMUM TRAVEL

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$50,000.00 for the 2024-2025 school year. The maximum travel expenditure amount for the 2023-2024 is \$50,000.00, of which, \$17,541.00 has been spent and \$3,134.00 is encumbered to date.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, in accordance with N.J.S.A. 18A:19-1, that for the 2024-2025 school year the annual maximum for regular business travel shall be \$1,500 per employee.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

CAPITAL RESERVE

BE IT FURTHER RESOLVED, that the Board of Education approves the following Capital Reserve Account Withdrawal for the 2024-2025 budget:

Roof Replacement	Middle School	\$ 85,000.00
Roof Replacement	Admin Building	\$ 280,000.00

Roof Replacement	High School	\$ 211,600.00
Boilers, HVAC Upgrades & UV Replacement	High School	\$ 500,000.00
HVAC Upgrades	Middle School	\$1,527,890.00
Boiler Replacement	Excel Building	\$ 260,000.00
Air Handler Unit Replacement	Admin Building	\$ 285,000.00
USDA – NRCS Retaining Wall	Excel Building	\$ 175,333.00
	TOTAL	\$3,324,823.00

BE IT FURTHER RESOLVED, that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$500,000 for the purpose of building repairs.

BE IT FURTHER RESOLVED, in accordance with N.J.A.C. 6A:23A-5.2 and N.J.A.C. 6A-9.3 (c)14, the maximum dollar limit for public relations and professional services of: \$20,000 for printing services, \$182,500 for legal services, \$50,000 for auditing services, \$25,000 for Architect of Record services and \$17,500 for professional services related to public relations for the 2024-2025 school year.

Further approve, in accordance with N.J.A.C. 6A:23A-5.8 the dollar threshold for awards to recognize special accomplishments at \$35.00 per student for the 2024-2025 school year.

Approval of Budget & Finance Motions

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				
Jean Hansen				
Erik Heller				
Amy Kemp				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Alfred Coscia				
Molly Fraumeni				

O. Public Comment

P. Second Executive Session (If Necessary)

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				
Jean Hansen				
Erik Heller				
Amy Kemp				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Alfred Coscia				
Molly Fraumeni				

Q. Adjournment _____ p.m.

Approval to Adjourn

MOTION:		SECOND:		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				
Jean Hansen				
Erik Heller				
Amy Kemp				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Alfred Coscia				
Molly Fraumeni				

*Roll Call