

WARREN HILLS REGIONAL BOARD OF EDUCATION

DRAFT

June 18, 2024

DRAFT

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

- June 4, 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 –

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

H. Presenter(s):

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	June 10 & 17, 2024	By Chair: Mr. Coscia
Personnel & Student Activities	June 10, 2024	By Chair: Mrs. Marshall
Negotiations	June 11, 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

Public Hearing on Policy and Regulations #2361 *Acceptable Use of Computer Network-Computers and Resources*

Comments

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	Joelynn Locasto	Approve	Teacher - Special Education	*\$68,483	MS	8-26-24	6-30-25	MA, Step 6. Pending receipt of all required paperwork
2	Elizabeth Biamonte	Approve	AP Testing Admin	\$46.00/hr	HS	3-01-24	6-30-24	not to exceed 20 hours.
3	Stephanie Golda-Poirier	Approve	Teacher - ELA	*\$69,218	HS	8-26-24	6-30-25	BA, Step 9. Pending receipt of all required paperwork
4	Stephanie Golda-Poirier	Approve	Asst. Marching Band Director	*\$7,260	HS	Start of Season	End of Season	Tier 2 Step 4 Pending receipt of all required paperwork
5	Stephanie Van Alstine	Approve	Teacher - Special Education - ELA Specialization	*\$75,293	HS	8-26-24	6-30-25	MA, Step 9. Pending receipt of all required paperwork
6	Janice Swick	Approve	Licensed Professional Counselor	\$32,000	District	8-26-24	12-31-24	Pending receipt of all required paperwork.
7	Janice Swick	Approve	Licensed Professional Counselor	\$55.00/hr	District	1-1-25	6-30-25	Pending receipt of all required paperwork; Not to exceed 15 hours per week; Submission of timesheets
8	Willie Franklin	Approve	Substitute Custodian	\$16.25/hr	District	7-01-24	06-30-25	Pending receipt of all required paperwork
9	Ashley Stettner	Approve	BCBA	\$92,521	District	7-1-24	6-30-25	N/A

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
10	Sharon Prichard	Approve	Occupational Therapist	\$99,725	District	7-1-24	6-30-25	N/A
11	Sharon Prichard	Approve	Occupational Therapist	\$68.00/hr	District	7-1-24	7-30-24	Summer ESY; Not to exceed 40 hours; Submission of timesheets
12	Lauren Porcelli	Approve	Administrative Assistant to the Superintendent	\$65,776	District	7-1-24	6-30-25	N/A
13	Charlene Finn	Approve	Benefits / Payroll Specialist	\$67,532	District	7-1-24	6-30-25	N/A
14	Rebecca Brandt-Philippe	Approve	Personnel / Payroll Specialist	\$67,797	District	7-1-24	6-30-25	N/A
15	Laura Rice	Approve	Administrative Assistant to the Business Administrator	\$72,395	District	7-1-24	6-30-25	N/A
16	Kelly Hayes	Approve	Secretary to the Director of Facilities	\$31,840	District	7-1-24	6-30-25	N/A
17	Amanda Cruts	Approve	Accounts Payable Specialist	\$53,045	District	7-1-24	6-30-25	N/A
18	Judith Favino	Approve	Treasurer of School Monies	\$5,487	District	7-1-24	6-30-25	N/A
19	Adam Latham	Approve	Coach - Asst. Football	*\$7,636	HS	Start of 24-25 Season	End of Season	Tier 1; Step 4
20	Robert Hibbett	Approve	Summer Security	\$20.00/hr	HS	On or about 6-19-24	On or about 8-20-24	N/A
21	Patrick McGarry	Approve	District Maintenance Mechanic	*\$75,320 Pro-rated	District	On or about 7-15-24	6-30-25	Pending receipt of all required paperwork.
22	Bailey Bevins	Rescind	Coach - Asst. Football	\$4,769	HS	Start of 24-25 Season	End of Season	Rescind approval from April 9, 2024 Board of Education Agenda
23	Patrick Kablis Kenneth Kurpat	Approve	Summer Weight Room	*\$46.00 per hour	HS	6-17-24	6-28-24	Not to exceed a total of 64 hours. Payment via submission of completed timesheets.
24	Patrick Kablis Kenneth Kurpat	Approve	Summer Weight Room	*\$46.00 per hour	HS	7-8-24	8-15-24	Not to exceed a total of 160 hours. Payment via submission of completed timesheets.
25	Jeffrey VanNorman	Accept	Custodian	\$38,633.00	MS	6-28-24	N/A	Resignation
26	Carmen Padilla	Approve	Teacher - Spanish	*\$86,000.00	HS	8-22-24	6-30-25	BA+15 Step N - Pending receipt of all required paperwork

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

*5. Motion to approve Michael Mason as Director of Facilities for the 2024-2025 school year, with an annual salary of \$99,483.00.

*6. Motion to approve Kevin Call as Head Athletic Trainer for the 2024-2025 school year, with an annual salary of \$122,815.00.

*7. Motion to approve Dennis Mack as Director of Human Resources for the 2024-2025 school year, with an annual salary of \$109,242.00.

*8. Motion to approve Timothy Jaw as Technology Coordinator for the 2024-2025 school year, with an annual salary of \$124,434.00.

*9. Motion to approve David Guth as School Security Program Director for the 2024-2025 school year, with an annual salary of \$87,550.00.

*10. 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	Olivia Reiner	Volunteer - Cheerleading	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of required documents
2	Brian Bigham	Volunteer - Football	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of required documents

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	E. Clymer C. Kavcak	InterNETworking 2024	Ocean Place Resort & Spa 1 Ocean Blvd Long Branch NJ	Mileage, Accommodations, Meals	July 17-19, 2024
2	T. Jaw	InterNETworking 2024	Ocean Place Resort & Spa 1 Ocean Blvd Long Branch NJ	Mileage, Meals	July 18, 2024

*12. Motion to approve the Middle School 2024-2025 Bagels & Locks **Planning Committee Members** for 4 hours at \$46.00 per hour rate:

Lee Ann Kubbishun, Tasjaana Miraglia, Robin Bloom, Christine Tyburzy, Caroline Lamport

*13. Motion to approve the Middle School 2024-2025 Bagels & Locks **Facilitators** for 3 hours at \$31.00 per hour rate:

Lee Ann Kubbishun, Tasjaana Miraglia, Christine Tyburzy, Geri Cramer, Maureen Flora, Tara Paulus, Elizabeth McKeown, Jessica Rader, Hope Ranalli, Caroline Lamport, Elizabeth Kurpat, Courtney Hoffman, Craig Green, Michelle Gaffney

*14. Motion to approve the Middle School 2024-2025 Homework Club at a rate of \$46.00 per hour:

Gina Legora, Courtney Hoffman, Tammy Muffley, Robin Bloom, John Heine (Sub), Nicole Latino, Caroline Lamport, Alyvia Jacobson, Lisa Ann Smith, Jacqueline Solecitto, Elizabeth McKeown (sub)

*15. Motion to approve the High School 2024-2025 Freshman Orientation Planning Committee Members not to exceed 5 hours at \$46.00 per hour rate:

Christina Dock, Abigail Makoski, Laura Slane, Toni Manfra, Penny Giamoni, Daryl Detrick, Marcus Gurdineer, Mark Smith and Krystin Sbriscia

*16. Motion to approve the faculty and staffing for the 2024 ESY / Summer Boost Programs, as per Attachment A, July 1, 2024 - July 30, 2024.

*17. Motion to approve the 2024-2025 Paraprofessionals as per Attachment B.

*18. Motion to approve the District Evaluation Advisory Committee (DEAC) Members at a rate of \$46.00 per hour not to exceed 8 hours (Title II Funds) as per Attachment C.

*19. Motion to approve High School Pathway Level 2 & 3 Teachers summer professional development at a rate of \$46.00 per hour, not to exceed 3 hours (Title II Funds) as per Attachment D.

*20. Motion to approve School Security Personnel as Summer Security Substitutes at the rate of \$20.00 per hour:

Maureen Falzone, Stephanie Ghilon, Jodie Tiger, Heather Mikkaliunas, Amanda Frey, Peggy Faulborn, Steve Bifano, Steve Andoldi, Joe Duarte, Matt Hibbett, Keith Romanoski, Josh Padilla, Mohamed Elnagar, Scott Carolus, Jarrod Jacome and Steve Tighe

*21. Motion to approve the employment of Donnamarie Palmiere as Business Administrator/Board Secretary for the 2024-2025 school year, with an annual salary of \$171,878.00, as approved by the Executive County Superintendent of Schools.

*22. Motion to authorize the Superintendent to hire staff for the start of the 2024-2025 school year. The Board will not unreasonably withhold approval at the next board meeting.

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 **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:

Policy & Procedures - #4432.2 - Donated Sick Leave Bank

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

MS –2023-2024 - 009
 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	K Sweet O Reiner	Trails End Camp 230 Trails Ed Rd Honesdale PA 18430	Transportation	WHRSD Varsity Cheer Teams

*4. Motion to approve 3-year Language Instruction Educational Program (LIEP) plan for the 2024-2027 school years.

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. Motion to approve the bill list for the period June 5, 2024 through June 14, 2024, in the amount of \$1,769,925.83.

*2. Motion to approve the following Special Education Tuition Contracts for the 2024-2025 extended and regular school year:

Student	School	Amount	Aide	Related Services	Effective
2545827307	Bonnie Brae	\$87,740.00	N/A	N/A	7/1/24-6/30/25
2490293155	Sussex County Educational Services Commission – Northern Hills Academy	\$12,250.00	\$5,845.00	N/A	7/1/24-8/13/24
2490293155	Sussex County Educational Services Commission – Northern Hills Academy	\$61,385.00	\$29,635.00	N/A	9/5/24-6/30/25
5611642836	Sussex County Educational Services Commission – Northern Hills Academy	\$10,735.00	\$2,922.50	\$436.00	7/1/24-8/13/24
5611642836	Sussex County Educational Services Commission – Northern Hills Academy	\$55,025.00	\$14,817.50	\$2,160.00	9/5/24-6/30/25
1995818933	Sussex County Educational Services Commission – Northern Hills Academy	\$12,250.00	\$5,845.00	\$436.00	7/1/24-8/13/24

Student	School	Amount	Aide	Related Services	Effective
1995818933	Sussex County Educational Services Commission – Northern Hills Academy	\$61,385.00	\$29,635.00	\$2,160.00	9/5/24-6/30/25

*3. Motion to accept Tuition Student 4552810184 from Belvidere School District and approve the Tuition Contract and Paraprofessional Contract for the 2024-2025 extended school year in the amount of \$2,800.00 for tuition and \$2,480.00 for paraprofessional costs.

*4. Motion to approve a contract with Marlana Hamfeldt Loden to provide Speech and Language Therapy Services, Consultative Services, Evaluation Services and Related Services for the 2024-2025 school year, commencing September 3, 2024 through June 12, 2025, at the rate of \$93.00 per hour.

*5. Motion to approve a contract with J&B Therapy Services for Physical Therapy, Occupational Therapy, Behavior Support Services, Teacher of Deaf Services and Evaluation Services for the 2024-2025 school year commencing July 1, 2024 through June 30, 2025 at the following rates:

Service	Rate per hour
Physical Therapy	\$ 90.00
Occupational Therapy	\$ 86.25
Behavior Support Services	\$ 97.50
Teacher of Deaf Services	\$148.00
Evaluations	\$435.00/each
Administrative Fee	1%

*6. Motion to approve a contract with Homecare Therapies dba/Horizon Healthcare Staffing to provide Student Transportation Nursing Services for the 2024-2025 school year, commencing July 1, 2024 through June 30, 2025, in the amount of \$90.00 per hour.

*7. Motion to approve a contract with Computer Solutions, Inc. for software support for the 2024-2025 school year commencing July 1, 2024 through June 30, 2025, for the following:

Product Description	Amount
Budgetary Accounting Module with Site Based Management & Invoicing	\$ 4,416.00
Human Resources & Payroll Modules with Position Control, Substitute, Frontline (AESOP), Portal & TA	\$ 9,732.00
Total Annual Fee	\$14,148.00

*8. Motion to approve the ShoreTel/Mitel Maintenance Annual Renewal Contract with Eastern DataComm, LLC for the 2024-2025 school year commencing July 1, 2024 through June 30, 2025, for the following:

Location	Amount
High School	\$ 5,375.00
Middle School	\$ 3,900.00
Excel Building	\$ 5,950.00
Total Annual Fee	\$15,225.00

*9. Motion to approve an agreement with Educational Data Services, Inc. for the 2024-2025 school year in the amount of \$8,500.00 for the Supply Procurement System License and Maintenance fees and e-PO Services as part of the New Jersey Cooperative Management Program.

*10. Motion to approve an agreement with E-Rate Consulting for E-Rate Compliance Services Category 1 and 2 for the 2024-2025 school year in the amount of \$2,750.00

*11. Motion to approve the subscription renewals with Frontline Education for the 2024-2025 school year commencing July 1, 2024 through June 30, 2025 for the following:

Product Description	Amount
Absence & Substitute Management, unlimited usage for internal employees	\$12,396.65
IEP- Direct, unlimited usage for internal employees	\$16,332.80
Total Annual Fee	\$28,729.45

*12. Motion to approve consulting agreement for Health Insurance Benefits between Integrity Consulting Group, Inc. and Warren Hills Regional School District in the amount of \$32,782.00 commencing July 1, 2024 through June 30, 2025.

*13. Motion to approve an Agreement with Nisivoccia LLP to audit the financial statements of the Warren Hills Regional School District for the year ending June 30, 2024, in the amount of \$48,500.00.

*14. Motion to approve an agreement with Phoenix Advisors to serve as Continuing Disclosure Agent and Independent Registered Municipal Advisor for the Warren Hills Regional School District for the 2024-2025 school year commencing July 1, 2024 through June 30, 2025, in the amount of \$1,350.00 for the base fee.

*15. Motion to approve an agreement with Powerschool Group LLC for license and subscription fees commencing June 20, 2024 through June 19, 2025 for the following:

Product Description	Amount
Naviance Core & Naviance Core: Assessment	\$6,826.50
Total Annual Fee	\$6,826.50

*16. Motion to approve entering into an Agreement with Schenck, Price, Smith & King, LLP, as general legal counsel for the 2024-2025 school year commencing July 1, 2024 through June 30, 2025 at the following rates:

Partners/Counsel	\$190/hour
Senior Associates	\$185/hour
Junior Associates	\$180/hour
Law Clerks/Paralegals	\$130/hour

*17. Motion to approve a Shared Services Transportation Agreement with Washington Township School District for the 2024-2025 school year, commencing July 1, 2024 through June 30, 2025, in the amount of \$107,448.00.

*18. Motion to accept the following quotes for the 2024-2025 ESY Special Education Transportation as recommended by the Superintendent:

Vendor Name	Route #	Route Cost	Aide Cost	Total Route Cost	Mileage Adjustment Cost
GST Transport	E-241	\$299.00/diem	N/A	\$299.00/diem	\$1.50 per mile
Snyder Bus Service	E-241	\$290.00/diem	N/A	\$290.00/diem	\$1.60 per mile
Krapf School Bus	E-241	No Quote	N/A	N/A	N/A

Vendor Name	Route #	Route Cost	Aide Cost	Total Route Cost	Mileage Adjustment Cost
GST Transport	E-242	\$299.00/diem	\$78.00/diem	\$377.00/diem	\$1.50 per mile
Snyder Bus Service	E-242	\$254.00/diem	\$80.00/diem	\$334.00/diem	\$1.60 per mile
Krapf School Bus	E-242	No Quote	N/A	N/A	N/A

Be It Resolved to award the following contracts for the 2024-2025 ESY Special Education Transportation as recommended by the Superintendent:

Vendor Name	Route #	Route Cost	Aide Cost	Total Route Cost	Mileage Adjustment Cost
Snyder Bus Service	E-241	\$290.00/diem	N/A	\$290.00/diem	\$1.60 per mile
Snyder Bus Service	E-242	\$254.00/diem	\$80.00/diem	\$350.00/diem	\$1.60 per mile

*19. Motion to approve a Joint Transportation Agreement with Franklin Township School District for the 2024-2025 school year to transport our combined student population as follows:

<u>Route</u>	<u>WH Cost</u>
WH5	\$41,128.20
WH11	\$41,734.80
WH17	\$41,128.20
WH18	\$41,128.20
WH19	\$41,734.80
WH35	\$64,612.80
WH40	\$41,734.80

*20. Motion to approve a Joint Transportation Agreement with Mansfield Township School District for the 2024-2025 school year to transport our combined student population as follows:

<u>Route</u>	<u>WH Cost</u>
WH-6	\$24,146.60
WH-7	\$24,146.60
WH-9	\$24,146.60
WH-13	\$24,146.60
WH-20	\$24,146.60
WH-26	\$24,146.60
WH29	\$37,304.10
WH10	\$36,797.30
WH8	\$36,797.30
Shuttle	\$ 2,097.79

*21. Motion to accept, with gratitude, the donation of a Sports Tutor TriplePlay Pro Pitching Machine from the Streaks Softball Club valued at \$4,995.00 for the High School Softball Team pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*22. Motion to accept, with gratitude, the donation of USC Spirit Pole by the Streaks Running Club valued at \$635.00 for the High School Track & Field Team pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*23. Motion to approve the submission of the 2024-2025 ESEA Grant as follows:

Title I Part A	\$313,313.00
Title I SIA	\$ 75,000.00
Title II Part A	\$ 31,237.00
Title III	\$ 5,759.00
Title III Immigrant	\$ 1,847.00
Title IV	\$ 16,043.00
Total	\$443,199.00

*24. Motion to approve the submission of the 2024-2025 Perkins Grant in the amount of \$15,666.00.

& 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

2024 ESY / Summer Boost Program					
Name	Program	Position	Hrs/Day	Hrs/Wee	Rate/Hr
Gurdineer, Marcus	ESY	Teacher	4	20	\$46
Bamford, Joseph	ESY	Teacher	4	20	\$46
Yanoff, Cheryl	SLE	Teacher	4	20	\$46
Michael Quinto	Boost/Excel	Teacher	3	15	\$46
Prichard, Sharon	ESY	Occupational Therapist	Vary	10	\$46
DellElba, Chelsae	ESY	Speech Therapist	Vary	10	\$46
J&B Therapy	ESY	Physical Therapist	Vary	8	\$46
Morpeth, Kayleigh	ESY	Music Teacher	Vary	5	\$46
Biasi, Andrea	ESY	Paraprofessional	4	20	\$31
Arguello, Janelle	ESY	Paraprofessional	4	20	\$31
Bevins, Bailey	ESY	Paraprofessional	4	20	\$31
Ciborski, Kristen	ESY	Paraprofessional	4	20	\$31
Codd, Sarah	ESY	Paraprofessional	4	20	\$31
DeMicco, Donna	ESY	Paraprofessional	4	20	\$31
DeMicco, Grace	ESY	Paraprofessional	4	20	\$31
Higgins, MaryAnn	ESY	Paraprofessional	4	20	\$31
Hibbett, Joanne	ESY	Paraprofessional	4	20	\$31
Ladd, Grace	ESY	Paraprofessional	4	20	\$31
Merritt, Barbara	ESY	Paraprofessional	4	20	\$31
Morais, Erica	ESY	Paraprofessional	4	20	\$31
Morgan, Joanna	ESY	Paraprofessional	4	20	\$31
Plenge, Shane	ESY	Paraprofessional	4	20	\$31
Roth, Colleen	ESY	Paraprofessional	4	20	\$31
Tauriello, Carolyn	ESY	Paraprofessional	4	20	\$31
Tietz, Kyla	ESY	Paraprofessional	4	20	\$31
Wright, Darlene	ESY	Paraprofessional	4	20	\$31
Substitute Paraprofessionals for 2024 ESY / Summer Boost Program					
Name	Program	Position	Hrs/Day	Total Hrs/Week	Rate/Hr
Janice Thompson	ESY	Paraprofessional			\$31
Cheryl Weissman	ESY	Paraprofessional			\$31
Maureen Bukowski	ESY	Paraprofessional			\$31
Kayla Cichlar	ESY	Paraprofessional			\$31
Alexa Giordano	ESY	Paraprofessional			\$31
Kimberly Glaskey	ESY	Paraprofessional			\$31
Barbara Nelson	ESY	Paraprofessional			\$31
Gabrielle Bitecola	ESY	Paraprofessional			\$31
Joelle Lucenti	ESY	Paraprofessional			\$31
Patricia Hubert	ESY	Paraprofessional			\$31
Jennifer McCarthy	ESY	Paraprofessional			\$31
Christine Tyburczy	ESY	Paraprofessional			\$31

**Paraprofessionals
2024-2025 School Year**

Action	Last Name	First Name	Location	Position	Step	Hourly Rate
Approve	Arguello	Janelle	District	Paraprofessional Part time 5 days/week - 5.75 hours/day AIDE HR	03.0	25.32
Approve	Bevins	Bailey	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	01.0	27.68
Approve	Biasi	Andrea	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Codd	Sarah	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	01.0	24.22
Approve	DeMicco	Donna	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Gonzalez	Erica	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	02.0	24.77
Approve	Hart	Robert	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Hibbett	Joanne	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Higgins	Mary	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Hubert	Patricia	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	03.0	27.26
Approve	Kimpland	Thomas	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	04.0	27.81
Approve	Lucenti	Joelle	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Merritt	Barbara	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Nelson	Barbara	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	04.0	27.81
Approve	Perkalis	Laurie	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	04.0	27.81
Approve	Plenge	Shane	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	01.0	27.68
Approve	Roth	Colleen	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Scovell	Andrew	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	01.0	27.68
Approve	Shah	Bela	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	12.0	31.66
Approve	Tauriello	Carolyn	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Testa Smith	Rozina	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	01.0	27.68
Approve	Thompson	Janice	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Tietz	Kyla	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Turkowski	Ashley	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Weissman	Cheryl	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Wright	Darlene	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	03.0	25.32
Approve	Young	Jamie	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	01.0	27.68
Approve	Barrientos-Mejia	Glenda	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	Biasi	Jessica	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	01.0	24.22
Approve	Bitecola	Gabriella	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	01.0	26.16
Approve	Bukowski	Maureen	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Celentano	Kimberly	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Ciborski	Kristen	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	02.0	24.77

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

**Paraprofessionals
2024-2025 School Year**

Action	Last Name	First Name	Location	Position	Step	Hourly Rate
Approve	Cichlar	Kayla	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	01.0	27.68
Approve	Congdon	Geraldine	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	04.0	25.87
Approve	DeMicco	Grace	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	01.0	26.16
Approve	Giordano	Alexa	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	02.0	26.71
Approve	Glaskey	Kimberly	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR AA	01.0	26.16
Approve	Kirkpatrick	Loretta	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	01.0	27.68
Approve	Ladd	Grace	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	02.0	28.23
Approve	McCarthy	Jennifer	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	04.0	29.32
Approve	Morgan	Joanna	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	02.0	24.77
Approve	O'Malley	Jill	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR BA	09.0	32.07
Approve	Pereira	Alison	District	ParaProfessional Part time 5 days/week - 5.75 hours/day AIDE HR	01.0	24.22

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

District Evaluation Advisory Committee (DEAC)

School	Department	Name
HS	English	Margaret Devine
MS	English	Alivya Jacobson
HS	Social Studies	Laura Togno
HS	Social Studies	Zachary Fisher
HS	Guidance	Catherine O'Neal
MS	World Language	Shawna Guikema
HS	Fine Arts	Jason Graf
HS	Health/PE	Joseph Besser
MS	Health/PE	Geri Cramer
HS	English	Kristen Chiara
HS	Math	Daryl Detrick
HS	Science	Sarah Reichard
MS	Math	Tammy Muffley

Rate: \$46.00 per hour - Not to Exceed 8 hours - Title II Funds

Donated Sick Bank established 2013 by Board of Education Policy Standards and Procedures June 2024

As set forth in the Warren Hills Regional School District Policy 4432.2 and 3432.2 the Committee is tasked with setting Standards and Procedures and as such has set the following:

- It is understood that this bank was formed as a result of collective bargaining and shall be dissolved only through the same.
- The committee Chair will be selected from the Board of Education Committee members and said person may choose a co-chair. Once selected until resignation or non-re-election on the WHRSD board of education the chairs shall remain. The chair new chair will be selected from the Board of Education Members on the committee and if the co-chair is still on the committee they shall remain as co-chair. If the co-chair resigns then the chair will determine if a new co-chair should be selected by the standing chairperson.
- There shall be 3 BOE representative, 2 WHREA representatives and 1 Administrator Association Representative. The committee will consist of 6 members.
- The committee decisions are final and no days may be drawn from the bank unless authorized by the committee
- Open enrollment will occur during the months of June, July and August for use during the subsequent school year.
- Upon enrollment the employee shall make an initial contribution of (2) sick days from his/her accumulated sick leave. Once contributed the sick days shall not be returned
- The employee will then be required to donate (1) additional day per year only if the bank falls below a minimum annually established number of days determined by the Leave Bank Committee. The Donated Sick Leave committee shall notify the staff of the need for an additional day prior to the open enrollment period. Once contributed the sick days shall not be returned. *Should an employee opt out of the leave bank and then wish to re-enroll it will be considered an initial enrollment.*
- In the event of a retirement, resignation, reduction in work force or termination, accumulated sick leave from the bank shall not be compensated, but shall remain credited to the bank.
- Donated Leave Bank days accumulate and carry forward from year to year.

- An employee may discontinue participation by notifying the Business Office, during open enrollment, in writing. However days donated shall not be returned.
- An employee initiates the request for an application to use the Donated Leave Bank by completing the request form and returning it to the Business Office with all required documentation.
- All documentation will be made available to the Donated Leave Bank Committee. All information will be treated as confidential.
- The Donated Leave Bank Committee will review the request and make a determination of eligibility and notify the member of the number of days approved within fourteen (14) calendar days.
- An employee may be eligible for up to thirty (30) days of donated sick time upon initial request. Up to an additional thirty (30) days may be awarded, to a maximum of (60) days in any school year, per individual, and up to ninety (90) days to that individual in two consecutive school years. Secondary application requirements (for additional days) will be determined by the Donated Leave Bank Committee.
- Donated sick days are for the current school year issued. On July 1st all unused days approved and not used will be marked as encumbered. A re-application will need to be completed. The application will include but not limited to: Name, Date, Updated note with expected time of illness, injury. Please note as per the employees contract new sick, personal and vacation days are given and those days must be exhausted prior to use of donated days. As in the initial application attendance will be reviewed. The committee will determine if days unused can carry forward and if additional days may be added. The committee may also predetermine at their discretion if a reapplication is needed.
- All decisions of the committee shall be final and binding and not subject to the grievance procedure, arbitration or PERC.
- The Committee, in rendering a decision on the request for withdrawal from the Donated Leave Bank, will take the following factors into consideration:
 1. Attendance history of the applicant
 2. Previous requests and awards from the Leave Bank
 3. Estimated length of illness
 4. Any other meaningful factor for the Committee to make a determination
 5. Employee's projected ability to return to work.
- The employee must apply for donated leave days by completing the Request for Donated Leave Bank Withdrawal Form and returning it to the Business Office with the

release of information form completed as well as a doctor's statement on the physician's letterhead, with signature and stamp, stating the following:

1. Applicant's name
 2. Reason for absence, stating the reason for total disability
 3. Estimated length of absence/return to work
 4. Additional medical documentation may be required.
- Failure to supply all requested documentation will result in a denial
 - The committee may accept an application for non catastrophic illness or injury if the injury cannot be addressed during non instructional times within the school year; an illness may fall under the same parameters.
 - Should an employee be approved the chair shall notify the Superintendent for his awareness only.
 - No application submitted will be discussed with the Superintendent or any Administrator of staff member until a decision has been rendered by the committee.
 - ALL applications and the information provided shall be kept confidential indefinitely
 - The committee is a stand alone committee and shall not be governed by the Board of Education, Superintendent, Business Administrator, or any Associations active in the Warren Hills Regional School District
 - The committee will periodically review all paperwork to ensure nothing need to be added and are in no violation of any new laws
 - Any change in law that may affect the bank will brought to the attention of the Warren Hills Regional Board of Education so they may ensure compliance with NJ State Statutes, Laws and Regulation
 - The committee will not discriminate as per the law
 - The committee at its discretion review and amend and or update the Standards and Procedures set forth

POLICY

Warren Hills Regional Board of Education

Section: Support Staff
4432.2. DONATED LEAVE BANK POLICY
Date Created: December, 2009
Date Edited: May, 2013

4432.2- DONATED LEAVE BANK POLICY

A Donated Leave Bank is an arrangement that allows eligible participating employees, who have exhausted all of their sick days, personal days and vacation days to draw paid leave from a bank of days that have been donated by participating school employees in case of a “Catastrophic health condition or catastrophic injury.” “Catastrophic health condition or catastrophic injury” shall be defined as follows: A life-threatening condition(s) or life-threatening injury requiring the care of a physician who provides medical verification of the need for the employee’s extended or recurring leave of absence.

In accordance with N.J.S.A. 18A: 30-11, the donated Leave Bank shall be administered by a committee of six individuals: three appointed by the board of education and three selected by the Association(s). This committee is responsible for establishing standards and procedures for the operation of the bank. No days may be drawn from the bank unless authorized by the committee.

Any employee of the Warren Hills Regional School District may voluntarily enroll and participate in the Donated Leave Bank.

Open enrollment will occur during the months of June, July and August for use during the subsequent school year.

Upon enrollment the employee shall make an initial contribution of (2) sick days from his/her accumulated sick leave. Once contributed the sick days shall not be returned.

The employee will then be required to donate (1) additional day per year only if the bank falls below a minimum annually established number of days determined by the Leave Bank Committee. Once contributed the sick days shall not be returned. *Should*

an employee opt out of the leave bank and then wish to re-enroll it will be considered an initial enrollment.

In the event of a retirement, resignation, reduction in work force or termination, accumulated sick leave from the bank shall not be compensated, but shall remain credited to the bank.

Donated Leave Bank days accumulate and carry forward from year to year.

An employee may discontinue participation by notifying the Business Office, during open enrollment, in writing.

An employee initiates the request for an application to use the Donated Leave Bank by completing the request form and returning it to the Business Office with all required documentation.

All documentation will be made available to the Donated Leave Bank Committee. All information will be treated as confidential.

The Donated Leave Bank Committee will review the request and make a determination of eligibility and notify the member of the number of days approved within fourteen (14) calendar days.

An employee may be eligible for up to thirty (30) days of donated sick time upon initial request. Up to an additional thirty (30) days may be awarded, to a maximum of (60) days in any school year, per individual, and up to ninety (90) days to that individual in two consecutive school years. Secondary application requirements (for additional days) will be determined by the Donated Leave Bank Committee.

All decisions of the committee shall be final and binding and not subject to the grievance procedure, arbitration or PERC.

The Committee, in rendering a decision on the request for withdrawal from the Donated Leave Bank, will take the following factors into consideration:

1. Attendance history of the applicant
2. Previous requests and awards from the Leave Bank
3. Estimated length of illness
4. Any other meaningful factor for the Committee to make a determination

5. Employee's projected ability to return to work.

The employee must apply for donated leave days by completing the Request For Donated Leave Bank Withdrawal Form and returning it to the Business Office with the release of information form completed as well as a doctor's statement on the physician's letterhead, with signature and stamp, stating the following:

1. Applicant's name
2. Reason for absence, stating the reason for total disability
3. Estimated length of absence/return to work
4. Additional medical documentation may be required.