

WARREN HILLS REGIONAL BOARD OF EDUCATION

September 10, 2024

6:30 p.m. – Executive Session

7:15 p.m. Regular Meeting

A. Call to Order – Alfred Coscia, Vice President

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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Alfred Coscia, Thomas Dufner, Molly Fraumeni (arrives 7:05 p.m.), Jean Hansen, Erik Heller, Amy Kemp (arrives 7:10 p.m.), Lisa Marshall and Paula Merrill. Corey Piasecki was absent. Also present were Earl Clymer, Dennis Mack and Donnamarie Palmiere. Board Attorney Marc Zitomer was present.

C. Executive Session- 6:38 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*
- 4) *Matters of Attorney/Client Privilege*
- 5) *Confidential Student Matters*
- 6) *Negotiations*

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and

BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

Approval to go into Executive Session

Motion by Mrs. Merrill and seconded by Mrs. Hansen to go into Executive Session at 6:38 p.m. with full board consent.

D. Reconvene: 7:25 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

- August 27, 2024 Regular & Executive Session Meetings

Motion by Mrs. Merrill and seconded by Mrs. Marshall to approve the minutes of the August 27, 2024 Regular Meeting and Executive Session Meeting.

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

E. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools
The board received two emails.

F. Student Liaison Report -
None

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

- Reminder - HS Back to School Night on Thursday 9/12 - 6:30 PM
- Publicity Initiative with HS & MS events
 - More effective use of the website
 - Teacher/student input
 - Classroom hands-on experience for students
- Student Activities update
- NJQSAC Revisions, per State BOE - Update
- Official Approval letter for new WH Evaluation Instrument received from the DOE
 - DEAC meetings
 - Create tool for non-instructional staff
- Cluster Curriculum Project
 - Completed
 - Link on web page for public to view
 - Discuss with E&P prior to posting for community

○ CLUBS AND ACTIVITIES INFORMATION:

- We have our annual Club Fair that will be on display during lunch periods the week of Sept. 16-20. This is a continued tradition that allows students to see all the clubs that are running this year.
- Girls soccer news-Our Soccer program is home this week vs. Ridge HS Tuesday at 4pm and Thursday at 4:15pm vs. Bernards HS.
- Marching band news-competition season is ready to begin. Saturday, Sept. 21 at 3pm at Hunterdon Central HS
- Girls Tennis News-They are on the road Tuesday and at home vs. Watchung Hills 4pm Thursday, Sept. 12.
- XC boys/girls news-They had their first meet at Roxbury this past Saturday, Sept. 7. All Blue Streak runners had personal best records.
- Field Hockey News-Our Blue Streak Field hockey team is off to a great start with a win last week vs. Hunterdon Central 5-0. This week they play home Tuesday vs. North Hunterdon and Saturday at Pingry 2pm.
- Volleyball News-We have had a great start to the season with a big win last week vs. Phillipsburg HS on Thursday. We are 3-0 and play away Tuesday and home at 4pm Thursday, Sept. 12 vs. Del Val.
- Middle School sports start on Friday, Sept. 13th with Girls MS soccer home and Girls MS Volleyball home at 4pm.

H. Presenter(s): Mr. Earl C. Clymer, III - WIDA ELL ACCESS Score Results

I. Goals:

Warren Hills Regional School District Goals for 2024-2025 School Year

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. Implementation of the *Cluster Curriculum Project* and the *Curriculum Monitoring and Assessment Plan* to more closely evaluate student performance and achievement related to NJ State Learning Standards, standardized and in-house assessments, including but not limited to, benchmark assessments, semester 1 and semester 2 final assessments and teacher-generated in-class assessments.

District Goal 2: To implement best practices and strategies to enhance the Culture and Climate of district school buildings in collaboration with student, faculty and administrative stakeholders. Practices and strategies will include but are not limited to, in-house professional development programs, the District Mental Health Team (DMHT), SCAIP initiative, the Nurtured Heart Approach and the DREAMS Program.

District Goal 3: To implement best practices and strategies to educate students, parents and faculty on the use of AI generators and related tools for education, while implementing and strengthening sound practices and protocols to minimize the potential of security breaches related to district-wide data and personal

Warren Hills Board of Education Board Goals 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.

Under District Goal 1:
Cluster Curriculum Project

J. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	8-29-2024	By Chair: C. Piasecki
Education, Policy & Technology	9-03-2024	By Chair: A. Coscia
Personnel & Student Activities	No meeting held	By Chair: L. Marshall
Negotiations	No meeting held	By Chair: M. Fraumeni

Mr. Clymer reported that Finance, Facilities & Transportation met and the minutes were sent to the board.

Mr. Coscia reported that Education, Policy & Technology met and discussed the following:

- o Cell phone policy is still being discussed including progressive discipline within the Code of Conduct, parent contact, confiscation, passing time and clarification/consequences to extracurricular activities.
- o Working on draft of the cell phone regulation and staff policy.
- o Evaluation policy for teachers to reflect the new evaluation tool.
- o Semester exams adjustment to make them ½ days in January.

K. Old Business

Mr. Dufner questioned the tabling of the Cell Phone Policy resolution from the August 27th meeting and why it was not included in this agenda. He was informed that the resolution was approved to be tabled until the regulation was written. He also questioned how many detentions we have had since the last meeting and reminded the board that the old policy is still in place. He also wants to understand the time limit regarding public comment. It needs to be consistent.

L. New Business

None

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.

No Public Comment

N. ACTION ITEMS

I. PERSONNEL

Motion by Mrs. Marshall and seconded by Mrs. Hansen to accept the recommendation of the Superintendent to approve and adopt motions I.1 to I.4 as 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	Cynthia Bamford	Approve	Medical Leave Replacement Teacher	\$364.17 /day	HS	9-03-24	on or about 10-01-24	MA Step 8, Pending completion of all required paperwork
2	Danielle Miksch	Approve	After-School Peer Tutoring	\$46.00/hr	HS	8-26-24	6-30-25	Peer Tutor monitor after school twice a week.
3	Kelsey Connelly	Approve	After-School Peer Tutoring	\$46.00/hr	HS	8-26-24	6-30-25	Peer Tutor monitor after school twice a week
4	Diane Devivo	Approve	After-School Peer Tutoring	\$46.00/hr	HS	8-26-24	6-30-25	Peer Tutor monitor after school twice a week
5	Jason Graf	Approve	Advisor - Jazz Ensemble	\$3,300.00	HS	8-26-24	6-30-25	Tier 3
6	Abigail Makoski	Approve	Teacher	\$98,843.00	HS	08-26-24	6-30-25	Degree Movement on Guide – MA+30 to MA +45 Step O
7	Bonita Duryea	Approve	Chaperone	\$31.00/hr	HS	9-03-24	6-30-25	Drama Club Student, submission of timesheet if coverage provided.

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
8	Richard Patricia	Approve	Substitute Teacher	\$130.00/day	District	9-11-24	6-30-25	Pending receipt of required paperwork

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

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	Patricia Smith	Fall AG Ed Conference	Rutgers EcoComplex 1200 Florence Columbus Rd Columbus NJ 08505	\$40 Registration, Mileage	September 27, 2024
2	Geri Cramer	NJSIAA Bowling Clinic	Hollow Lanes 1002 US 9 Howell NJ 07731	Mileage	October 1, 2024
3	Christina Dock	DECA Training	Kean University 1000 Morris Ave Union NJ 07083	Mileage	October 7, 2024
4	LeeAnn Falzarano-Alves	Using the Patterns of Strengths & Weaknesses	Virtual Seminar Graduate School of Applied & Prof Psychology 152 Frelinghuysen Rd Piscataway NJ 08854	\$160 Registration	November 22 and December 6, 2024
5	Jacqueline Solecitto	NJAGC Sharefest	Monmouth University 400 Cedar Avenue W Long Branch NJ	\$50 Registration, Mileage	October 15, 2024
6	Toni Manfra	AI & Writing Symposium	Drew University Madison NJ	\$75 Registration, Mileage	October 25, 2024
7	Zachary Fisher	AI & Writing Symposium	Drew University Madison NJ	\$75 Registration, Mileage	October 25, 2024
8	Jesse O'Neill	AI & Writing Symposium	Drew University Madison NJ	\$75 Registration, Mileage	October 25, 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	69719191	Maternity Leave	Teacher	HS	on or about 12-16-24	34	2-18-25	2-18-25	N/A	on or about 5-19-25	
2	51720076	Maternity Leave	Secretary	MS	on or about 12-06-24	11	1--6-25	1-6-25	N/A	on or about 3-25-25	

Approval of Personnel Motions

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

II. EDUCATION AND POLICY

Motion by Mr. Coscia and seconded by Mrs. Marshall to accept the recommendation of the Superintendent to approve and adopt motions II.1 through II.4, as amended and described below:

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

P&R - #3221 - Evaluation of Teachers

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

MS –2024-2025 - None
 HS – 2024-2025 - 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	S Prichard C Dell Elba	ShopRite of Phillipsburg 1207 Route 22 Phillipsburg NJ 08865	Transportation	WHRHS - MD Program - Hands on Healthy Kids Program
2	S Prichard C Dell Elba	ShopRite of Phillipsburg 1207 Route 22 Phillipsburg NJ 08865	Transportation	WHRHS - MD Program
3	K Chiara G DeBoer	Rutgers University Busch Campus Center 604 Bartholomew Rd Piscataway NJ 08854	Transportation	Fall Student Press Day Conference WHRHS - Journalism; Yearbook, <i>The Streak</i> Newspaper Club

*4. The Board of Education Approved 2024-2025 School Year Calendar has been amended. Monday, January 13, 2025 through and including Friday, January 17, 2025 will be early dismissal days for students, 11:55 AM.

Approval of Education & Policy Motions

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

III. BUDGET AND FINANCE

Motion by Mrs. Merrill and seconded by Mrs. Hansen to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 16 as amended and described below:

*1. The Warren Hills Regional Board of Education approves the July, 2024 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 July, 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 August 28, 2024 through September 10, 2024, in the amount of \$1,108,790.67.

*3. Motion to approve the cafeteria bill list for the period July 1, 2024 through September 10, 2024 in the amount of \$24,089.00.

*4. Motion to approve Student Activities bill list for the period of July 1, 2024 through July 31, 2024 in the amount of \$3,700.44.

*5. Motion to approve transfers in the amount of \$1,173,608.75 for the month of July, 2024.

*6. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #1554019807 commencing September 3, 2024 through September 5, 2024, in the amount of \$61.25 per hour for a total of 10 hours per week with an additional 33% for administrative and preparation costs.

*7. Motion to approve the contract with Mountain Lakes Board of Education for Teacher of the Deaf Educational Support Services for Student #8629608513 in the amount of \$180.00 per weekly session.

*8. Resolved, that the Board of Education hereby ratifies the Memorandum of Agreement with the Warren Hills Regional Education Association, dated May 6, 2024 for the contract period July 1, 2024 through June 30, 2027, including related mutually adopted salary guides, which was previously ratified by the Association and which is on file in the office of the School Business Administrator/Board Secretary; and be it

Further Resolved, that the Board authorizes its Board President to execute an appropriate successor collective negotiations agreement upon finalization of the same.

*9. Motion to accept a partial refund of member contributions from the Workers' Compensation fund from the 2020/2021 year from New Jersey Schools Insurance Group (NJSIG) in the amount of \$8,365.83.

*10. Be It Resolved, to approve additional withdrawals from Capital Reserve for the following approved construction projects:

District Office Roof Replacement	\$ 20,000.00
Middle School Section #19 Roof Replacement	\$110,000.00
High School Sections #E & D Roof Replacement	\$ 788.96
Excel Building New Retaining Wall	\$ 85,231.00

*11. Motion to approve fee proposal from Design Resources Group Architects for the following Rod Grants projects:

Warren Hills Middle School - HVAC Summer 2025	\$111,000.00
Warren Hills High School - HVAC Summer 2025	\$279,665.00

*12. Motion to approve 1-year Sponsorship in the amount of \$500.00 from Good Impressions Print Communications, LLC to provide additional financial resources to club and athletic programs in the Warren Hills Regional School District.

*13. Motion to approve a Fall Sponsorship in the amount of \$250.00 from Pinstripe Landscapes LLC to provide additional financial resources to club and athletic programs in the Warren Hills Regional School District.

*14. Motion to accept, with gratitude, a donation in the amount of \$800.00 from the Warren County Board of Agriculture for the FFA Student Activity 2024 National Convention trip, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*15. Motion to approve a Parental Contract for Student Transportation for the following route to transport Warren Hills Regular Education Student #4458108870 to Hunterdon Polytech for the 2024-2025 school year:

Route #PCJV1-24/25	\$9,310.00
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*16. Motion to renew an agreement for Prescription Drug Management Services with Benecard Services, LLC at the following rates for period July 1, 2024 to June 30, 2025:

	<u>Single</u>	<u>P/C</u>	<u>Member/Spouse</u>	<u>Family</u>
Subgroups 1000/1099	\$217.51	\$282.79	\$434.98	\$500.24
Subgroups 2000/2099	\$232.08	\$301.72	\$464.11	\$533.71
Subgroups 3000/3099	\$232.08	\$301.72	\$464.11	\$533.71
Subgroup 1098	\$173.50			
Subgroup 2098	\$185.11			
Subgroup 3098	\$185.11			

Approval of Budget & Finance Motions

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

Additional Personnel Agenda Items

Administratively add motion to add Additional Personnel items 5 through 15 below:

Motion by Mrs. Marshall and seconded by Mr. Coscia to accept the recommendation of the Superintendent to approve and adopt motions 5 through 15 under Additional Personnel items as amended and described below:

*5. Motion to approve the employment of the attached personnel list “A” of tenured, certificated teaching staff for the 2024-2025 school year. (Attachment A)

*6. Motion to approve the employment of the attached personnel list “B” non-tenured, certificated teaching staff with eligibility for tenure on the appropriate date for the 2024-2025 school year. (Attachment B)

*7. Motion to approve the employment of the attached personnel list “C” non-tenured, certificated teaching staff for the 2024-2025 school year. (Attachment C)

*8. Motion to approve the employment of personnel Attachment “D” of School Security Personnel for the 2024-2025 school year. (Attachment D)

*9. Motion to approve the employment of the attached personnel list “E” Technology personnel for the 2024-2025 school year. (Attachment E)

*10. Motion to approve the employment of the attached personnel list “F” tenured secretaries for the 2024-2025 school year. (Attachment F)

*11. Motion to approve the employment of the attached personnel list “G” non-tenured, secretaries with eligibility for tenure on the appropriate date for the 2024-2025 school year. (Attachment G)

*12. Motion to approve the employment of the attached personnel list “H” non-tenured secretaries for the 2024-2025 school year. (Attachment H)

*13. Motion to approve the employment of personnel Attachment “I” of Custodial/Grounds/ Maintenance Personnel for the 2024-2025 school year. (Attachment I)

*14. Motion to approve the employment of the attached personnel list “J” Paraprofessional staff for the 2024-2025 school year (Attachment J).

*15. Motion to approve 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	Lisa Holmlund	Approve	Guidance – Leave Replacement	\$340.15 / per day	MS	8-26-25	On or about 1-6-25	MA Step 1, Leave Replacement Guidance - pending receipt of required documents
2	Robert Bachman	Approve	Teacher – Leave Replacement	\$311.03 / per day	MS	8-26-25	On or about 1-6-25	BA Step 2, Leave Replacement Teacher - Mathematics - pending receipt of required documents
3	Cynthia Bamford	Approve	Teacher - Leave Replacement	\$364.17 /day	HS	9-03-24	on or about 10-01-24	MA Step 8, Leave Replacement Teacher - pending completion of all required paperwork
4	DeanaMarie Balas	Approve	Teacher	\$82,375.00	HS	8-26-24	6-30-25	Degree Movement on Guide – BA+15 Step 11 to MA
5	Marshall Cuomo	Approve	Teacher	\$74,955.00	HS	8-26-24	6-30-25	Degree Movement on Guide – BA Step 8 to MA

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
6	Nicole Nothnagel	Approve	Teacher	\$77,455.00	HS	8-26-24	6-30-25	Degree Movement on Guide – BA+15 Step 9 to MA
7	Lyandra Ross	Approve	Teacher	\$85,990.00	HS	8-26-24	6-30-25	Degree Movement on Guide – MA+30 Step 10 to MA+45
8	Todd Solecitto	Approve	Teacher	\$79,915.00	HS	8-26-24	6-30-25	Degree Movement on Guide – BA+15 Step 10 to MA
9	Abigail Makoski	Approve	Teacher	\$101,005.00	HS	08-26-24	6-30-25	Degree Movement on Guide – MA+30 to MA +45 Step O

Approval of Additional Personnel Motions

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

O. Public Comment

Ms. Lucci from Washington Township discussed personal concerns to allow students to use their mobile phones.

Mrs. Mizerek from Washington Township suggested the teacher asking students to please put their phones away would be sufficient.

Mr. & Mrs. Funk from Washington Township sent an email and spoke to the board regarding allowing children who are homeschooled to participate in middle school sports. Mrs. Samogyi from Oxford asked if Oxford was included in the cluster curriculum project and Mr. Clymer confirmed they were included. She also mentioned that Oxford students do not attend the Warren Hills Middle School. Mr. Lucci from Asbury commented that phones provide lifelines for students.

Q. Adjournment 8:17 p.m.

Approval to Adjourn

Motion by Mrs. Hansen and seconded by Mrs. Merrill to adjourn at 8:17 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary