

WARREN HILLS REGIONAL BOARD OF EDUCATION

**November 12, 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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Alfred Coscia, Thomas Dufner, Molly Fraumeni, Jean Hansen, Erik Heller, Amy Kemp, Lisa Marshall, Paula Merrill (arrives 6:34) and Corey Piasecki. Also present was Donnamarie Palmiere and Board Attorney Christopher Sedefian. Student Representative Loudon Heller was also present for the public meeting. Earl Clymer and Dennis Mack were absent.

C. Executive Session- 6:32 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*

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. Piasecki and seconded by Mrs. Hansen to go into Executive Session at 6:32 p.m. with full board consent.

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

- October 15, 2024 Regular & Executive Session Meetings

Motion by Mrs. Merrill and seconded by Mrs. Kemp to approve the minutes of the October 15, 2024 Regular Meeting and Executive Session Meeting

MOTION: Paula Merrill		SECOND: Amy Kemp		
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  
No Report

F. Student Liaison Report – Loudon Heller

Mr. Heller reported on the following topics:

- Stuff the Bus – food collection going on to support River of Life in Philipsburg
- Fall Play, A Midsummer Night’s Dream, will take place on Friday and Saturday evenings.
- Students have concerns over the combining of clubs.
- Meeting with HS Principal to discuss and clarify concerns with phone, attendance, absences issues with HS students who are going to the MS for Peer Tutoring (should be excused absences some are going during Physical Ed), class rank, Top 10

G. Superintendent’s Report – Mr. Earl C. Clymer, III  
No Report

H. Presenter(s): NJSLA Spring Score Report - Mr. Earl C. Clymer, III  
Board received presentation handout.

**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.

**J. Committee Reports**

<b>Committee</b>	<b>Date</b>	<b>Discussion</b>
Finance, Facilities & Transportation	No Meeting Held	By Chair: Mr. Piasecki
Education, Policy & Technology	No Meeting Held	By Chair: Mr. Coscia
Personnel & Student Activities	November 6, 2024	By Chair: Mrs. Marshall
Negotiations	November 4, 2024	By Chair: Mrs. Fraumeni
Ad Hoc	November 6, 2024	By Chair: Mr. Heller

Mrs. Marshall reported on Personnel in Executive Session.

Mrs. Fraumeni reported that Negotiations met with the WHRAA and have another meeting scheduled.

Mr. Heller reported that the AdHoc committee met regarding permitting MS Homeschooled children to play MS Sports. Some of the areas they researched included discipline, current number of students participating in sports, need for tracking of homeschooled students, additional job responsibilities and funding. The board was told years ago that it was mandated that HS homeschooled students be allowed to participate but have since found out that is not true.

The committee has recommended that there be NO changes to the current policy at this time.

**K. Old Business**

None

**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.5 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	Jacqueline Nassry	Approve	Interim Assistant Principal	\$500/day	HS	11-22-24	11-27-24	Transition days to replace retiring Assistant Principal
2	Nichole Ehasz	Approve	Teacher	\$85,705 Pro-Rated	MS	on or about 1-6-25	06-30-25	BA +15 Step 14 - Pending receipt of required paperwork
3	Anthony Xiros	Approve	Event Staff	\$40.00/hr	District	11-13-24	6-30-25	Pending receipt of required paperwork
4	Glenda Barrientos-Mejia	Approve	Paraprofessional	\$26.70/hr Pro-Rated	HS	11-13-24	6-30-25	Aide HR, Step 4 - Pending receipt of required paperwork
5	Macyn Klinder	Approve	Paraprofessional	\$28.51/hr Pro-Rated	MS	11-13-24	on or about 2-10-25	Aide HR BA, Step 1 Pending receipt of required paperwork
6	Scott Carolus	Approve	Clock Operator	Per Board of Education Approved Athletic rates	District	Start of Winter Season	End of Winter Season	Winter Sports Season; Submission of timesheet
7	Jonathan Slack	Approve	Clock Operator	Per Board of Education Approved Athletic rates	District	Start of Winter Season	End of Winter Season	Winter Sports Season; Submission of timesheet
8	Elizabeth Garabed	Approve	Clock Operator	Per Board of Education Approved Athletic rates	District	Start of Winter Season	End of Winter Season	Winter Sports Season; Submission of timesheet
9	Mark Smith	Approve	Clock Operator	Per Board of Education Approved Athletic rates	District	Start of Winter Season	End of Winter Season	Winter Sports Season; Submission of timesheet
10	MaryAnn Strohl-McKinney	Approve	Substitute Teacher	\$130/day	District	08-26-24	06-30-25	All Paperwork has been provided
11	Allison Wanamaker	Approve	Substitute Teacher	\$130/day	District	11-13-24	06-30-25	Pending receipt of required paperwork.
12	Emilie McGrory	Approve	Substitute Teacher	\$130/day	District	11-13-24	06-30-25	Pending receipt of required paperwork.
13	Kristen Ciborski	Approve	Secretary - Leave Replacement	\$22.49/hr Pro-Rated	MS	10-29-24	on or about 2-10-25	Leave Replacement - Pending receipt of required paperwork
14	Kristen Ciborski	Accept	Paraprofessional	\$26.15/hr	MS	10-29-24	10-29-24	Resignation
15	Bonita Duryea	Accept	School Nurse	\$88,855.00	HS	12-31-24	1-1-25	Retirement
16	Alison Pereira	Accept	Paraprofessional	\$25.60/hr	District	11-08-24	11-08-24	Resignation

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
117	Robert Kovacs	Accept	Sub-Security & Event Security	\$20.00/hr & \$40.00/hr	District	11-01-24	11-01-24	Resignation
18	Daryl Detrick	Approve	Pathway Professional Development	\$47.00/hr	HS	7-23-2024	7-23-2024	Additional 2 hours, not to exceed 5 total hours. (Title II Funds)
19	Alexandra Helle	Approve	Pathway Professional Development	\$47.00/hr	HS	7-23-2024	7-23-2024	Additional 2 hours, not to exceed 5 total hours. (Title II Funds)
20	Emily Kablis	Approve	Pathway Professional Development	\$47.00/hr	HS	7-23-2024	7-23-2024	Additional 2 hours, not to exceed 5 total hours. (Title II Funds)
21	Jeremy Willis	Approve	Pathway Professional Development	\$47.00/hr	HS	7-23-2024	7-23-2024	Additional 2 hours, not to exceed 5 total hours. (Title II Funds)
22	David Sbriscia	Approve	Coach - Head Track & Field	\$8,982	HS	11/25/24	End of Winter season	Tier 3 Step 4
23	Maureen Flora	Approve	Coach - Assistant Track & Field	\$4,431	HS	11/25/24	End of Winter season	Tier 3 Step 1
24	Patrick Kablis	Approve	Winter Weight Room	\$2,500	HS	11/25/24	End of Winter season	Flat Stipend
25	Toni Manfra	Approve	Coach - Unified Bowling	\$3,717*	HS	12-02-24	1-27-25	*50% of Tier 4 Step 4
26	Jalyn Lovejoy		Substitute Teacher	\$130.00/day	District	10-22-24	10-22-24	Term
27	Robin Wallace		Substitute Teacher	\$130.00/day	District	11-1-24	11-1-24	Term

\*2. Motion to approve the following internships/observations/volunteers:

Code No.	Name	Position	Degree/Step/ # of Hours	Salary/St ipend	Location	Date Effective	Date Terminate d	Discussion
1	Luke Dugan	Clinical Internship	60 hours	N/A	WHRMS	1-02-25	05-09-25	Under the direction of Fairleigh Dickinson University, N Remondelli & pending receipt of required paperwork
2	Anthony Bonelli	Volunteer	N/A	N/A	District	Start of Winter Season	End of Winter Season	Boys Basketball - Statistician, Pending receipt of required paperwork
3	Gary Gruber	Volunteer	N/A	N/A	District	1-6-25	5-15-25	Robotics, Pending receipt of required paperwork
4	Gunnar "Tyler" Henning	Volunteer	N/A	N/A	District	1-6-25	5-15-25	Robotics, Pending receipt of required paperwork
5	Douglas Mosher	Volunteer	N/A	N/A	District	1-6-25	5-15-25	Robotics, Pending receipt of required paperwork
6	Jarod Parker	Volunteer	N/A	N/A	District	1-6-25	5-15-25	Robotics, Pending receipt of required paperwork
7	Kyle Watt	Volunteer	N/A	N/A	District	1-6-25	5-15-25	Robotics, Pending receipt of required paperwork
8	Daniel Smith	Volunteer	N/A	N/A	District	Start of Winter Season	End of Winter Season	Wrestling, Pending receipt of required paperwork
9	Christopher Vidak	Volunteer	N/A	N/A	District	Start of Winter Season	End of Winter Season	Wrestling, Pending receipt of required paperwork
10	Kyle Wulff	Volunteer	N/A	N/A	District	Start of Winter Season	End of Winter Season	Wrestling, Pending receipt of required paperwork

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	K Dennison T Jaw H Apple	OnCourse User Group North Meeting	HQ Plaza Morristown NJ	N/A	November 15, 2024
2	M Smith A Slack	National Archery Competition	Kentucky Expo Center Louisville KY	Registration Fees, Mileage, Accommodations, Meals	May 7 to May 11, 2025
3	H Apple	NJSELA Winter Roundtable 2024 (Science)	Rutgers Lifelong Learning Center 3 Rutgers Plaza New Brunswick NJ 08901	Mileage	December 6, 2024

4	T Zavacki	Fusion CAD Fundamentals (Part 1)	Virtual Webinar	N/A	November 19, 20, 21, 2024
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\*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	51720076	Maternity Leave	Secretary	MS	on or about 10-22-24	8	11-1-24	11-1-24	N/A	on or about 2-10-25	Dates Amended

\*5. Motion to authorize the Superintendent to hire Coaches/Advisors the 2024-2025 school year. The Board will not unreasonably withhold approval at the next board meeting.

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	2 – codes 8 and 9		
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.3, as amended and described below:

\*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:

- Regulation #5310 Health Services
- Policy & Regulation #5570 Sportsmanship
- Policy #6630 Athletic Fund



- Policy #6660 Student Activity Fund
- Policy #8420 Emergency & Crisis Situations
- Policy #9140 Citizens Advisory Committees - Abolish

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

MS –2024-2025 - 001,  
 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	K C Wanamaker Z Fisher M Gurdineer	Big 10 College Wrestling Match Jersey Mikes Arena at Rutgers University 83 Rockafeller Road Piscataway NJ 08854	Transportation	Boys HS Wrestling
2	M Jones	St Luke’s University Health Network Warren Campus 185 Roseberry St Phillipsburg NJ 08865	Transportation	Warren Hills Students
3	S Montero	United Reformed Church 100 West St Somerville NJ 08876	Transportation	WHRHS Select Choir
4	J Graf S Golda-Poirier S Senesie	J Birney Crum Stadium 2027 Linden St Allentown PA 18104	Transportation	WHRSD Marching Band
5	L Muroski	Dorney Park 4000 Dorney OPark Rd Allentown PA 18104	Transportation	WHRMS 8th Grade Trip
6	C Dock	Kean University 1000 Morris Ave Union NJ 07083	Transportation	WHRHS DECA
7	J Graf	Abilities of Northwest NJ 264 NJ 31 Washington NJ 07882	Transportation	WH Wind Ensemble
8	K Horn	Voorhees High School 256 County Rt 513 Glen Gardner NJ 08826	Transportation	Warren Hunterdon Academic Meet
9	H Heslin J Locasto	Rockaway Townsquare Mall 301 Mt Hope Ave Rockaway NJ 07866	Transportation	MD Class
10	C Yanoff M Gurdineer M McGann	Rockaway Townsquare Mall 301 Mt Hope Ave Rockaway NJ 07866	Transportation	MD/AU Class
11	M Smith A Slack	Kentucky Expo Center Louisville KY	Registration Fees, Transportation, Accommodations,	National Archery Competition

Code	Requested by:	Trip	Board of Education Cost	Discussion
			Meals	
12	Smith P	NJ FFA Fall Career Development Events	Cook College/ Rutgers 59 Biel Rd New Brunswick NJ	FFA
13	J Giamoni C Chiara P Smith	Stuff the Bus Food Drive	River of Life Food Pantry 445 S Main St Phillipsburg NJ 08865	WHRHS Student Council - Peer LEadership - Key Club - Earth Rights
14	Smith P	Harrisburg Farm Show	PA Farm Show Complex Harrisburg PA	FFA
15	A Helle	Intro to Health Science	Kean University North Ave Academic Building 1000 Morris Ave Union NJ 07083	Health Science Students
16	L Weisenstein M Cuomo	AP & CP Probability & Statistics	Somerset Patriots Ballpark 1 Patriots Park Bridgewater NJ 08807	AP & CP Probability & Statistics Classes
17	T Zavacki A Eisner A Slack S Mosher	US First Robotics Week Competitive Practice	Mt Olive High School 18 Corey Rd Flanders NJ	US First Robotics
18	T Zavacki A Eisner A Slack S Mosher	US First Robotics District Event	Mt Olive High School 18 Corey Rd Flanders NJ	US First Robotics
19	T Zavacki A Eisner A Slack S Mosher	US First Robotics First Mid Atlantic District Championship	Stabler Arena 124 Goodman Dr Bethlehem PA	US First Robotics
20	T Zavacki A Eisner A Slack S Mosher	US First Robotics First World Championship	George R Brown Convention Center 1001 Avenida De Las Americas Houston TX	US First Robotics
21	M Jones J Bamford	Sportsmanship Summit Winter Student Athletes	North Hunterdon High School Route 31 Clinton NJ	Winter Student Athletes

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 Mr. Piasecki and seconded by Mrs. Merrill to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 15 as amended and described below:

\*1. The Warren Hills Regional Board of Education approves the September, 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 September, 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 October 15, 2024 through November 12, 2024, in the amount of \$3,964,698.85.

\*3. Motion to approve transfers in the amount of \$137,291.99 for the month of September, 2024.

\*4. Motion to approve Student Activities bill list for the period of September 1, 2024 through September 30, 2024 in the amount of \$2,550.10.

\*5. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #9259386654 commencing October 22, 2024 until further notice, 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.

\*6. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #6202407808 commencing October 25, 2024 until October 30, 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 Home/Bedside Instruction Agreement with Prime Healthcare Services for Student #3460721560, commencing October 25, 2024 until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

\*8. Motion to approve the Tuition Contract with White Township School District and accept Student #5404077684 for the 2024-2025 regular school year commencing October 17, 2024, in the amount of \$28,000.00 prorated. (previously approved with Belvidere School District)

\*9. Motion to approve the Paraprofessional Contract with White Township School District for Student #5404077684 for the 2024-2025 regular school year commencing October 21, 2024, in the amount of \$30,502.00 prorated.

\*10. Motion to accept the following quotes for Field Trip Transportation Route #Hersey 25 as recommended by the Superintendent:

<b>Vendor Name</b>	<b>Route Cost</b>	<b>Aide Cost</b>	<b>Total Route Cost</b>	<b>Mileage Adjustment Cost</b>
Easton Coach	\$4,326.18	N/A	\$4,326.18	N/A
Panorama	\$7,200.00	N/A	\$7,200.00	N/A
Martz Group	No Quote	N/A	N/A	N/A

Be It Resolved to award the following contract for the Field Trip Transportation Route #Hershey25 as recommended by the Superintendent:

<b>Vendor Name</b>	<b>Route Cost</b>	<b>Aide Cost</b>	<b>Total Route Cost</b>	<b>Mileage Adjustment Cost</b>
Easton Coach	\$4,326.18	N/A	\$4,326.18	N/A

\*11. Motion to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2025-2026 Comprehensive Maintenance Plan.

\*12. Motion to approve the 2025-2026 Budget Calendar. [Attachment A]

\*13. Motion to accept, with gratitude, a donation in the amount of \$125.00 from D & A Home Care Inc. for the DECA Student Activity, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

\*14. Motion to accept, with gratitude, a donation of a Honda 2200EU generator and accessories valued at \$1,386.00 from the Marching Band Booster Club for the High School Marching Band, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

\*15. Motion to approve the attached list of Use of Facilities for the 2024-2025 school year. [Attachment B]

Approval of Budget & Finance Motions

MOTION: Corey Piasecki		SECOND: Paula Merrill		
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**

Mrs. Funk thanked the AdHoc committee for their time. She asked if this will affect the HS homeschoolers who play on the HS teams. She was told that the HS homeschooled students will still be allowed to participate. She also asked what needs to be done so her child can participate next year in HS.

Mrs. Toth also commented that she has four children who she would like to participate in sports when they are in MS.

**P. Second Executive Session (If Necessary)**

None

**Q. Adjournment 7:38 p.m.**

Approval to Adjourn

Motion by Mr. Piasecki and seconded by Mrs. Merrill to adjourn at 7:38 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere  
Business Administrator/Board Secretary

WARREN HILLS REGIONAL  
2025-2026 BUDGET  
PROPOSED TIMELINES  
11/1/24

October/November 2024

- Discussion with Administrative Council on master schedule and major initiatives for the 2025-2026 budget.
- BA and Superintendent will meet and discuss direction for the 2025-2026 budget including timelines, initiatives and general information.

November 2024

- Review audit from 2023-24.
- Meet with Principals/Directors/Supervisors to discuss guidelines for the preliminary 2025-2026 budget.
- Solicit statistical information and trend data needed for 25-26 budget.
- Receive from Superintendent proposed initiatives that may need funding in 25-26 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 2025-2026 year from sending and regional districts and Demographic study.

December 2024

- 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 2025

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

February 2025

- Tuition Rates & Tuition Adjustments finalized
- Preliminary Budget presented to Finance Committee mid to late 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 2025

- Board of Education approves submission of the 2025-2026 budget to the County Office

April/May 2025

Public Hearing Dates TBD

***IMPORTANT DATES:***

Budget Software & Manual  
Tax Information from tax assessor's  
Governor's Address  
Expected State Aid figures

***Approximate***

January 2025  
January 2025  
February 2025  
February 2025

***BUDGET WORK SESSION DATES:***

***TBD Tentative March 4, 2025***

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

***TBD Tentative March 18,2025***

***Public Hearing on 2025-2026 Budget***

***TBD***

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



**WARREN HILLS REGIONAL SCHOOL DISTRICT USE OF FACILITIES  
2024-2025**

ORGANIZATIONS	MONTHS OF USE	COI UP TO DATE	501C3 COMPLIANT
STREAKS LIGHTING CLUB YOUTH WRESTLING	OCTOBER 2024	YES	