

**WARREN HILLS REGIONAL BOARD OF EDUCATION**

**June 17, 2025**

**6:30 p.m. – Executive Session**

**7:00 p.m. Regular Meeting**

**A. Call to Order** – Alfred Coscia, 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				
Molly Fraumeni				
Jean Hansen				
Erik Heller				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Amy Kemp				
Alfred Coscia				

**D. Reconvene:** 7:00 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, New Jersey Herald* 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

- May 13, 2025 Regular & Executive Session Meetings

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

**ACTION ITEMS:**

**E. Board Appointments for 2025-2026 school year**

**Qualified Purchasing Agent**

- Motion to appoint Donnamarie Palmiere, School Business Administrator/Board Secretary, as the Qualified Purchasing Agent with a bid threshold of \$44,000.

THEREFORE BE IT RESOLVED that the Warren Hills Regional Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Donnamarie Palmiere, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

**Official Newspaper**

- Motion to designate the NJ Herald as the official newspaper of Warren Hills Regional Board of Education to carry legal ads for the 2025-2026 school year.

**Financial Depositories**

- Motion to adopt the following resolution for financial depositories for the 2025-2026 school year:

<b>Bank</b>	<b>Account</b>	<b>Authorized Signers</b>
Citizens Bank	Cafeteria Acct. Miscellaneous Acct. Student Activities Acct. Neal Mowder Scholarship Fund Fred Werner Memorial Scholarship Agency Acct. Agency II Acct. Payroll Acct Unemployment Acct. Summer Pay School District Scholarship Disbursement Acct	Donnamarie Palmiere, SBA Judith Favino, Treasurer
Citizens Bank	General Acct.	Donnamarie Palmiere, SBA Judith Favino, Treasurer Alfred Coscia, Board President
Citizens Bank	Athletic Acct.	Donnamarie Palmiere, SBA Christopher Kavcak, HS Principal Michael Jones, Director of Athletics
Citizens Bank	Middle School Recreation Summer Account	Donnamarie Palmiere, SBA MaryKaye Bartek, Teacher

RESOLVED, That Citizens Bank be designated the depositories for the Warren Hills Regional Board of Education accounts and certificates and, be it further

RESOLVED, That all checks, drafts, notes or warrants drawn against said accounts be signed and, be it further

RESOLVED, That the Citizens Bank, Clinton NJ offices, be designated the depository for Warren Hills Regional general working accounts and, be it further

RESOLVED, That no checks, drafts or warrants drawn against said accounts be valid unless so signed.

**Petty Cash**

- Motion to authorize the re-establishment of the Petty Cash Funds by closing the petty cash accounts as of June 30, 2025 and reopening the petty cash accounts as of July 1, 2025 in the following amounts:

<b>Location</b>	<b>Amount</b>
District Office	\$200.00
Special Services Office	\$200.00
High School Office	\$150.00
Middle School Office	\$100.00
Athletic Office	\$500.00

**Compliance Officers**

- Motion to appoint the following individuals for the 2024-2025 school year:

<b>Position</b>	<b>Personnel</b>
Public Agency Compliance Officer (PACO)	Ms. Donnamarie Palmiere
Purchasing Agent	Ms. Donnamarie Palmiere
Custodian of School Records	Ms. Donnamarie Palmiere and Mr. Earl Clymer
Affirmative Action Officer	Mr. Dennis Mack
Homeless Liaison	Mr. Dennis Mack
Title IX Coordinator	Mr. Dennis Mack
504 Officer	Mr. Earl Clymer
ADA Officers	Mr. Michael Mason
AHERA Coordinator	Mr. Michael Mason

Right to Know Officer/Hazardous Communication Coordinator	Mr. Michael Mason
Integrated Pest Management Coordinator	Mr. Michael Mason
Indoor Air Quality Designated Person	Mr. Michael Mason
Safety and Health Coordinator	Mr. Michael Mason
Environmental Coordinator/NJADP	Mr. Michael Mason
Recycling Coordinator	Mr. Michael Mason
PEOSH Coordinator	Mr. Michael Mason
Asbestos Management Officer	Mr. Michael Mason

**Auxiliary Personnel**

- Motion to appoint the following individuals/ entities to serve in the capacities indicated for the Warren Hills Regional Board of Education from July 1, 2025 - June 30, 2026:

1. APPOINTMENT OF BOARD ATTORNEY  
Appoint the firm of Schenck, Price, Smith & King, LLP as official general counsel for all legal matters related to the Board of Education.
2. APPOINTMENT OF AUDITOR  
Appoint the firm of Nisivoccia & Company as official Auditor/Public School Accountant.
3. APPOINTMENT OF SCHOOL PHYSICIAN  
Appointment of Dr. Brett Keller as School Physician.
4. APPOINTMENT OF SCHOOL ATHLETIC PHYSICIAN  
Appointment of Dr. Brett Keller as School Athletic Physician
5. APPOINTMENT OF BOND COUNSEL  
Appoint the firm of Wilentz, Goldman and Spitzer, P.A. as official bond and construction counsel for building projects.
6. APPOINTMENT OF ARCHITECT OF RECORD  
Appoint the firm of Design Resource Group as Architect of Record.

7. APPOINTMENT OF SCHOOL TREASURER

Appoint Judith Favino as Treasurer of School Monies.

8. APPOINTMENT OF CONTINUING DISCLOSURE SERVICES

Appoint Phoenix Advisors to handle the district's Continuing Disclosure Service

**Approved Ancillary Rates**

- Motion to approve the following substitute pay rates for the 2025-2026 school year:

Substitute Teacher/Paraprofessionals	\$130.00/day
Substitute Nurse	\$250.00/day
Substitute Secretary	\$16.00/hour
Substitute Resource	\$20.00/hour
Home Instructor	\$47.00/hour
Drivers:	
Weekday	\$27.00/hour
Weekend	\$27.00/hour
Mail Run	\$20.50/hour
Meeting/Safety Training	\$12.50/hour
Substitute Custodial /	
Substitute Maintenance and Summer Work	\$16.25/hour
	\$17.25/hour with a Black Seal License

- Motion to re-approve the following athletic rates for the 2025-2026 school year:

<b>POSITION</b>	<b>EVENT / SPORT</b>	<b>FEE</b>
Sports Announcer (Varsity)	Basketball, Wrestling and Football	\$40.00
Sports Announcer (Sub Varsity/Varsity combined)	Basketball, Wrestling	\$70.00
Sports Announcer (Varsity)	All Sports, EXCEPT Basketball, Wrestling & Football	\$30.00
Staff Help	All Sports (*EXCEPT Varsity Football)	\$42.50
Staff Help	Varsity Football	\$52.50
Site Manager (\$45 per 3 hours)	All Sports (*EXCEPT Varsity Football)	\$45.00

Middle School Pre Game Supervision (2:45-3:45)	Winter Sports	\$30.00
Middle School Game Timer (A Games)	Basketball	\$35.00
Middle School Game Timer (A & B)	Basketball	\$60.00
Sub Varsity Timer	Basketball, Wrestling	\$30.00
Sub Varsity Timer (Non-Official)	Football	\$45.00
Sub Varsity Timer	Football	\$50.00
Varsity Timer	Football	\$67.50
Varsity Timer (Non-Official)	All Sports EXCEPT Varsity Football	\$40.00
Ticket Seller	Varsity Football	\$45.00
Ticket Monitor at Gate / Door	All Sports	\$35.00
Filming Events	Varsity Football	\$90.00
Filming Events	All Sports EXCEPT Varsity Football	\$75.00
Auditorium Lights and Sound Operator	All Performances	\$40.00

**Insurance Brokers**

- Appoint the following individuals/ entities to serve in the capacities indicated for the Warren Hills Regional Board of Education from July 1, 2025 - June 30, 2026:

1. APPOINTMENT OF HEALTH INSURANCE BROKER  
Appoint the firm of Integrity Consulting Group as Health Insurance Broker.
2. APPOINTMENT OF DENTAL INSURANCE BROKER  
Appoint the firm of Integrity Consulting Group, as Dental Insurance Broker of Record.
3. APPOINTMENT OF VOLUNTARY VISION PLAN INSURANCE BROKER  
Appoint the firm of Integrity Consulting Group, as Voluntary Vision Plan (VSP Vision Care) Insurance Broker of Record.

4. APPOINTMENT OF INSURANCE BROKER  
 Appoint Brown and Brown Insurance Brokers, as Insurance Broker of Record.

5. APPOINTMENT OF BROKER FOR STUDENT ACCIDENT INSURANCE  
 Appoint Brown & Brown Insurance Brokers as Broker for Student Accident Insurance.

**District Personnel Plans**

- Appoint the following entities to serve in the capacities indicated from July 1, 2025 - June 30, 2026:

Health Plan	NJ School Employees Health Benefits Program
Benecard	RX Plan
Dental Plan	Delta Dental
Voluntary Vision Plan	VSP
Flexible Spending Plan	Ameriflex
Retirement Plans (403B and 457's)	AXA Equitable Invesco Lincoln Investments NEA Security Benefits

**School Purchasing**

- Motion to approve procurement of goods and services from the NJ State Department of Treasury through state contracts for the 2025-2026 school year.
- Motion to Authorize the district to continue to participate in the following Co-Op purchasing programs for 2025-2026 school year with the following entities:
  - Hunterdon County Educational Services Commission Cooperative
  - Somerset County Educational Services Commission
  - Sussex County Regional Cooperative
  - Educational Services Commission of Morris County
  - Educational Services Commission of New Jersey
  - Educational Data Services
- Motion to authorize the awards of contracts up to the bid threshold as set by the New Jersey Department of Education and New Jersey Department of Community Affairs as

per 18A:18A-1 et seq. and set the quote threshold as per 18A:18A-1 et seq. for the 2025-2026 school year.

- BE IT RESOLVED, the Warren Hills Regional Board of Education reaffirms the travel limitations in accordance with Board Policy 6471 for the 2025-2026 school year.
- BE IT RESOLVED, the Warren Hills Regional Board of Education reaffirms the New Jersey Department of Education Chart of Accounts, as promulgated by statute for the 2025-2026 school year.
- Motion to approve the use of facsimile signatures for the Board President, Board Secretary, and Treasurer of School Monies for ensuing term of the board on warrants, paychecks, and contracts, for the 2025-2026 school year.
- Move that the Business Administrator be authorized to process additional invoices for payment for the current fiscal year with Board confirmation at the next regular board meeting.

### **Transfers**

- Motion to Authorize the Business Administrator to make monthly line item transfers prior to monthly Board approval for the 2025-2026 school year.  
BE IT FURTHER RESOLVED, the Business Administrator is authorized to approve payment of bills and sign warrants (checks) between board meetings during July and August.

### **Bylaws and Policies**

- Motion to approve, based on the recommendation of the superintendent, that the existing bylaws and policies be approved, adopted and continued in use.

### **Curriculum**

- Motion to approve, adopt and continue the existing 7<sup>th</sup> – 12<sup>th</sup> grade curriculum, assigned textbooks, co-curricular clubs and programs and student activities unless and until amended by action of the Board.

### **Fee for Copies of Public Documents**

- Motion to approve the fee schedule for copies of public documents according to Policy 8310.

Approval of Action Items:

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

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

F. Student Liaison Report – Louden Heller

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

H. Presenter(s):

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 2024-2025:**

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	May 19, 2025	By Chair: A. Kemp
Education, Policy & Technology	No meeting held	By Chair: L. Marshall
Personnel & Student Activities	May 27, 2025	By Chair: M. Fraumeni
Negotiations	No meeting held	By Chair: T. Dufner

**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.

## I. PERSONNEL

\*1. Motion to approve/accept the following appointments / resignations / retirements as recommended by the Superintendent:

\$40

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Michelle Murphy	Approve	Assistant Principal	\$115,000.00	HS	As soon as practical	06-30-26	MA Step 1 - Pending receipt of required documents
2	Elias Gardener	Approve	Teacher - Biology	\$70,300.00	HS	08-19-25	06-30-26	MA Step 1 - Pending receipt of required documents
3	Daniel Coutinho	Approve	Summer Tech Help	\$16.00/hr	District	06-23-25	No later than 08-20-25	Not to Exceed 300 hours
4	Bernard Arnold	Approve	Custodian	\$1,000.00	HS	07-01-25	06-30-26	Night time Lead
5	Ashley Stettner	Approve	BCBA	\$95,297.00	District	07-01-25	06-30-26	N/A
6	Sharon Prichard	Approve	Occupational Therapist	\$102,717.00	District	07-01-25	06-30-26	N/A
7	Sharon Prichard	Approve	Occupational Therapist	\$70.00/hr	District	07-01-25	07-30-25	Summer ESY; Not to Exceed 48 hrs; Submission of timesheets
8	Chelsae Dell Elba	Approve	Speech Therapist	\$47.00/hr	District	07-01-25	07-30-25	Summer ESY; Not to Exceed 48 hrs; Submission of timesheets
9	Lauren Porcelli	Approve	Confidential Administrative Assistant to the Superintendent & Business Administrator	\$67,749.00	District	07-01-25	06-30-26	N/A
10	Charlene Finn	Approve	Benefits/Payroll Specialist	\$69,558.00	District	07-01-25	06-30-26	N/A
11	Rebecca Brandt-Philippe	Approve	Personnel/ Payroll Specialist	\$69,831.00	District	07-01-25	06-30-26	N/A
12	Laura Rice	Approve	Administrative Assistant to the Business Administrator	\$74,567.00	District	07-01-25	06-30-26	N/A
13	Kelly Hayes	Approve	Secretary to the Director of Facilities	\$32,795.00	District	07-01-25	06-30-26	N/A
14	Amanda Cruts	Approve	Accounts Payable Specialist	\$54,636.00	District	07-01-25	06-30-26	N/A

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
15	Judith Favino	Approve	Treasurer of School Monies	\$5,597.00	District	07-01-25	06-30-26	N/A
16	Robert Hibbett	Approve	Summer Security	\$20.00/hr	HS	07-01-25	07-29-25	N/A
17	Patricia Smith	Approve	FFA Advisor	\$1,200.00	District	07-26-25	08-02-25	Stipend - Warren County Fair
18	Michelle Gaffney	Approve	Nurse	\$47.00/hr	MS	07-01-25	08-20-25	Summer Hours; Not to exceed 10 hrs; Submission of Timesheets
19	Kristyn Sbriscia	Approve	Nurse	\$47.00/hr	MS	07-01-25	08-20-25	Summer Hours; Not to exceed 20 hrs; Submission of Timesheets
20	Linda Brigode-Katstra	Approve	Nurse	\$47.00/hr	MS	07-01-25	08-20-25	Summer Hours; Not to exceed 20 hrs; Submission of Timesheets
21	Janice Swick	Approve	Licensed Professional Counselor	\$55.00/hr	District	08-20-25	06-30-26	Not to Exceed 15 hrs/week; Submission of timesheet
22	Mary Ann Strohl-McKinney	Approve	Teacher	\$72,575.00/Pro-Rated	HS	05-28-25	06-30-25	Medical Leave Replacement; Retroactive Approval
23	Salvatore Montero	Approve	Asst. Band	\$7,478	HS	Start of 25-26 Season	End of Season	RESCIND
24	Salvatore Montero	Approve	Asst. Band	\$3,739*	HS	Start of 25-26 Season	End of Season	* 50% of Stipend - Tier 2 Step 4
25	Kayleigh Morpeth	Approve	Asst. Band	\$3,739*	HS	Start of 25-26 Season	End of Season	* 50% of Stipend - Tier 2 Step 4
26	Joseph Duarte	Approve	Substitute Security	\$20.00/hr	District	07-01-25	06-30-26	Pending receipt of required documents
27	Joseph Duarte	Accept	Security Personnel FT	\$38,464.00	MS	06-30-25	06-30-25	Resignation
28	Tristan Laferriere	Accept	Custodian	\$40,452.00	HS	08-22-25	08-22-25	Resignation
29	Michael Quinto	Accept	Teacher	\$93,150.00	HS	01-01-26	12-31-25	Retirement
30	Laurie Perkalis	Accept	Paraprofessional	\$28.64/hr	HS	07-01-25	06-30-25	Retirement

\*2. Resolved, that the Board hereby RIF's the paraprofessionals from 5.75 to 5.0 hours per day for the 2025-26 school year for reasons of efficiency and economy; and Be it further resolved, that their salaries shall be prorated accordingly.

\*3. Motion to approve personnel for Summer Curriculum Writing for the 2025-2026 School Year, Attachment "A".

\*4. Motion to approve the following WHRSD Guidance Counselors to complete summer hours beginning July 1, 2025 not to exceed \$5,525.00/ approx 85 cumulative hours, at the employee's hourly per diem rate for the Middle School and not to exceed \$16,900.00/approx 260 cumulative hours, at the employee's hourly per diem rate for the High School.

L. Kubbishun, H. Ranalli, C. Tyburczy, E. Biamonte, C. O'Neal, M. Thompson, M. Arminio

\*5. Motion to approve the following WHRSD CST members to complete summer hours not to exceed 245 cumulative hours, at the employee's hourly per diem rate, effective July 1, 2025.

L. Falzarano-Alves, S. Fretz, G. Ricardo-Regan, K. Tomasino, T. Annechiarico, E. Kurpat

\*6. Motion to approve the faculty and staffing for the 2025 ESY / Summer Boost Programs, as per Attachment "B", July 1, 2025 - July 30, 2025.

\*7. 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, Margaret Faulborn, Steven Bifano, Steven Andoldi, Joseph Duarte, Robert Hibbett, David Lance, Raymond McDonald, Keith Romanoski, Josh Padilla, Mohamed Elnagar, Scott Carolus, Jarrod Jacome, Steven Tighe, and Kevin Waide.

\*8. Motion to approve the following staffing for 7th Grade Summer Orientation at contractual rates:

Planning (3 hours): L. Kubbishun, T. Miraglia, R. Nevola, and T. Faust (unpaid)  
Facilitating (2.5 hours): L. Kubbishun, C. Green, J. Locasto, T. Miraglia, C. Hoffman, M. Gaffney, C. Tuxhorn, R. Moreno, C. Tyburczy, J. Ternosky, H. Ranalli, N. Ehasz

\*9. Motion to approve Michael Mason as Director of Facilities for the 2025-2026 school year, with an annual salary of \$102,467.00.

\*10. Motion to approve Kevin Call as Head Athletic Trainer for the 2025-2026 school year, with an annual salary of \$126,499.00.

\*11. Motion to approve Dennis Mack as Director of Human Resources for the 2025-2026 school year, with an annual salary of \$112,519.00.

\*12. Motion to approve Timothy Jaw as Technology Coordinator for the 2025-2026 school year, with an annual salary of \$128,167.00.

\*13. Motion to approve David Guth as School Security Program Director for the 2025-2026 school year, with an annual salary of \$90,176.00.

\*14. Motion to approve the following travel and conference requests:

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	J. Leontaris	Financial Standards Writing Committee	Trenton NJ	N/A	May 22, 2025
2	K. Morpeth	NJSMA June PD Day	Mountain Lakes NJ	N/A	June 3, 2025
3	K. Dennison	NJ GAIN Summer Roundtable Workshop	Millburn Township Public Schools, Millburn NJ	N/A	July 24, 2025

\*15. 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	Madeline Call	Guidance	18-20 hrs/week	N/A	HS	08-28-25	On or about 12-11-25	Practicum/Internship Pending receipt of all required documents
2	Cassonora Raia	Volunteer Cheer	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of all required documents
3	Kimberlee Sweet	Volunteer Cheer	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of all required documents
4	Nick Gorab	Volunteer Football	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of all required documents
5	Jacob Smith	Volunteer Football	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of all required documents
6	Brian Bigham	Volunteer Football	N/A	N/A	HS	Start of Season	End of Season	Pending receipt of all required documents

\*16. Motion to approve the Middle School 2025-2026 Homework Club at a rate of \$47.00 per hour to be paid from Title I funds:

Robin Nevola, Nadine Ciasulli, Gina Legora, Nicole Latino, Caroline Lamport, Elizabeth McKeown, Courtney Hoffman, John Heine, Alivya Jacobson, & Tara Paulus

\*17. Motion to approve the High School 2025-2026 Freshman Orientation Planning Committee Members not to exceed 5 hours at \$47.00 per hour rate:

Abigail Makoski, Kristen Chiara, Toni, Manfra, Adam Slack, Jennifer Giamoni, Christina Dock, Leilanie Small - Alternate, Joanna Leontaris - Alternate.  
Nurse: Linda Brigode-Kastra \$235.00

\*18. Motion to approve the 2025-2026 Paraprofessionals as per Attachment C.

\*19. Motion to approve High School Pathway Level 2 & 3 Teachers' summer professional development at a rate of \$47.00 per hour, not to exceed 5 hours (Title II Funds).

Daryl Detrick, Emily Kablis, Alex Helle, Christina Dock, Patty Smith & Jeremy Willis

\*20. Motion to approve the employment of Donnamarie Palmiere as Business Administrator/Board Secretary for the 2025-2026 school year, with an annual salary of \$177,034.00, as approved by the Executive County Superintendent of Schools.

\*21. Motion to authorize the Superintendent to hire staff for the start of the 2025-2026 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				
Molly Fraumeni				
Jean Hansen				
Erik Heller				
Lisa Marshall				
Paula Merrill				
Corey Piasecki				
Amy Kemp				
Alfred Coscia				

**II. EDUCATION AND POLICY**

\*1. Motion to affirm the administrative decision regarding the following HIB cases:

MS –2024-2025 - 008, 009, 010, 011  
 HS – 2024-2025 - None

\*2. Motion to authorize the Superintendent to form the Comprehensive Equity Plan Needs Assessment Committee, per the NJDOE requirements for compliance. The stated authorization is retroactive to the May 13, 2025 Warren Hills Regional Board of Education meeting.

\*3. Motion to approve the Comprehensive Equity Plan for 2026-2029 as completed by the Comprehensive Equity Plan Needs Assessment Team and recommended by the Superintendent.

\*4. Motion to approve the Year 1 Comprehensive Equity Plan Statement of Assurance as recommended by the Superintendent.

\*5. Motion to approve LEA Checklist for Virtual or Remote Instruction Programs along with the Emergency Virtual/Remote Instructional Plan for the 2025-2026 School Year.

\*6. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	C Kavcak	Project Graduation	Transportation	N/A

Approval of Education & Policy Motions

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

**III. BUDGET AND FINANCE**

\*1. The Warren Hills Regional Board of Education approves the April, 2025 Board Secretary and Treasurer’s Report as follows:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c)3, does hereby certify that as of the date of this report, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a);

BE IT FURTHER RESOLVED that the Warren Hills Regional Board of Education accepts the monthly financial report of the Secretary and the Treasurer for the month of April, 2025; 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 May 14, 2025 through June 17, 2025 in the amount of \$5,709,834.30.

\*3. Motion to approve Student Activities bill list for the period April 1, 2025 through April 30, 2025 in the amount of \$25,844.34.

\*4. Motion to approve transfers in the amount of \$888,027.95 for the month of April, 2025.

\*5. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #6861890609 commencing May 28, 2025 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 accept Tuition student #4837494621 from Belvidere Township School District and approve the Tuition Contract for the 2025-2026 extended school year in the amount of \$2,860.00 for tuition and \$2,560.00 for paraprofessional costs.

\*7. Motion to approve the Tuition Contract and Paraprofessional Contract with Lopatcong Township School District for student #4819804283 for the 2025-2026 extended school year in the amount of \$2,860.00 for tuition and \$2,560.00 for paraprofessional costs.

\*8. Motion to approve the Tuition Contracts and Paraprofessional Contract with Oxford Township School District for student #5938708972 for the 2025-2026 extended school year in the amount of \$2,860.00 for tuition and \$2,560.00 for paraprofessional costs.

\*9. Motion to approve the Tuition Contract and Paraprofessional Contract with Pohatcong Township School District for student #6264277903 for the 2025-2026 extended school year in the amount of \$2,860.00 for tuition and \$2,560.00 for paraprofessional costs.

\*10. Motion to approve the Tuition Contract and Paraprofessional Contract with White Township School District for student #5404077684 for the 2025-2026 extended school year in the amount of \$2,860.00 for tuition and \$2,560.00 for paraprofessional costs.

\*11. Motion to approve the following Special Education Tuition Contracts for the 2025-2026 extended and regular school year:

<b>Student</b>	<b>School</b>	<b>Amount</b>	<b>Aide</b>	<b>Related Services</b>	<b>Effective</b>
2545827307	Bonnie Brae	\$90,085.00	N/A	N/A	7/7/02-6/30/26
2540465287	Montgomery Academy	\$89,040.60	N/A	N/A	9/4/25-6/30/26
5069252966	Morris-Union Jointure Commission – DLC	\$127,354.00	N/A	N/A	6/25/25-6/30/26

5611642836	Sussex County Ed Services Commission – Northern Hills Academy	\$11,003.00	\$2,995.50	N/A	7/1/25-8/12/25
1995818933	Sussex County Ed Services Commission – Northern Hills Academy	\$12,556.00	\$5,991.00	N/A	7/1/25-8/12/25
9355083049	The Midland School	\$99,487.50	N/A	N/A	7/7/25-6/30/26
7500393604	Warren Glen Academy	\$63,180.00	N/A	N/A	7/1/25-6/30/26
2939559346	Warren Glen Academy	\$58,320.00	N/A	N/A	9/3/25-6/30/26

\*12. Motion to approve a contract with Bonnie Adamski to provide Applied Behavior Services for Student #4734973171 for the 2025-2026 school year commencing July 1, 2025 through June 30, 2025, at the rate of \$75.00 per hour for 8 hours per week.

\*13. 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 2025-2026 school year commencing September 4, 2025 through June 12, 2026, at the rate of \$95.00 per hour.

\*14. 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 2025-2026 school year commencing July 1, 2025 through June 30, 2026 at the following rates:

<b>Service</b>	<b>Rate Per Hour</b>
Physical Therapy	\$93.50
Occupational Therapy	\$89.25
Behavior Support Services	\$99.50
Teacher of Deaf Services	\$155.00
Evaluations	\$439.00/each
Administration Fee	1%

\*15. Motion to accept the following quotes for the 2025-2026 ESY Special Education Transportation as recommended by the Superintendent:

<b>Vendor Name</b>	<b>Route #</b>	<b>Route Cost</b>	<b>Aide Cost</b>	<b>Total Route Cost</b>	<b>Mileage Adjustment Cost</b>
GST Transport	E251	No Quote	N/A	N/A	N/A
Snyder Bus Service	E251	\$328.00/diem	N/A	\$328.00/diem	\$1.60 per mile
Krapf School Bus	E251	No Quote	N/A	N/A	N/A

GST Transport	E252	No Quote	N/A	N/A	N/A
Snyder Bus Service	E252	\$250.00/diem	\$75.00/diem	\$325.00/diem	\$1.60 per mile
Krapf School Bus	E252	No Quote	N/A	N/A	N/A
GST Transport	E253	No Quote	N/A	N/A	N/A
Snyder Bus Service	E253	\$245.00/diem	N/A	\$245.00/diem	\$1.60 per mile
Krapf School Bus	E253	No Quote	N/A	N/A	N/A

Be It Resolved to award the following contracts for the 2025-2026 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	E251	\$328.00/diem	N/A	\$328.00/diem	\$1.60 per mile
Snyder Bus Service	E252	\$250.00/diem	\$75.00/diem	\$325.00/diem	\$1.60 per mile
Snyder Bus Service	E253	\$245.00/diem	N/A	\$245.00/diem	\$1.60 per mile

\*16. Motion to approve the following Transportation Contract Renewals for the 2025-2026 school year:

Snyder Bus Service, Inc.:

Route #	Cost
102	\$168.87 per diem
103	\$16,294.50
25SP	\$49,911.09
23	\$32,205.94
01/F	\$51,202.27
02/KL	\$53,134.61
03/A	\$50,029.60
04/C	\$59,839.38
12/D	\$58,121.01
14/AB/IM	\$59,365.57
15/AB/G	\$52,137.81
16/AB/E	\$56,720.60
21/H	\$61,962.92
22/VAN 1	\$54,694.66
RTE 27	\$309.83 per diem

GST Transport Corp:

Route #	Cost
62SP AM	\$29,269.80 including aide cost
62SP PM	\$29,269.80 including aide cost

3SP AM	\$29,269.80 including aide cost
3SP PM	\$29,269.80 including aide cost
61SP	\$94,843.80 including aide cost

\*17. Motion to approve Joint Transportation Agreements with Washington Township to transport their elementary school students for the 2025-2026 school year as follows:

<u>Route#</u>	<u>Cost</u>
01/F	\$25,601.14
02/KL	\$26,567.31
03/A	\$25,014.80
04/C	\$29,919.69
12/D	\$29,060.51
14AB/IM	\$29,682.78
15AB/G	\$26,068.91
16AB/E	\$28,360.30
21/H	\$30,981.46
22/VAN 1	\$27,347.33
3SP AM	\$29,269.80
3SP PM	\$29,269.80

\*18. Motion to approve a Joint Transportation Agreement with Franklin Township School District for the 2025-2026 school year to transport our combined student population as follows:

<u>Route</u>	<u>WH Cost</u>
WH5	\$42,595.20
WH11	\$43,223.40
WH17	\$42,595.20
WH18	\$42,595.20
WH19	\$43,223.40
WH35	\$66,916.80
WH40	\$43,223.40

\*19. Motion to approve a Joint Transportation Agreement with Mansfield Township School District for the 2025-2026 school year to transport our combined student population as follows:

<u>Route</u>	<u>WH Cost</u>
WH-6	\$25,008.63
WH-7	\$25,008.63
WH-9	\$25,008.63
WH-13	\$25,008.63
WH-20	\$25,008.63
WH-26	\$25,008.63
WH29	\$38,636.26

WH10	\$38,111.36
WH8	\$38,111.36
Shuttle	\$ 2,172.00

\*20. Motion to approve the website renewal agreement with Active Internet Technologies (Finalsite) for the 2025-2026 school year in the amount of \$13,145.00 commencing July 1, 2025 through June 30, 2026.

\*21. Motion to approve a software support contract with Computer Solutions, Inc. for the 2025-2026 school year commencing July 1, 2025 through June 30, 2026, for the following:

<b>Product Description</b>	<b>Amount</b>
Budgetary Accounting Module with Site Based Management & Invoicing	\$4,500.00
Human Resources & Payroll Modules with Position Control, Substitute, Frontline (AESOP), Portal & TA	\$9,900.00
<b>Total Annual Fee</b>	<b>\$14,400.00</b>

\*22. Motion to approve the ShoreTel/Mitel and LENS System Annual Maintenance Renewal Contract with Eastern DataComm, LLC for the 2025-2026 school year commencing July 1, 2025 through June 30, 2026 as follows:

<b>Location</b>	<b>Amount</b>
High School	\$ 5,375.00
Middle School	\$ 3,900.00
Excel Building	\$ 3,750.00
<b>Total Annual Fee</b>	<b>\$13,025.00</b>

\*23. Motion to approve an agreement with Educational Data Services, Inc. for the Supply Procurement System License and Maintenance Fee and e-PO Services as part of the New Jersey Cooperative Management Program for the 2025-2026 school year in the amount of \$8,660.00 commencing July 1, 2025 through June 30, 2026.

\*24. Motion to approve an agreement with E-Rate Consulting for E-Rate Compliance Services Category 1 and 2 for the 2025-2026 school year in the amount of \$2,750.00 commencing July 1, 2025 through June 30, 2026.

\*25. Motion to approve the software subscription renewals with Frontline Education for the 2025-2026 school year commencing July 1, 2025 through June 30, 2026 for the following:

<b>Product Description</b>	<b>Amount</b>
Absence & Substitute Management, unlimited usage for internal employees	\$12,768.55
IEP- Direct, unlimited usage for internal employees	\$17,149.44
<b>Total Annual Fee</b>	<b>\$29,917.99</b>

\*26. Motion to approve an agreement with Integrity Consulting Group, Inc. to serve as our Health Insurance Benefit Consultant for the 2025-2026 school year in the amount of \$33,765.00 commencing July 1, 2025 through June 30, 2026.

\*27. 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, 2025, in the amount of \$50,925.00.

\*28. Motion to approve the software subscription renewals with OperationsHero for the 2025-2026 school year commencing July 1, 2025 through June 30, 2026 for the following:

<b>Product Description</b>	<b>Amount</b>
HeroHQ Work Order Solution	\$2,591.48
InventoryHQ Parts Solution	\$1,165.96
EnergyHQ Management Solution	\$2,419.47
<b>Total Annual Fee</b>	<b>\$6,176.91</b>

\*29. Motion to approve an agreement with Phoenix Advisors to serve as our Continuing Disclosure Agent and Independent Registered Municipal Advisor for the Warren Hills Regional School District for the 2025-2026 school year in the amount of \$1,350.00 for the base fee commencing July 1, 2025 through June 30, 2026.

\*30. Motion to approve license and subscription renewals with Powerschool Group LLC for Naviance Core and Naviance Core: Assessment in the amount of \$7,304.36 commencing June 20, 2025 through June 19, 2026.

\*31. Motion to approve an agreement with Schenck, Price, Smith & King, LLP, as general legal counsel for the 2025-2026 school year commencing July 1, 2025 through June 30, 2026 at the following rates:

Partners/Counsel	\$195/hour
Senior Associates	\$190/hour
Junior Associates	\$185/hour
Law Clerks/Paralegals	\$135/hour

\*32. Motion to approve Strauss Esmay Associates, LLP for policy alerts and support for the 2025-2026 school year in the amount of \$6,155.00 commencing July 1, 2025 through June 30, 2026.

\*33. Motion to approve a Shared Services Transportation Agreement with Washington Township School District for the 2025-2026 school year, commencing July 1, 2025 through June 30, 2026, in the amount of \$113,156.00.

\*34. Motion to approve the renewal of the Student Accident Insurance for the period August 1, 2025 through August 1, 2026 in the amount of \$68,739.00 for the Basic Mandatory Policy and \$10,611.00 for the CAT Student Accident.

\*35. Motion to approve a Sponsorship in the amount of \$500.00 from JD & KD Warren Multi Service LLC to provide additional financial resources to club and athletic programs in the Warren Hills Regional School District.

\*36. Motion to approve a Sponsorship in amount of \$750.00 from SMF Striking to provide additional financial resources to club and athletic programs in the Warren Hills Regional School District.

\*37. Motion to approve a transfer from Capital Outlay to Capital Projects for Project #41-5465-050-23-R501 in the amount of \$2,798,700.00 for the local share and Project #41-5465-060-23-R501 in the amount of \$916,734.00 for the local share.

\*38. Motion to approve Change Order No. 1 for the HS HVAC Upgrades in the amount of \$8,227.20. This becomes part of and in conformance with existing contract and is for purchasing and installation of 3 vector filter feeder tanks.

\*39. Motion to approve Change Order No. 2 for the HS HVAC Upgrades in the amount of \$8,496.00. This becomes part of and in conformance with existing contract and is for purchasing and installation of new aluminum door frame.

\*40. Motion to approve the following resolution:

Pursuant to PL 2015, Chapter 47, the Warren Hills Regional Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the board of education. These contracts are, and have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. seq, NJAC Chapter 23 and Federal Uniform Administrative Requirements 2 CFR, Part 200. 317 et. Seq. [Attachment E]

\*41. Motion to approve the following Resolution for Capital Reserve Account:

WHEREAS, N.J.S.A. 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Warren Hills Regional Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve Account at year end, and

WHEREAS, the Warren Hills Regional Board of Education has determined that up to \$3,500,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Warren Hills Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

\*42. Motion to approve the following Resolution for Emergency Reserve Account:

WHEREAS, N.J.S.A. 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Warren Hills Regional Board of Education wishes to deposit anticipated current year surplus into the Emergency Reserve Accounts at year end, and

WHEREAS, the Warren Hills Regional Board of Education has determined that up to \$100,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Warren Hills Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

\*43. Motion to approve the following Resolution for Maintenance Reserve Account:

WHEREAS, N.J.S.A. 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Warren Hills Regional Board of Education wishes to deposit anticipated current year surplus into the Maintenance Reserve Accounts at year end, and

WHEREAS, the Warren Hills Regional Board of Education has determined that up to \$500,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Warren Hills Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

\*44. Motion to approve the disposal of the following assets per district policy 7300, Disposition of Property:

Access Point	1
Apple TV	3
Backups	3
CCTV Transmitters	4
Charging Station	1

Chromebooks	765
Cinema Display	1
Color Cameras	3
Core Switch	4
Dell All in One	1
Document Cameras	2
DVD/VHS	4
DVR	6
Fax Machine	1
HP All in One	3
iMacs	7
iPads	19
KVM	2
Laptops	45
LCD Monitors	8
Mac Mini	1
MacBook Pro	7
Monitors	3
Overhead Projector	1
PC	1
Phones	7
POE Switches	2
Printers	14
Projectors	3
Routers	2
Smartboard Pen Tray	1
Scanner	1
Servers	2
Smartboards	6
Swipe Card Machine	1
Switches	6
Toner Cartridges	2
Unity Camera Packages	3
UPS	4

\*45. Motion to approve the attached list of Use of Facilities for the 2024-2025 school year. [Attachment D]

\*46. Motion to approve a proposal from MPA(Mechanical Preservation Associates) to replace Unit D2 Compressor #2 rooftop unit at the High School for a cost of \$31,552.00.

\*47. Motion to approve the purchase of football uniforms from Nomad Lacrosse Distributors LLC DBA Predator Sports at a cost of \$13,807.02.

\*48. Motion to approve the purchase of a Z960M ZTrak Mower from Hilltop Sales & Services at a cost of \$13,489.00.

\*49. Motion to approve the following purchases from CDW Government Inc under the Educational Services Commission of New Jersey Bid ESCNJ/AEPA-22G:

District Office Computers	\$ 8,731.10
Staff Chromebooks	\$12,166.50

\*50. Motion to approve the purchase of Staff Laptops as follows:

SHI International Corp	\$ 8,328.78
Educate-Me.Net	\$22,317.82

Approval of Budget & Finance Motions

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

**O. Public Comment**

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

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

**Q. Adjournment \_\_\_\_\_ p.m.**

Approval to Adjourn

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

\*Roll Call