

WARREN HILLS REGIONAL BOARD OF EDUCATION

September 9, 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

- August 26, 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				

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

F. Student Liaison Report –

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

H. Presenter(s):

I. Goals:

Warren Hills Regional School District Goals for 2025-2026 School Year

District Goal 1: To increase the percentage of students who are *graduation ready* on the NJGPA-Adaptive, Math & ELA assessments, utilizing the *Curriculum Monitoring and Assessment Plan* and the *Annual School Plan* to more closely evaluate student growth.

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 by facilitating at least 2 in-district programs.

District Goal 3: To implement the *Sheltered English Instruction Program* by providing certificated faculty with in-house Professional Development time and resources to complete the 15-hour, self-paced training program no later than May 29, 2026, with a successful completion rate of greater than 95% of certificated teaching staff and non-certificated teaching staff.

Warren Hills Board of Education Board Goals for 2025-2026:

1. Support the administration, faculty and staff district achievement by monitoring student growth, professional development, and school climate initiatives. The Board will ensure these initiatives are implemented with fidelity and reviewed for effectiveness.

2. Support, recognize and celebrate student achievements by highlighting academic, extracurricular, and personal successes. The Board seeks to foster a positive culture that values both student growth and staff contributions.

J. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	No meeting held	By Chair: A. Kemp
Education, Policy & Technology	September 8, 2025	By Chair: L. Marshall
Personnel & Student Activities	No meeting held	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.

N. ACTION ITEMS

I. PERSONNEL

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Kristen Ciborski	Approve	Secretary	\$38,299.00 Pro-rated	MS	09-08-25	06-30-26	Step 3 - 10-Month Secretary; Pending receipt of required documents
2	Kristen Ciborski	Accept	Paraprofessional	\$27.62/hr	District	09-05-25	N/A	Resignation from Paraprofessional Position (AIDE HR, Step 4)
3	Karyn Poncin-McGrory	Approve	Paraprofessional	\$29.43/hr Pro-rated	MS	On or about 09-15-25	06-30-26	AIDE HR BA Step 1 - 5-hr paraprofessional; Pending receipt of required documents
4	Kristen McDonald	Approve	Paraprofessional	\$25.97/hr Pro-rated	MS	09-10-25	06-30-26	AIDE HR, Step 1 - 4-hr Paraprofessional; Pending receipt of required documents
5	Geri Cramer	Approve	MS Fall Test Coordinator	\$2,000.00	MS	08-27-25	11-30-25	NJSLA Fall Block Testing Coordinator
6	Geri Cramer	Approve	MS NAEP Testing Coordinator	\$1,000.00	MS	12-01-25	03-01-26	MS NAEP Testing Coordinator
7	Jeremy Willis	Approve	Teacher	\$1,550.00 per semester	HS	08-26-25	06-30-26	5th preparation, per contract
8	Cedric Hickerson	Approve	Teacher	\$1,550.00	HS	01-07-26	End of School	5th Preparation; Semester 2 Only
9	Daniel Montgomery	Approve	Coach - Head Coach Swim	\$8,982.00	HS	Start of Season	End of Season	Tier 3; Step 4
10	Christina Dock	Approve	Advisor - DECA	\$3,605.00	HS	08-26-25	06-12-26	Tier 2

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
11	Joyce Mendez	Approve	Substitute Teacher	\$130.00/day	District	09-10-25	06-30-26	Pending receipt of required documents
12	Steven O'Brien	Approve	Substitute Security	\$20.00/hr	District	09-10-25	06-30-26	Pending receipt of required documents
13	Ari Eisner	Approve	Coach - Assistant Coach Robotics	\$5,929.00	HS	Start of Season	End of Season	Tier 4; Step 4
14	Jack Lamond	Approve	Advisor Robotics	\$2,781.00	MS	09-10-25	06-30-26	Tier 5
15	Sandra Dantzler	Rescind	Substitute Nurse	\$250.00/day	District	08-25-25	N/A	Rescind 8-12-25 Approval
16	Margaret Devine	Rescind	Advisor - SAGA	\$2,987.00	MS	08-25-25	N/A	Rescind 8-13-2025 Approval
17	Tasjaana Miraglia	Approve	Advisor - SAGA	\$2,987.00	MS	08-25-25	06-12-26	Tier 4

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

Code No.	Name	Position	Degree/Step / # of Hours	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Melissa King	Internship	10 Hours	N/A	HS	09-10-25	12-15-25	RN-BSN Student under direction of Chamberlain University, C. Kavcak, K. Sbriscia - Pending receipt of required documents

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	P Smith	NJ Food Agriculture & Natural Resources Fall Teacher Conference	EcoComplex 1200 Florence-Columbus Road Columbus NJ	\$40 Registration, Mileage	September 26, 2025 Perkins Grant
2	T Jaw	2025 NJ Public Sector Cybersecurity Summit	War Memorial Trenton NJ	Mileage	October 7, 2025
3	E Biamonte	NJ HESAA Financial Aid Workshop	Sussex County Community College Newton NJ	N/A	September 25, 2025
4	C Chiara K Dennison D Rokosny	3rd Drew TEACH Annual AI & Writing Symposium	Drew University Madison NJ	\$95 Registration each, Mileage	October 21, 2025

5	P Smith	National FFA Convention	Indianapolis IN	N/A	October 28 to 31, 2025
6	C Dock	DECA Advisor Training	Kean University 1000 Morris Ave Union NJ 07083	Mileage	October 3, 2025
7	M Mason P McGarry	PEOSHA/NJADP Training	Warren County Technical School Route 57 Washington NJ	Mileage	September 19, 2025
8	M Mason P McGarry P Walker J Gilby	Integrated Pest Management (IPM) Training	Warren County Technical School Route 57 Washington NJ	Mileage	September 26, 2025
9	V Sigona	AENJ Conference 2025	Princeton Marriott at Forrestal Village 201 Village Blvd Princeton NJ 08540	\$190 Registration, Mileage, Accommodation Costs	October 27 to 28, 2025
10	M Devine	WC Consortium for Student Enrichment - Fall Articulation Meeting	WHRSD BOE District Office	N/A	September 15, 2025
11	S Toth	HESAA School Counselor Workshop	Sussex County Community College 1 College Hill Road Newton NJ 07860	Mileage	September 25, 2025

*4. Motion to approve the Facilitating Hours for the 7th Grade Summer Orientation from 2.5 hours (approved on June 17, 2025) to 3.0 hours for the following staff members:

L. Kubbishun, C. Green, J. Locasto, T. Miraglia, C. Hoffman, M. Gaffney, E. Tuxhorn, R. Moreno, C. Tyburczy, J. Ternosky, H. Ranalli, N. Ehasz, E. Kurpat

*5. Motion to authorize the Superintendent to hire faculty, staff and advisors for 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 –2025-2026 - None

HS – 2025-2026 - None

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	K Wanamaker Z Fisher M White	Moorestown High School 350 Bridgeboro Road Moorestown NJ 08057	N/A	Wrestling
2	K Wanamaker Z Fisher	Council Rock South HS 2002 Rock Way Holland PA 18966	N/A	Wrestling
3	K Wanamaker Z Fisher M White	Jim Whelan Boardwalk Hall 2301 Boardwalk Atlantic City NJ 08401	Transportation	Wrestling
4	K Wanamaker Z Fisher	Bob Carpenter Center University of Delaware 631 S College Ave Newark DE 19716	N/A	Wrestling
5	M Jones	North Hunterdon HS Route 31 Clinton NJ	Transportation	WHRSD Athletes
6	C Dock	Kean University 1000 Morris Ave Union NJ 07083	Registrations, Transportation	DECA Leaders

*3. Motion to approve the following courses under 10 and over 30, per Policy & Regulation #2312 Class Size

Under 10 Students Enrolled

ELA 8
AP Chemistry
Performance Training III
CP Probability & Statistics

Over 30 Students Enrolled

Concert Band 7&8 (MS)
Concert Band (HS)
PE 9
PE 12
H 12

*4. Motion to approve the Course of Study Program for the 2026-2027 School Year.
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. Motion to approve the bill list for the period August 27, 2025 through September 9, 2025, in the amount of \$533,897.80.

*2. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #5687900216 commencing August 27, 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.

*3. Motion to approve a contract with the New Jersey Commission for the Blind and Visually Impaired, to provide evaluation services, technical, consultative and instructional services for Student #2592349641 for the 2025-2026 school year in the amount of \$2,541.00.

*4. 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 \$7,722.31.

*5. Motion to approve Dual Credit Program Articulation Agreement with Centenary University effective August 25, 2025 through June 30, 2026 at a tuition cost of \$55.00 per credit for up to 8 credits per student and \$137.00 per credit thereafter.

*6. Motion to approve the Police Services Agreement with the Township of Washington for the 2025-2026 school year at the following rates:

- \$97.12 per hour for each officer – two (2) officers per event
- \$8.50 per hour for administrative costs
- \$20.00 per hour for each vehicle required

*7. Motion to approve the Crossing Guard Services Agreement with the Township of Washington for the 2025-2026 school year at the rate of \$32.00 per hour, per crossing guard.

*8. Motion to approve a 12 Month Renewal with Benecard Services, LLC/Rx Alliance effective July 1, 2025 through June 30, 2026.

*9. Motion to approve a Two Year Renewal with Delta Dental of New Jersey effective July 1, 2025 through June 3, 2027.

*10. Motion to approve a Contract with Homecare Therapies dba/Horizon Healthcare Staffing to provide Student Transportation Nursing Services for the 2025-2026 school year, commencing July 1, 2025 through June 30, 2026, in the amount of \$85.00 per hour.

*11. Motion to approve Change Order No. 13 for the HS HVAC Upgrades in the amount of \$2,929.72 for replacing all necessary pipe, fittings, gauges, valves and miscellaneous materials associated with the two circulating pumps replaced under Change Order No. 4. This Change Order becomes part of and in conformance with the existing contract.

*12. Motion to write off the following stale-dated checks from district accounts:

Account Name	Date	Check #	Amount
General	1/04/22	055607	150.00
General	2/09/22	055775	88.00
General	2/09/22	055836	500.00
General	6/28/22	056515	53.69
General	10/18/22	057137	250.00
General	1/24/23	057656	100.00
General	3/13/23	058020	220.00
General	6/12/23	058475	63.03
General	6/30/23	058675	522.00
General	7/28/23	058781	635.00
General	1/23/24	059743	400.00
Cafeteria	2/21/23	001766	5.50
Cafeteria	2/21/23	001772	5.25
Cafeteria	2/21/23	001773	5.00
Cafeteria	2/21/23	001775	10.00
Cafeteria	2/21/23	001779	6.50
Cafeteria	2/21/23	001782	6.00
Cafeteria	2/21/23	001785	8.25
Cafeteria	2/21/23	001790	8.75
Cafeteria	2/21/23	001797	5.00
Cafeteria	2/21/23	001803	5.00
Cafeteria	2/21/23	001805	25.50
Cafeteria	2/21/23	001810	10.95
Cafeteria	2/21/23	001822	17.00
Cafeteria	2/21/23	001824	25.75

Account Name	Date	Check #	Amount
General	2/27/24	060037	30.00
General	6/04/24	060626	650.00
General	9/25/24	061384	120.00
General	10/02/24	061414	60.00
General	10/22/24	061609	120.00
General	10/30/24	061643	80.00
General	12/17/24	061914	34.59
General	12/17/24	061925	1,250.00
Student Activity	11/16/21	027041	152.00
Student Activity	11/18/22	027326	167.00
Student Activity	10/31/24	027815	46.48
Cafeteria	9/10/24	001917	1.80
Athletic	1/19/22	4842	300.00
Athletic	4/12/22	5061	700.00
Athletic	5/17/22	5106	92.00
Athletic	6/07/22	5172	40.00
Athletic	9/07/22	5218	65.00
Athletic	9/07/22	5225	87.00
Athletic	9/09/22	5250	87.00
Athletic	12/26/22	5445	67.00
Athletic	2/10/23	5523	88.00
Athletic	2/10/23	5550	67.00
Athletic	3/09/23	5571	88.00
Athletic	3/09/23	5575	88.00
Athletic	3/09/23	5577	88.00

Cafeteria	8/29/23	001845	9.00	Athletic	3/09/23	5579	88.00
Cafeteria	8/29/23	001847	19.50	Athletic	4/06/23	5661	84.00
Cafeteria	8/29/23	001850	10.55	Athletic	5/02/23	5739	79.00
Cafeteria	8/29/23	001853	32.25	Athletic	9/05/23	5836	90.00
Cafeteria	8/29/23	001854	9.00	Athletic	9/05/23	5846	150.00
Cafeteria	8/29/23	001858	19.00	Athletic	10/9/23	5924	15.00
Cafeteria	8/29/23	001861	17.50	Athletic	11/17/23	5989	120.00
Cafeteria	8/29/23	001866	9.50	Athletic	11/17/23	5993	250.00
Cafeteria	8/29/23	001868	17.00	Athletic	1/31/24	6148	100.00
Cafeteria	8/29/23	001873	6.25	Athletic	5/17/24	6378	110.00
Cafeteria	8/29/23	001880	5.75	Athletic	5/17/24	6384	105.00
Cafeteria	6/18/24	001907	71.65				

*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.

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