

WARREN HILLS REGIONAL BOARD OF EDUCATION

December 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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Alfred Coscia, Molly Fraumeni, Jean Hansen, Erik Heller, Amy Kemp and Paula Merrill. Also present were Earl Clymer, Donnamarie Palmiere and Board Attorney, Marc Zitomer. Thomas Dufner, Lisa Marshall and Corey Piasecki were absent. Student Representative, Loudon Heller, was present for the public portion of the meeting.

C. Executive Session- 6:31 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. Coscia and seconded by Mrs. Hansen to go into Executive Session at 6:31 p.m. with full board consent.

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

- November 11, 2025 Regular & Executive Session Meetings

Motion by Mrs. Fraumeni and seconded by Mrs. Merrill to approve the minutes of the November 11, 2025 Regular Meeting & Executive Session Meeting.

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

E. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools
Mr. Coscia received a letter which was responded to.

F. Student Liaison Report – Loudon Heller
Mr. Heller reported that feedback from the students regarding the semester exams occurring before winter break was positive. He was told that Mr. Kavcak and Mr. Guth are discussing ways to address and minimize the vaping that takes place at the high school.

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

- Proposed BOE meeting calendar was shared with the board and will be approved at the BOE Re-org meeting.
- AED Donation - 5 to Belvidere
- Reminder - Half-Day Sessions for Students
December 18th, 19th, 22nd & 23rd - 11:55 AM Dismissal
- Winter Break - December 24th thru and including January 2nd
Schools re-open Monday, January 5, 2026
- BOE Re-organization meeting - Tuesday, January 6, 2026
Public Session begins at 6:30 PM

- Oxford Representation Letter – Oxford represents 8.14 percent of the total students at the high school and is not entitled to board representation.

Mr. Clymer wished everyone a Safe and enjoyable Holiday and a very Happy New Year!

H. Presenter(s): FFA Officers, National Turf Team & Mrs. Smith -
National Convention Follow up
WHRHS Marching Band - Mr. Graf
Mrs. Rowlin - ARC of Warren County Educator of the Year - Recognition

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 *Structured 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.

District Goal # 1 - Student Growth

MS IXL - programs and data

Supervisors and faculty consistently review assessment evidence statement summaries

Vertical Articulation - Discussion of scores, strategies and best practices grades 6-12

District Goal #2 - Culture & Climate

MS Student group met this morning with consultant Patrick for a refresher/overview of the program for new student members.

Please in work for 2 sessions from Patrick for students and faculty to enhance the SEL Program

District Goal #3 - SEI Training

Additional training opportunities have been provided during Monday Afternoon meeting times 12/8/2025, 12/1/2025, 11/17/2025 & 11/10/2025

J. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	No meeting held	By Chair: A. Kemp
Education, Policy & Technology	No meeting held	By Chair: L. Marshall
Personnel & Student Activities	No meeting held	By Chair: M. Fraumeni
Negotiations	No meeting held	By Chair: T. Dufner

No Committee meetings

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

Mr. Clymer reported that Personnel items 1., Codes 25 and 26 were added.
Mr. Clymer administratively withdrew item 4 under Education and Policy.

I. PERSONNEL

Motion by Mrs. Fraumeni 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	Grace DeMicco	Approve	Teacher	\$64,225.00 Pro-Rated	HS	On or about 01-01-26	06-30-26	BA Step 1 – Pending receipt of required documents
2	Noelle Andreoli	Approve	Mentor	\$500.00	HS	On or about 01-01-26	12-31-26	Mentee - Grace DeMicco
3	George Wentz	Approve	Substitute Teacher	\$130.00/day	District	12-10-25	06-30-26	Pending receipt of required documents
4	Madelyn Morgan	Approve	Substitute Teacher	\$130.00/day	District	12-10-25	06-30-26	Pending receipt of required documents
5	Brielle Ehasz	Approve	Substitute Teacher	\$130.00/day	District	12-10-25	06-30-26	Pending receipt of required documents
6	Kayla Rieben	Approve	Substitute Custodian	\$16.25/hr	District	12-10-25	06-30-26	Pending receipt of required documents
7	Adam Slack	Approve	Drama Set Construction	\$47.00/hr	HS	12-10-25	4-01-26	Not to exceed 30 shared hours; May share hours with M. Smith; Submission of timesheet
8	Mark Smith	Approve	Drama Set Construction	\$47.00/hr	HS	12-10-25	04-01-26	Not to exceed 30 shared hours; May share hours with A. Slack; Submission of timesheet
9	Gina Ricardo-Regan	Approve	Drama Chaperone	\$32.00/hr	District	11-25-25	04-01-26	Submission of timesheet
10	Gina Ricardo-Regan	Approve	Unified Bowling Chaperone	\$32.00/hr	District	12-01-25	03-01-26	Submission of timesheet
11	Cheryl Yanoff	Approve	Unified Bowling Chaperone	\$32.00/hr	District	12-01-25	03-01-26	Submission of timesheet
12	Joanna Leontaris	Approve	Unified Bowling Chaperone	\$32.00/hr	District	12-01-25	03-01-26	Submission of timesheet
13	Craig Green	Approve	Assistant Coach Archery	\$2,112.00	HS	11-24-25	End of Season	50% of Tier 1 Stipend;

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
								Completion of all required paperwork
14	Kenneth Kurpat	Approve	Head Coach Winter Track	\$8,982.00	HS	12-03-25	End of Winter Season	Tier 3; Step 4;
15	Patrick Kablis	Approve	Winter Weight Room Supervisor	\$2,500.00	HS	12-01-25	03-01-26	Stipend
16	Jacob Smith	Approve	Head Coach Baseball	\$5,945.00	HS	Start of Spring Season	End of Spring Season	Tier 3; Step 1; Pending completion of all required paperwork
17	Brian Boulineau	Approve	Assistant Coach Baseball	\$7,089.00	HS	Start of Spring Season	End of Spring Season	Tier 3; Step 4; Pending completion of all required paperwork
18	Sarah Codd	Approve	Assistant Coach Softball	\$1,772.25	HS	Start of Spring Season	End of Spring Season	Tier 3; Ste 4; 50% of stipend
19	Corrine Kaniewski	Approve	Assistant Coach Softball	\$1,772.25	HS	Start of Spring Season	End of Spring Season	Tier 3; Ste 4; 50% of stipend, Pending completion of all required paperwork
20	Emily Dorn	Approve	Assistant Coach Spring Track & Field	\$7,089.00	HS	Start of Spring Season	End of Spring Season	Tier 3; Step 4; Pending completion of all required paperwork
21	Vittoria Sigona	Approve	Yearbook Advisor	\$4,223.00	HS	12-10-25	6-30-26	Tier 1; Stipend
22	Rachel Rhinehart	Approve	Transportation Coordinator	\$67,000.00 Prorated	District	01-01-26	06-30-26	80% of salary & benefits paid by WH; 20% Salary & benefits paid by Washington Township S.D.
23	Ilona DiCosmo	Accept	Teacher	\$99,225.00	HS	7-01-26	06-30-26	Retirement
24	William Sodtalbers	Approve	Chaperone	N/A	HS	01-18-26	01-21-26	FFA - Dallas-Fort Worth Texas Field Trip - Pending receipt of required paperwork
25	Gregory Hickey	Approve	Grounds	\$53,913.00 Pro-rated	District	01-12-26	06-30-26	Step 16 - Pending receipt of required paperwork
26	Gregory Hickey	Approve	Black Seal License	\$1,200.00 Pro-Rated	District	01-12-26	06-30-26	License LP-610080

*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	Salaam Sweatte	ESL-TEFL Practicum/ Observation Hours	20 Hours	N/A	District	12-10-25	03-01-26	Under the direction of International TEFL Academy, C Kavcak, A, Brown. Pending receipt of required documents
2	Michael Coates	Volunteer Boys Basketball	N/A	N/A	HS	12-10-25	End of Season	Pending receipt of required documents

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	E Biamonte C O'Neal M Thompson S Toth	WC Counselors Association Meeting & PD	Warren County Community College Route 57 Washington NJ 07882	N/A	December 8, 2025
2	S Montero	NJMEA Conference	Atlantic City Convention Center Atlantic City NJ	\$225 Registration, Mileage	February 19 - 21, 2026
3	K Morpeth	NJMEA Conference	Atlantic City Convention Center Atlantic City	\$225 Registration, Mileage	February 19 - 21, 2026
4	D Balas J Leontaris	NJ Chamber of Commerce Information Session on AP Business with Financial Literacy	Virtual	N/A	December 11, 2025
5	S Prichard	Practical AI Tools for School Based OTs	Virtual	\$295 Registration	January 16, 2026
6	J Leontaris	AI Unlocked Conference	Kean University 1000 Morris Avenue Union NJ 07083	Mileage	December 5, 2025
7	C Hough	NJ Youth Health Summit	PSA Monroe NJ	Mileage	December 17, 2025
8	P Smith	National Team AgEd In Service	Embassy Suites by Hilton Plainfield Indianapolis Airport 6089 Clarks Creek Rd Plainfield Indiana 46168	N/A	February 3-5, 2026

9	M Smith A Slack	2026 Archery Nationals	Kentucky Exposition Center 537 Phillips Lane Louisville Kentucky	Mileage, Meals	May 5 - May 10, 2026
10	L Kubbishun H Ranalli C Tyburczy	NJSCA's Winter Professional Development Day 2026	Rowan University Glassboro NJ	\$119 Registration each, Mileage	January 9, 2026

*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	28625861	Medical Leave	Grounds	District	11/10/25	10	11/24/25	N/A	N/A	On or before 2/17/26	

*5. WHEREAS, the Chief School Administrator, Earl C. Clymer, III, has notified the Board of Education by letter dated December 4, 2025, that he will not be seeking reemployment upon the expiration of his current employment contract on June 30, 2026; and
WHEREAS, Mr. Clymer has further advised the Board that he intends to retire effective July 1, 2026; and
WHEREAS, the Board acknowledges receipt of this notice and wishes to formally document it in the Board's official records;
NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby acknowledges Mr. Clymer's notice that he will not seek reemployment upon the expiration of his current contract and his intention to retire effective July 1, 2026; and
BE IT FURTHER RESOLVED that the Board directs that this resolution be placed in the official minutes of the Board of Education on this date.

Approval of Personnel Motions

MOTION: Molly Fraumeni		SECOND: Jean Hansen		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				X
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller	X			
Lisa Marshall				X
Paula Merrill	X			

Corey Piasecki				X
Amy Kemp	X			
Alfred Coscia	X			

II. EDUCATION AND POLICY

Motion by Mrs. Merrill and seconded by Mrs. Kemp 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:

- P&R 2530 Resource Material**
- P&R 2535 Library Material**
- P&R 9130 Public Complaints**

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

- MS –2025-2026 - 001
- HS – 2025-2026 - 002, 003

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	J Graf	Abilities of Northwest NJ 264 NJ-31 Washington NJ 07882	Transportation	Warren Hills Wind Ensemble
2	J Ternosky	WHRHS	Transportation	WHRMS Art Students
3	M Devine	Voorhees High School 256 CR 513 Glen Gardner NJ 08826	Transportation	WHRHS Horizons
4	M Devine	Lopatcong Township MS 321 Stonehenge Drive Phillipsburg NJ 08865	Transportation	WHRMS Horizons
5	M Devine J Solecitto	The Evangelical Free Church of Blairstown 11 Lambert Road Blairstown NJ 07825	Transportation	WHRSD Horizons
6	M Devine	North Warren Regional HS 10 Noe Road Blairstown NJ 07825	Transportation	WHRMS Horizons
7	K Wanamaker Z Fisher	Leeman-Turner Arena Leigh University 671 Taylor St Bethlehem PA 18015	Transportation	WHRHS Boys & Girls Wrestling

Code	Requested by:	Trip	Board of Education Cost	Discussion
8	C Dock C Hickerson J Leontaris D Balas	Kean University 1000 Morris Avenue Union NJ 07083	Transportation	DECA
9	M Jones	North Hunterdon High School Route 31 Clinton NJ	Transportation	Athletics
10	T Wilson J Giamoni	WC Courthouse Annex 199 Hardwick St Belvidere NJ	Transportation	WHRHS Debate Team
11	T Wilson J Giamoni	NJ State Bar Association 1 Constitution Square New Brunswick NJ 08901	Transportation	WHRHS Debate Team
12	P Smith	FFA National Competition Dallas/Fort Worth Texas	Transportation & Lodging	FFA
13	M Smith A Slack	2026 Archery Nationals Louisville Kentucky	N/A	WHRSD Archery Team
14	K Morpeth	WHRHS	Transportation	WHRMS Concert Band & Jazz Ensemble

~~*4. The Board of Education Approved 2025-2026 School Year Calendar is being adjusted as follows:~~

- ~~● The school closing day on Tuesday, December 2, 2025 will be made up on Friday, June 5, 2026.~~
- ~~● The last day of school for students will be Friday, June 5, 2026 with an 11:55 AM dismissal.~~
- ~~● The last day for faculty will be Monday, June 8, 2026.~~

Approval of Education & Policy Motions

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

III. BUDGET AND FINANCE

Motion by Mrs. Kemp and seconded by Mrs. Fraumeni to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 12 as amended and described below:

*1. The Warren Hills Regional Board of Education approves the October, 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 revised monthly financial report of the Secretary and the Treasurer for the month of October, 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 November 12, 2025 through December 9, 2025, in the amount of \$3,788,616.97.

*3. Motion to approve transfers in the amount of \$44,657.73 for the month of October, 2025.

*4. Motion to approve Student Activities bill list for the period of October 1, 2025 through October 31, 2025 in the amount of \$23,613.29.

*5. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #8861495137 commencing November 14, 2025 until further notice, in the amount of \$63.10 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 #1817045299 commencing November 19, 2025 until further notice, in the amount of \$63.10 per hour for a total of 10 hours per week with an additional 33% for administrative and preparation costs.

*7. Motion to approve an Agreement for a Cooperative Swimming Sports Program between Warren Hills Regional Board of Education and the Hackettstown Board of Education for the 2025-2026 school year.

*8. Motion to approve an Agreement between New Jersey Conference of Seventh-Day Adventists, Inc. d/b/a Tranquility Camp and Hackettstown High School Swim Team and Warren Hills Regional High School for use of the Pool and Locker Room Facilities commencing November 17, 2025 through January 22, 2026 at the total cost of \$5,687.50.

*9. Motion to accept, with gratitude, a donation of \$2,000.00 from the Streaks Running Club for the Warren Hills Regional High School Winter Track Program, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*10. Motions to accept, with gratitude, donations in the amount of \$300.00 from David Slovak through The American Online Giving Foundation, Benevity’s foundation partner, for the Computer Science and Best Buddies Student Activities pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*11. Motions to accept, with gratitude, donation of supplies for High School Room 332 through Donors Choose valued at \$205.30 pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*12. Motion to approve the submission of 2025-2026 Perkins Grant Amendment #1.

Approval of Budget & Finance Motions

MOTION: Amy Kemp		SECOND: Molly Fraumeni		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				X
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller	X		#9	
Lisa Marshall				X
Paula Merrill	X			
Corey Piasecki				X
Amy Kemp	X			
Alfred Coscia	X			

O. Public Comment

No Public Comment

Q. Adjournment 7:48 p.m.

Approval to Adjourn

Motion by Mr. Coscia and seconded by Mrs. Merrill to adjourn at 7:48 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary