

WARREN HILLS REGIONAL BOARD OF EDUCATION

September 1, 2026

6:30 p.m. – Executive Session

7:15 p.m. Regular Meeting

A. Call to Order – Alfred Coscia, President

B. Roll Call - Stephen Frost, Interim Business Administrator

Roll call was taken by Mr. Stephen Frost. Members present Alfred Coscia, Thomas Dufner, Molly Fraumeni, Jean Hansen, Erik Heller, Amy Kemp, Lisa Marshall Paula Merrill (arrived at 6:38pm) and Corey Piasecki. Also present were Nicholas Diaz, Stephen Frost, Dennis Mack.

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 by Mr. Coscia and seconded by Mrs. Marshall to enter into executive session at 6:31pm., 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*, *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 18, 2026 Regular & Executive Session Meetings

Motion by Mr. Coscia and seconded by Mrs. Hansen to approve the minutes of the August 18, 2026 Regular meeting and Executive Session meeting.

MOTION: Alfred Coscia		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			

E. Communications – None

F. Student Liaison Report – It was noted that a student representative was appointed and Dr. Diaz will reach out prior to next board meeting.

G. Superintendent's Report – Dr. Nicholas Diaz

Opening of Schools

I am very pleased to report that we had a tremendous start to the 2026-27 school year.

We began with our staff Convocation, and there was a great deal of positive energy in the room. It was wonderful having our entire staff together as one Warren Hills team. I also want to thank President Coscia for joining us and sharing remarks with our staff.

On Monday and Tuesday, before students arrived, I visited nearly every classroom in both buildings to personally welcome our teachers and staff back and thank them for their work preparing for the new year.

Then came the most important part, welcoming our students. I spent Wednesday morning at the High School greeting students as they arrived and Thursday morning at the Middle School welcoming students and families.

I want to recognize our two building principals, Chris Kavcak at the High School and Nick Remondelli at the Middle School, along with their administrative teams, for exceptionally smooth openings. I also want to thank our teachers, support staff, custodial and maintenance teams, secretaries, transportation staff, and everyone who helped get us off to such a positive start.

Community Engagement

We held our Superintendent Community Meet & Greet at the Laughing Goat/Chuckling Cow. I am grateful to the Spender family for hosting us and giving me an opportunity to connect informally with parents and community members. Thank you as well to our Board members who were able to join us.

Immediately afterward, I attended our Marching Band Preview at the stadium. Our students did a terrific job, and it was another great opportunity to connect with our students and families.

Athletics & Student Activities

Our fall athletic season is officially underway, with approximately 280 High School and 100 Middle School student-athletes cleared to participate. Thank you to Mr. Jones, Ms. Page, our coaches, athletic trainers, and everyone involved in preparing our students for the season.

Congratulations to our Warren Hills Football Team on an impressive 36-0 victory over Voorhees High School, as well as Coach Sbriscia and his coaching staff.

More than 100 student-athletes also participated in a nutrition seminar presented by St. Luke's. We appreciate their continued partnership and commitment to the health and well-being of our students.

Our Middle School Back-to-School Night will be September 16, followed by our High School Back-to-School Night on September 17. We look forward to welcoming our families and showcasing the many opportunities available to Warren Hills students.

CAO Recommendation

Finally, on tonight's agenda is my recommendation of Mr. Chris Kavcak to the Board for appointment as our new Chief Academic Officer.

Chris has dedicated many years to Warren Hills, serving as a teacher, supervisor, and, for the past decade, Principal of Warren Hills Regional High School. He has demonstrated a tremendous commitment to our students, staff, and community.

In the short time I have had the opportunity to work directly with Chris, I have been impressed by his professionalism, his relationships with students and staff, his knowledge of Warren Hills, and especially his passion for teaching and learning.

I believe strongly in providing opportunities for outstanding people within our organization to grow and have an even greater impact. Chris understands Warren Hills, our students and staff, and the academic work ahead of us. I believe he is the right person to help bring greater focus, alignment, and accountability to our academic program. I am incredibly excited about the possibility of working alongside him in this new capacity.

It has been a great start to the year, and I am excited about where we are headed.

H. Presenter(s): None

I. Goals:

Warren Hills Regional School District Goals/Priorities for 2026-2027 School Year

1. Student Achievement & College, Career, and Life Readiness

Graduation: Increase the district's four-year graduation rate for the Class of 2027 by at least 3 percentage points over the prior year's reported rate, as measured by the official New Jersey Department of Education graduation data.

2. Organizational Excellence & Continuous Improvement

Facilities: By June 2027, complete a comprehensive review of district facilities and develop a prioritized multi-year facilities improvement plan identifying needs, timelines, priorities, and potential funding strategies.

3. Professional Growth & Instructional Excellence

Professional Learning System: By June 2027, develop and implement a districtwide multi-year professional learning framework that incorporates staff input, differentiated learning opportunities, follow-up support, and evidence of implementation in instructional practice.

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	8/31/26	By Chair: L. Marshall
Personnel & Student Activities	8/27/26	By Chair: M. Fraumeni
Negotiations	No meeting held	By Chair: T. Dufner

K. Old Business – Mr. Dufner inquired about the referendum; board discussion ensued.

L. New Business – None

M. Public Comment – None

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

Motion by Mrs. Fraumeni and seconded by Mrs. Hansen to accept the recommendation of the Superintendent, with Items 1.10 & 1.11 withdrawn administratively, and to approve Motions I. 1 to I. 6.

*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	Kevin Horn	Approve	Leave Replacement Teacher	\$373.71/day	HS	08-24-26	On or about 10-16-26	MA+15 Step 1 - Pending receipt of required paperwork
2	Cynthia Bamford	Approve	Leave Replacement Teacher	\$398.41/day	District	09-01-26	10-14-26	MA Step 8 - Pending receipt of required documents
3	Kayla Rieben	Approve	Custodian - Part Time	\$20,166.50	District	09-01-26	06-30-27	Part time Step 2 - 0.5 FTE - Pending receipt of required documents Replacing J Henderson
4	Philip Walker	Approve	Grounds Lead	\$5,000.00 Prorated	District	09-01-26	06-30-27	
5	Linda Brigode-Katstra	Approve	School Nurse	\$87,061.00	MS	09-15-26	On or about 09-30-26	Extend Transfer to MS

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
6	Karyn Poncin-McGrory	Approve	Paraprofessional	\$30.87/hr	District	08-25-26	06-30-27	Aide - BA Step 2 (Inadvertently left off Original Paraprofessional Listing approved in May)
7	Christopher Kavcak	Approve	Chief Academic Officer	\$163,000.00	District	On or about 10-01-26	06-30-27	New Position/ Replacement Supervisor Position
8	Rebecca Brandt-Philippe	Approve	Facilities Secretary	\$69,831.00 Prorated	District	09-01-26	06-30-27	Transfer from Personnel/ Payroll Specialist
9	Kelly Hayes	Approve	Personnel/ Payroll Specialist	\$60,000.00 Prorated	District	09-01-26	06-30-27	Transfer from PT Facilities Secretary to FT Personnel/ Payroll Specialist
10	Vittoria Cien	Approve	Advisor - HS Yearbook - 50%	\$3,167.25 - 50%	HS	08-24-26	06-11-27	Tier 1 - 50% of \$6,334.50 = \$4223 Yearbook Advisor plus \$2111.50 Yearbook Asst Positions for the 2026-2027 school year only.
11	Jennifer Russell	Approve	Advisor - HS Yearbook - 50%	\$3,167.25 - 50%	HS	08-24-26	06-11-27	Tier 1 - 50% of \$6,334.50 = \$4223 Yearbook Advisor plus \$2111.50 Yearbook Asst Positions for the 2026-2027 school year only.
12	Theresa Wilson	Approve	Advisor - HS Horizons	\$3,399.00	HS	08-24-26	06-11-27	Tier 3
13	Timothy Zavacki	Approve	Coach - Assistant Coach Robotics	\$5,929.00	HS	08-24-26	06-11-27	Tier 4 - Step 4
14	Cedric Hickerson	Approve	Advisor - HS Junior Class	\$3,399.00	HS	08-24-26	06-11-27	Tier 3
15	Christine Tyburczy	Approve	Advisor - Peer Leadership	\$2,987.00	MS	08-24-26	06-11-27	Tier 4
16	Kenneth Kurpat	Approve	Mentor	\$500.00 - Prorated	HS	08-24-26	On or about 12-23-26	Mentee = Antonio Tenasse (Leave Replacement)
17	Kenneth Kurpat	Approve	Advisor - Fall Weight Room	\$2,500.00	HS	08-24-26	11-20-26	Flat Stipend
18	Madelyn Morgan	Approve	Substitute Teacher	\$130.00/day	District	08-26-26	06-30-27	Pending receipt of required paperwork
19	Jared Best	Approve	Substitute Custodian	\$20.00/hour	District	09-02-26	06-30-27	Pending receipt of required documents

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
20	Samantha Ortiz	Approve	Substitute School Nurse	\$250.00/day	District	09-02-26	06-30-27	Pending receipt of required documents
21	Megan Sliker	Approve	Chaperone	N/A	District	09-02-26	06-30-27	Parent Chaperone for all FFA Functions for 2026-2027 School Year - Pending Receipt of required documents
22	Kristen Chiara	Approve	Advisor - HS Newspaper	\$4,223.00	HS	08-24-26	06-11-27	Tier 1

*2. Motion to approve following Substitute Rates for 2026-2027 School Year:

Position	Rate
Substitute Teacher	\$130 per day
Substitute Secretary	\$20 per hour
Substitute Nurse	\$250 per day
Substitute Custodian	\$20 per hour
Substitute Security	\$20 per hour
Substitute Drivers	\$28 per hour

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

1	Anthony Bonelli	Volunteer - Boys Basketball	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
2	Vincent diMaio	Volunteer - Marching Band	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
3	Ashley Golden	Volunteer - Marching Band	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
4	William Lyons	Volunteer - Boys Basketball	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
5	Nicole Silvis	Volunteer - Spring Track	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
6	Antonio Tenasse	Volunteer - Football	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
7	Jonathan Wood	Volunteer - Marching Band	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
8	Darryl Wright	Volunteer - Baseball	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation
9	Kyle Wulff	Volunteer - Wrestling	N/A	N/A	District	Start of Season	End of Season	Pending mandated training, documentation

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	P Smith	NJ Office of Food, Agriculture & Natural Resources Education Fall Teacher Conference	Rutgers Eco Complex 1200 Florence Columbus Road Fieldsboro NJ 08505	Mileage	September 25, 2026
2	L Muroski	WC Consortium for Student Enrichment	WHRSD District Office	N/A	September 15, 2026

*5. Motion to approve the following Job Descriptions:

[Chief Academic Officer](#)
[Lead Grounds Person](#)

*6. 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	52952009	Medical Leave of Absence	Teacher	HS	08-24-26	83	N/A	N/A	N/A	On or about 1/4/27	

Approval of Personnel Motions

MOTION: Molly Fraumeni		SECOND: Jean Hansen		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner	X	#1.8 & 1.9		
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X	#1.8		
Amy Kemp	X			
Alfred Coscia	X			

II. EDUCATION AND POLICY

Motion by Mrs. Marshall and seconded by Mrs. Kemp to approve the Motions II. 1-3, with administrative addition of Policy 5516.

*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:

1. 0162.01 Legal Notices — B (M)
2. 1230 Superintendent's Duties — P (M)
3. 1643 Family Leave — P (M)
4. 2200 Curriculum — P (M)
5. 2200 Curriculum Content — R (M)
6. 2260 Equity in School and Classroom Practices — P (M)
7. 2411 Career Education and Academic Counseling — P (M)
8. 2411 Guidance Counseling — R (M)
9. 2460.30 Additional/Compensatory Special Education and Related Services — R (M)
10. 5111.13 Eligibility of Resident/Nonresident Students – Choice School District — P & R (M)
11. 5111.4 Admissions for Vocational Schools — P (M)
12. 5460 High School Graduation — P (M)
13. 5461 High School Diplomas — P (M)
14. 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities — P (M)
15. 6112 Reimbursement of Federal and Other Grant Expenditures — P (M)
16. 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs — R (M)
17. 6115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures — P (M)
18. 6311 Contracts for Goods or Services Funded by Federal Grants — P (M)
19. 8561 Procurement Procedures for School Nutrition Programs — P (M)
20. 5516 Student Use of Internet Enabled Devices – P (M)

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

MS –2026-2027 - None

HS – 2026-2027 - 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 Wanamaker Z Fisher A Kaluzny	Moorestown High School 350 Bridgeboro Rd Moorestown NJ 08057	Transportation	Wrestling Dual Meet Tournament Competition
2	K Wanamaker Z Fisher A Kaluzny	Jim Whelan Boardwalk Hall 2301 Boardwalk Atlantic City	Transportation	Wrestling State Tournament Competition
3	K Wanamaker Z Fisher	Bob Carpenter Center University of Delaware 631 S College Ave Newark DE 19716		Elite Level Wrestling Tournament
4	P Smith	Newark Airport Newark NJ	Transportation	FFA - National FFA Convention Indianapolis Indiana
5	P Smith	Mercer County Community College West Windsor Campus	Transportation	FFA

Code	Requested by:	Trip	Board of Education Cost	Discussion
6	T Wilson D Rokosny	Sheraton NY Times Square 811 7th Ave New York NY 10019	Transportation	Debate Team - Model UN
7	S Montero	WC Emergency Services & 9/11 Memorial 1024 Route 57 Washington NJ	Transportation	WHRHS Select Choir
8	S Montero	Shea Center for PERforming Arts 300 Pompton Rd Wayne NJ 07470	Transportation	WHRHS Select Choir
9	V Cicen J Russell	North Brunswick Twp HS 98 Raider Rd North Brunswick NJ 08902	Transportation	WHRHS Yearbook

Approval of Education & Policy Motions

MOTION:		SECOND		
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 approve the Motions III. 1-6

1. Motion to approve the bill list for the period August 19, 2026 through August 30, 2026 in the amount of \$541,409.19.
2. Motion to approve Student Activities bill list for the period August 1, 2026 through August 31, 2026 in the amount of \$1,870.56
3. Motion to approve the Tuition Contract Agreement with Warren County Technical School for 61 regular and special students for the 2026-27 school year in the amount of \$2,750.00 for tuition per pupil, less prior year adjustment in the amount of (\$75,276).
4. Motion to accept Grants for Growing in the amount of \$5,000 from the National FFA Foundation.

5. Motion to accept Athletics Sponsorship in the amount of \$2,250 from Toyota World.

6. Motion to approve Gianforcaro Architects & Engineers to submit the project application and all supporting information to the New Jersey Department of Education for the future referendum projects at the Warren Hills High School and the Warren Hills Middle School. The Board also approves and/all changes that are required to revise the Long Range Facility Plan

Approval of Budget & Finance Motions

MOTION: Amy Kemp		SECOND: Molly Fraumeni		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner	X	#6		
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Amy Kemp	X			
Alfred Coscia	X			

O. Public Comment - None

P. Second Executive Session - None

The Board congratulated Mr. Kavcak.

Q. Adjournment 7:54 p.m.

Motion by Mr. Coscia and seconded by Mrs. Marshall to adjourn at 7:54 p.m. with full board consent.

Respectively submitted,

Stephen Frost
Interim School Business Administrator/Board Secretary