

**WARREN HILLS REGIONAL BOARD OF EDUCATION**

**December 6, 2016**

**6:30 p.m. – Executive Session**

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

A. Call to Order - Mr. Richard Havrisko

B. Roll Call - Mrs. Estrella Molinet

Linda Feller	Kathleen Halpin	Patrick O’Malley
Donna Golda	Christopher Hamler	Richard Young
Jennifer Knittel	Lisa Marshall	Richard Havrisko

**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*

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.

C. Convene to Executive Session \_\_\_\_\_ p.m.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

D. RECONVENED: 7:00 p.m.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

President’s Announcement: Adequate notice of this meeting in accordance with the Open Public Meeting Act has been given by posting one copy of a Notice of Meeting in the Warren Hills Regional Board of Education Office, by mailing copies to *The Express-Times, Warren-Reporter, Newark Star-Ledger* and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Our Mission Statement

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment by providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

E. Motion to approve the Minutes of the November 15, 2016, Regular and Executive Session meetings:

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

F. Communications – Mrs. Estrella Molinet

G. Citizens Participation – concerning action items.

H. Annual Audit Presentation – William Schroeder, Nisivoccia and Co., Auditor of Record

I. Student Report – Student Representatives

J. Superintendent’s Report – Earl C. Clymer, III

Board of Education Goals for the 2016-2017 School Year

- *Research and assess strategies to improve student achievement for ALL students, e.g. Advanced Placement, Vocational Education, Special Education, Gifted & Talented, General Education etc.*
  - *Supplemented by Center for Public Education Checklist*
- *Improve communication from the Board of Education to the community at large, specifically educating stakeholders on Board roles, responsibilities, and limitations*
- *Establish a two-pronged Board of Education training plan,*
  - *For each newly elected or appointed member, see Policy 0144 - Board Member Orientation and Training, and*
  - *For the full Board of Education with the objectives of 2.a) earning additional certifications and 2.b) improved understanding of financial operations for all members*

K. Committee Reports

<b>Committee</b>	<b>Date</b>	<b>Discussion</b>
Budget & Finance	11/30/16	By Chair: Mrs. Golda
Buildings & Grounds	No meeting held	By Chair: Mr. Havrisko
Education & Policy	No meeting held	By Chair: Mrs. Marshall
Personnel	No meeting held	By Chair: Mr. Havrisko
Student Activities & Transportation	12/6/16	By Chair: Mr. O’Malley
Technology	11/30/16	By Chair: Mr. Young

L. Action Items

I. Personnel

**\*1. Motion to approve/accept the following appointments / adjustments / resignations / retirements:**

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Teresa McGuinness	Accept	German Teacher	N/A	Middle School	7/1/17	N/A	Retirement
2	Jennifer Lawson	Approve	Paraprofessional	N/A	Middle School	N/A	1/2/17	Released per contract terms – 30 days notice
3	Kyle Marcinkowski	Approve	Paraprofessional	N/A	Middle School	N/A	1/2/17	Released per contract terms – 30 days notice
4	Karen Jurkowski	Approve	Substitute Nurse	\$125/day	Middle & High Schools	12/7/16	6/30/17	All paperwork complete and on file
5	Jill Darin	Approve	Substitute Teacher	\$85/day	Middle & High Schools	12/7/16	6/30/17	All paperwork complete and on file
6	Elizabeth Bracey	Approve	Substitute Teacher	\$85/day	Middle & High Schools	12/7/16	6/30/17	All paperwork complete and on file
7	Brittany Johnson	Approve	Substitute Custodian	\$14/hour	District	12/7/16	6/30/17	All paperwork complete and on file
8	Seamus Ronan	Approve	Volunteer	N/A	High School	12/7/16	6/30/17	Volunteer for Jazz Ensemble – pending receipt of background check
9	Keith Alder	Approve	Volunteer	N/A	Middle School	12/7/16	6/30/17	Set Design for Drama Club
10	Robert Miller	Approve	Volunteer	N/A	Middle School	12/7/16	6/30/17	MS Boys Basketball
11	Eric Frauenfelder	Approve	Introductory Practicum	N/A	High School	Second Marking Period	N/A	Under the supervision of Keith Dennison for one half day session
12	Jodi Longo	Approve	Health/PE Teacher	\$64, 914	High School	2/1/17	6/30/17	Step H- M, Replaces Robin Fohr-Quimby
13	Jodi Longo	Approve	Substitute Teacher	\$85/day	Middle & High Schools	TBD	6/30/17	Pending receipt of background check

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

**\*2. Motion to approve the following adjustments, stipends:**

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Alison Frey	FBLA/DECA Advisor	N/A	\$3,500, prorated	High School	11/16/16	6/30/17	Replacing Cedric Hickerson
2	Joseph Blackford	Girls Freshman Basketball	N/A	\$7,260	High School	12/7/16	End of Season	Tier 3, Step 4
3	Joseph Blackford	Head Baseball Coach	N/A	\$7,404	High School	3/1/17	End of Season	Tier 3, Step 3
4	Jeremy Willis	Head Softball Coach	N/A	\$8,720	High school	3/1/17	End of Season	Tier 3, Step 4
5	Patrick Kablis	Head Boys Lacrosse Coach	N/A	\$8,720	High School	3/1/17	End of Season	Tier 3, Step 4
6	Kenneth Kurpat	Head Girls Track Coach	N/A	\$8,720	High School	3/1/17	End of Season	Tier 3, Step 4
7	Stanley Kubbishun	Head Boys Track Coach	N/A	\$8,720	High School	3/1/17	End of Season	Tier 3, Step 4
8	Todd Solecitto	Head Golf Coach	N/A	\$4,769	High School	3/1/17	End of Season	Tier 4, Step 1
9	Michelle Gaffney	School Nurse	N/A	\$45/hour	Middle School	9/7/16	11/10/16	Athletic Clearance paperwork & physicals 14.25 hours
10	Bonita Duryea	School Nurse	N/A	\$45/hour	High School	8/15/16	8/27/16	Athletic Clearance paperwork & screenings additional 24.5 hours
11	Kristyn Sbriscia	School Nurse	N/A	\$45/hour	High School	8/22/16	8/23/16	Transferring 10 <sup>th</sup> grade student files & processing new enrollees – 8.5 hours

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

**\*3. Motion to approve the following Amended Leave of Absence:**

Code No.	Employee ID Number	Reason	Position	Location	Leave Start Date	Sick Days to be used	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1	52990488	Maternity Leave	Special Education Teacher	Middle School	03/06/2017	46	5/15/17	5/15/17	N/A	Beginning of 2 <sup>nd</sup> marking period	N/A

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

## II. Education and Policy

\*1. Motion to approve the **first reading** of the following revised policy for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

**P 9191**      Booster Clubs

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*2. Motion to approve the **second and final reading** of the following revised policies for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

**P 0174**      Legal Services

**P 2415.30**    Title I – Educational Stability for Children in Foster Care

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*3. Motion to approve the **first reading** of Policy #5536, *Random Student Substance Testing*.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*4. Motion to approve the 2017-2018 "Program of Studies" for Warren Hills Regional High School and Warren Hills Regional Middle School.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*5. Motion to acknowledge the administrative decision regarding the following HIB case:

MS – 16-17 – 006

HS - 16-17 – None

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*6. Motion to approve an Affiliation Agreement with East Stroudsburg University for their students to serve their practical experiences outside of the classroom under the direction of our athletic trainer. The Agreement shall be in effect for five (5) years, commencing September 1, 2016. There is no cost to the district.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*7. Motion to approve an Affiliation Agreement with Moravian College for their students to serve their practical experiences outside of the classroom under the direction of our athletic trainer. The Agreement shall be in effect for three (3) years, commencing January 1, 2017. There is no cost to the district.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*8. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Benjamin Kunkel	Certified Technician Training Workshop	New York, NY	\$2,500 registration + mileage & incidentals	March 27-30, 2017
2	Lisa Pysher, Lisa Weisenstein, Tammy Muffley & Courtney Hoffman	Making Best Use of Digital Technologies in Math Class	Allentown, PA	\$245. Registration Each + Mileage	January 31, 2017

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*9. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Alison Frey	DECA/FBLA Competition	Transportation	AAFTL - \$15. Per student
2	Amy Kline	FFA to Farm Show	N/A	Real life application of processes learned in classroom
3	Sharon Fretz, Shannon McDowell & Adam Slack	Outdoors Unlimited to Stowe, Vermont	N/A	\$400 approximately per student
4	Timothy Zavacki	Technology Education students to Martin Guitar	Transportation	AAFTL - \$12 per student
5	Elizabeth Horvath, Nicole Crowley, Michelle Swick & Kimberly Yapaola	Cheerleading Team to National Competition, Orlando, Florida	N/A	National Cheerleading Competition
6	MaryKaye Bartek	Middle School Ski Club to Shawnee Ski Lodge	N/A	AAFTL
7	Amy Kline	FFA Members to Warren Haven	N/A	Spreading holiday cheer!

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

### III. Budget and Finance

\*1. The Warren Hills Regional Board of Education approves the October, 2016 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 October, 2016; 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 overexpended 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.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*2. Motion to approve the bill list for the period November 1, 2016 through November 30, 2016, including November, 2016 payrolls, in the amount of \$3,441,698.92.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*3. Motion to approve transfers in the amount of \$103,882.50 for the month of October, 2016.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*4. Motion to approve an Agreement with Burlington County Special Services School District for a One-On-One Teacher Assistant for Special Education Student 29-17 for the 2016-2017 school year, commencing September 6, 2016, in the amount of \$37,750.00.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*5. Motion to approve Change Order No. 1 with Preferred Plumbing LLC for the Toilet Renovations at the High School and Middle School for a reduction of \$79.09 representing the unused allowance balance.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*6. Motion to approve Change Order No. 1 with Power with Prestige, Inc. for the Toilet Renovations at the High School and Middle School for an increase of \$676.00 representing additional electrical wiring.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*7. Motion to approve Change Order No. 2 with Power with Prestige, Inc. for the Toilet Renovations at the High School and Middle School for an increase of \$3,977.00 representing additional fire alarm system problems that were safety concerns.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*8. Motion to approve Change Order No. 2 with DeSapio Construction Company for the Toilet Renovations at the High School and Middle School for an increase of \$4,147.60 representing installation on cement board walls.

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*9. Motion to approve Change Order No. 3 with DeSapio Construction Company for the Toilet Renovations at the High School and Middle School for an increase of \$946.17 representing labor to reinstall ceiling grid and insulation.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

\*10. Motion to approve Change Order No. 4 with DeSapio Construction Company for the Toilet Renovations at the High School and Middle School for an increase of \$1,234.04 representing removal of hazardous wastes and painting block walls with epoxy paint.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

\*11. Motion to approve Certificate of Substantial Completion for the Toilet Renovations at the High School and Middle School with Preferred Plumbing, LLC.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

\*12. Motion to approve Certificate of Substantial Completion for the Toilet Renovations at the High School and Middle School with Aero Plumbing & Heating.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

\*13. Motion to approve the following Board resolution:

RESOLVED that the Board of Education accept the 2016 NJAHPERD Mini Grant in the amount of \$850.00 awarded to Kimberly Eilenberger for her program proposal *Hooping in the Hills: Implementing Cardiovascular Core Exercise in the Physical Education Curriculum*, pursuant to Policy #7230, GIFTS, GRANTS AND DONATIONS.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

\*14. Motion to approve Professional Education Services, Inc. to perform educational instruction services for Student #2018193, commencing November 30, 2016 and continuing for approximately 4-6 weeks, at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

\*15. Motion to approve Professional Education Services, Inc., to perform educational instruction services for Student #2020027, commencing December 1, 2016 and continuing until further notice, at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

(Motion\_\_\_\_\_Second\_\_\_\_\_/Yes\_\_\_\_\_No\_\_\_\_\_Abstain\_\_\_\_\_)

**M. Citizens Participation**



**N. Second Executive Session**

**EXECUTIVE SESSION** (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:

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.

**O. Convene to Second Executive Session \_\_\_\_\_ p.m.**

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

**P. Reconvene \_\_\_\_\_ p.m.**

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

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

(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

**\*Roll Call**