

WARREN HILLS REGIONAL BOARD OF EDUCATION

REGULAR MEETING

December 8, 2015

7:00 p.m.

A. Call to order - Mrs. Kathleen Halpin

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 “The Express-Times,” “The Warren-Reporter,” “The Star-Ledger,” and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Pledge of Allegiance

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.

B. Roll Call - Mrs. Estrella Molinet

Daniel Brundage	Kathleen Halpin	Lisa Marshall
Linda Feller	Christopher Hamler	Richard Young
Kristin Fox	Donna Golda	Richard Havrisko

C. Minutes of the following previous Regular and Executive Session meetings of November 10, 2015:

(Motion_____Second_____/Yes_____No_____Abstain_____)

D. Communications – Mrs. Estrella Molinet

E. Citizens Participation – concerning action items.

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

G. Architect Planning and Preparation of Long Range Facilities Plan - Spiezle Architectural Group

H. Superintendent’s Report - Dr. Gary R. Bowen

I. Motion to approve the following District Goals for the 2015-2016 School Year:

- Review, research, assess, and recommend fiscal efficiencies in both the instructional and operational/non-instructional components of the 2016-2017 district budget.
- The middle school Gifted & Talented program for grades 7-8 will be reviewed, assessed, researched for optimal methodologies resulting in recommendations for modification as may be appropriate.
- Resources in time and outside expert consultation will be made available to the Middle and High School Bell Schedule (EBD) committees so that each may fully and fairly consider future modifications to their respective daily instructional schedules in grades 7-8 and 9-12 independently.

(Motion_____Second_____/Yes_____No_____Abstain_____)

Good News and Progress

- MS Veteran’s Day Program – Maggie Devine and Mike Perruso coordinated the program to honor our local men and women who have served in our armed forces. Veterans were treated to breakfast and lunch and then stayed to share their personal stories.
- MS Talent Show - The talent show was held on 11/11/15 with performances by students and teachers alike thanks to the efforts of Lauren Voight, Jackie Gibbs, Barb Russo, Amanda Best, Lee Turkowski, Mackenzie Holguin, Katie McCormick, Kate Morgan, Teresa McGuinness, Jeanie Zamora and Tara Paulus.
- MS Students of the Month: Academics: Julia Teets, Josh Rosillo, Zanyah Beckett and Zachary Kilduff Athletics: Emily Schlessinger and Danny Hackett
- The MD Holiday Brunch Celebration will be held December 18th, with details about the spring luncheon to follow
- Lauren Voight and Amanda Brown from the Fine Arts Department will host the MD classes from surrounding towns to view the choir’s dress rehearsal on December 8th
- Director of Special Education, Annette Walters, completed Crisis Intervention Training with law enforcement and surrounding community service agencies
- Several of our high school athletes signed letters of intent to attend various universities:
Maddie Smith – Softball – Penn State
Anthony Veneziano – Baseball – Coastal Carolina
Rachel Phillips – Field Hockey -University of Vermont
Kaitlin Thompson – Field Hockey – West Chester

- For the 11th year in a row, the Computer Science Library Showcase will be held on December 11, 2015. Thirty classes will attend the showcase which is the culminating celebration for Computer Science Week activities held from December 7, 2015 to December 11, 2015.
- Twenty-three classes, grades 7-12, will be participating in the Hour of Code to encourage students to participate in computer science courses and programs. Over 1,000 students will be participating in the week's activities.
- High school health classes hosted several guest speakers November 20, 2015 to discuss topics related to safe citizenship during a Library Showcase. Students were given the opportunity to ask questions and learn about the importance of protecting themselves and others.
- Driver Education classes are participating in an art-inspired traffic safety program through the Nikhi Badlani Foundation. Stay tuned for the unveiling of this artwork that will deliver the message of safe driving to the Warren Hills community.
- Warren Hills Senior Kaitlin Rock can be heard singing on a commercial for "Santa Paws" sponsored by Phillipsburg/Easton Hyundai. The commercial is airing on 99.9 The Hawk. Last year Kaitlin entered a "Sing Like a Snow Queen" contest and won! Part of the prize was to record the vocals for this commercial.
- The Warren Hills Cluster Curriculum Committee will be meeting December 9, 2015 with teacher representatives from our district and sending schools to continue their work on "big ideas" in English, Language Arts and Mathematics curricula. The work will produce a common bank of essential English Language Arts and Mathematics vocabulary and agreed upon instructional content.
- The Administrative Team is reviewing and re-structuring the soon-to-be-published 2016-2017 Program of Studies for students, teachers, parents and guardians.
- Several district representatives reviewed the New Jersey Quality Single Accountability Continuum (NJQSAC) and completed the Statement of Assurance and the District Performance Review, a requirement every three years. A PowerPoint of the report will be presented at tonight's BOE meeting and will be posted on the district's website.
- FFA members studied hard and performed well at a recent Fruit and Vegetable Identification and Milk Quality and Products Career Development Events held at Rutgers University. The Milk Quality and Products Team placed 3rd in the state out of 19 teams. Kaitlin Smith placed 6th out of 60 contestants. Brittany Smith placed 13th, Richard Wyble placed 35th, and Patrick Schutts placed 40th. The Fruit and Vegetable Identification team placed 17th out of 27 teams. Owen Donnelly placed 21st out of 95 contestants. Victoria Campbell placed 60th, Christine Suci placed 61st, and Alysce Rosario placed 71st.

H. Committee Reports

J. Action Items:

I. Personnel

***1. Motion to approve the following the appointments/salary adjustments:**

Code No.	Name	Position	Deg/Step	Salary-Annual / Per Diem Rate	Location	Date Effective	Date Terminated	Discussion
1	Ross, Lyandra	Special Education Teacher	Step 2 / MA	\$57,447, prorated	High School	11/24/15	6/30/16	Acc't #: 11-212-100-101-0000-04
2	Miller, Robert, Jr.	Health/PE Teacher	Step 1/ BA	\$255.61 per diem	High School	11/16/15	On or about 2/1//16	Medical leave replacement Acc't #: 11-140-100-101-0800-03
3	Tierney, Robert M.	English Teacher	Step 1/BA	\$255.61 per diem	High School	11/24/15	Up to 90 days estimated	Medical Leave Replacement Acc't #: 11-140-100-101-0500-03
4	Smith, David	Retired Ass't Principal			Middle School	7/1/15	7/31/15	Retroactive salary adjustment
5	Zavacki, Timothy	HS Tech Ed Teacher	Step 14, M+15	\$81,016	High School	9/1/15	6/30/16	Retroactive step adjustment
6	Phillipe, Rebecca	Payroll Specialist		\$55,000, prorated	District	On or about 1/1/16	6/30/16	
7	Bamford, Joseph	Substitute Teacher		\$85 per diem	District	12/9/15	6/30/16	
8	Nalepa, Mark	Substitute Teacher		\$85 per diem	District	12/9/15	6/30/16	
9	Nancy Kling	Home Instructor		\$41.00 per hour	District	12/9/15	6/30/16	
10	Montone, Elizabeth	Substitute Custodian	N/A	\$14.00 per hour	District	12/9/15	6/30/16	Pending receipt of criminal background check
11	Albertson, Jaime	Substitute Custodian	N/A	\$14.00 per hour	District	12/9/15	6/30/16	Pending receipt of criminal background check

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***2. Motion to approve the following Central Office Staff salary adjustments for the 2015-2016 school year:**

Code No.	NAME	Position	2015-2016 Base Salary	Longevity Pay	Stipend	2015-2016 Total Annual Salary
1	Sbriscia, Michele	Admin. Ass't to Supt.	\$55,613	\$3,750	\$2,500	\$61,863
2	Gogal, Diane	Admin. Ass't to B/A	\$61,273	\$3,750	N/A	\$65,023
3	Finn, Charlene	Benefits/Payroll Specialist	\$53,500	N/A	N/A	\$53,500
4	Broennle, Mary Anne	Payroll Specialist	\$74,112	\$3,750	N/A	\$77,862, prorated
5	Parfitt, Lori	Secretary to Dir. of Curr.	\$53,268	N/A	N/A	\$53,268
6	Durham, Joanne	Accountant	\$59,617	N/A	N/A	\$59,617
7	Murphy, Patrick	Director of Plants & Fac.	\$96,948	N/A	N/A	\$96,948
8	Miller, James	Treasurer	\$7,520	N/A	N/A	\$7,520

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

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

Code No.	Name	Reason	Position	Location	Leave Start Date	Sick Days	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1	Nunnencamp, Trisha	Amend Maternity Leave	Math Teacher	High School	9/28/15	N/A	12/9/15	N/A	N/A	3/9/16	

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***4. Motion to approve the following custodial/maintenance personnel salary adjustments for the 2015-2016 school year:**

Code No.	Name	Position	2015-2016 Base Salary	Longevity Pay	Black Seal Stipend	Position Stipend	2015-2016 Total Annual Salary
1	Bamford, Jerry	Grounds/pest license	\$50,291	\$2,050	\$1,100	N/A	\$53,441
2	Bogli, Nicole	HS 2 nd shift custodian	\$31,278	N/A	N/A	N/A	\$31,278
3	Carolus, Scott	HS day custodian	\$32,886	N/A	\$1,100	N/A	\$33,986
4	Eick, Maureen	MS lead custodian	\$37,872	\$1,500	\$1,100	\$5,000	\$45,472
5	Fregans, Daniel	HS 2 nd shift custodian	\$36,583	\$1,500	N/A	N/A	\$38,083
6	Jacobson, Paul	Groundskeeper	\$33,083	N/A	N/A	N/A	\$33,083
7	Johnson, Lori	MS day custodian	\$31,150	N/A	N/A	N/A	\$31,150
8	Kahutka, Deborah	HS day custodian	\$40,229	\$2,050	N/A	N/A	\$42,279
9	Kayal, William	HS 2 nd shift custodian	\$31,020	N/A	\$1,100, prorated	N/A	\$32,028
10	Matey, Joseph	MS maintenance	\$52,869	N/A	\$1,100	N/A	\$53,969
11	Meiner, Wayne	HS welding	\$60,625	\$2,050	\$1,700	N/A	\$64,375
12	Phillips, William	HS/MS shift Supv 2 nd	\$32,191	N/A	\$1,100	\$1,000	\$34,291
13	Powers, Corrie	HS 2 nd shift custodian/district	\$31,274	N/A	N/A	N/A	\$31,274
14	Powers, Jonathan	HS day custodian	\$34,680	\$1,500	\$1,100	N/A	\$37,280
15	Riccardi, Ric	MS/HS maintenance/plumbing	\$63,256	\$2,050	\$1,100	N/A	\$66,406
16	Saunders, George	MS 2 nd shift custodian	\$55,358	\$2,050	\$1,700	N/A	\$59,108
17	Sbriscia, Anthony	HS lead custodian	\$64,087	\$1,500	\$1,100	\$5,000	\$71,687
18	Wallace, James	HS 2 nd shift custodian	\$29,890	N/A	\$1,100	N/A	\$30,990
19	Quigley, Arthur	Director of Security	\$47,942	N/A	N/A	N/A	\$47,942

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***5. Motion to approve the following adjustments, stipends:**

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/Stipend	Location	Date Effective	Date Term.	Discussion
1	Duryea, Bonita	Fall Athletic Work – Nurse	Not to exceed 31.5 hrs.	\$45.00 per hr.	High School	8/12/15	9/19/15	Adjustment in hours to finalize year-end paperwork Acct. #11-402-100-100-3415-05
2	Eisner, Ari	Ass't Robotics Advisor	Tier 1	\$2,500	High School	9/1/15	6/30/16	Acc't #11-401-100-100-3300-03
3	Slack, Adam	Archery Club Advisor	Tier 1	\$4,100, prorated	High School	11/16/15	On or about 2/1/16	Replacing teacher on medical leave Acct #11-401-100-100-3300-03
4	Slack, Daniel	Set Design for Fall Play	Tier 3	\$3,300	High School	9/2015	11/2015	"Dear Phoebe" production
5	Henning, Julia	Tutoring Coordinator		\$45 per hour	High School	12/8/15	6/2016	Tuesdays/Thursdays 1 coordinator per session Acct #11-190-100-100-1210-03
6	Helle, Alexandra	Tutoring Coordinator		\$45 per hour	High School	12/8/15	6/2016	Tuesdays/Thursdays 1 coordinator per session Acct #11-190-100-100-1210-03
7	Miksch, Danielle	Tutoring Coordinator		\$45 per hour	High School	12/8/15	6/2016	Tuesdays/Thursdays 1 coordinator per session Acct #11-190-100-100-1210-03

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***6. Motion to approve the following uncompensated placements:**

Name	Position	Location	Date Effective	Date Term.	Staff Supervisor	Discussion
Adam St. Ours	Volunteer Wrestling	MS	12/9/15	3/15/16	Jeffrey Balas	Criminal background check complete & on file
Joseph Bamford	Volunteer Boys Basketball	HS	12/9/15	3/15/16	Stanley Kubbishun	Criminal background check complete & on file
Anthony Bonelli	Volunteer Baseball	HS	3/2016	3/15/16	Michael Quinto	Criminal background check complete & on file

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*7. Motion to approve Mrs. Dawn Moore, Director of Curriculum and Instruction, to serve as mentor for Mr. Brian DeBoer, Supervisor of Technology, Business and Technology Education, to complete a 150-hour internship as required for School Administrator licensure during the spring 2016 semester at Centenary College.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*8. Motion to approve Mrs. Dawn Moore, Director of Curriculum and Instruction, to serve as mentor for Mr. Keith Dennison, Supervisor of English and Social Studies, to complete a 150-hour internship as required for School Administrator licensure during the spring 2016 semester at Centenary College.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*9. Motion to approve the following volunteer ticket takers for 2015/2016 athletic events:

Renee Morris	Marie Walker	Pat Mannon	Terri Smith
Andy Blackwood	Susan Beaudoin	Dave Beaudoin	Nick Bonsignore
Russ Cartisano	Kristen Ahman	Amy Smith	Dianna Meza
Emmanuel Meza	Brian Pershyn	Nancy Pershyn	Liz Quinones
Gerara Rodriguez	Nick Rizzo	Melissa Flynn	Marsha Gross
Jennifer Holtzman	Brian Holtzman	Renaye Wimmer	Ladd Wimmer
Laurie Stone-Tighe	Kathy Kohansby	Christine Sieber	Rhiannon Robertson
Mike Ryan	Christian Sloan	Gail Scovell	Leon Sweet
Grace Sweet	Megan Thomas	Cheryl Weissman	Gwen Wain
Jamie Westley	Pat Creedon	Dan Weissman	Greg Koblentz
Lorraine Bonsignore	Bill Zaide		

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

II. Education and Policy

* 1. Motion to accept the submission and accuracy of the NJQSAC Statement of Assurance (SOA) responses for the 2015-2016 school year and the District Performance Review (DPR) for the 2014-2015 school year to the New Jersey Department of Education.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

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

1240 P&R	Evaluation of Superintendent
2430 P&R	Co-curricular Activities
3221 P&R	Evaluation of Teachers
3222 P&R	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3223 P&R	Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals
3224 P&R	Evaluation of Principals, Vice-Principals, and Assistant Principals
3431.1 P	Teaching Staff Members Family Leave
4431.1 P	Support Staff Members Family Leave
5516	Students Use of Electronic Communication and Recording Devices (ECDRD)
5537 P	Service Animals
7490 P	Animals on School Property

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

- *3. Motion to affirm the administrative decisions regarding the following HIB cases:
 MS - 15-16 - 004, 005 & 006
 HS - 15-16 - 002, 003 & 004

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

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

Name	Title	Date and Location	Cost/Mileage
Earl Clymer & Brian DeBoer	Techspo 2016	1/28 & 29/2016 - Atlantic City, NJ	\$420. Registration + mileage, lodging & incidentals

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

- *5. Motion to approve the following field trip requests:

Requested by:	Trip	Location
Cedric Hickerson	DECA/FBLA Marketing Competition	Kean University
Cedric Hickerson	DECA/FBLA State Competition	Crowne Plaza, Cherry Hill, NJ
Margaret Devine	MS Horizons Club to countywide debate	Blairstown Elementary School
Amy Kline	FFA to Pennsylvania Farm Show	Harrisburg, PA
David Rader	Boys' Swim Team to Meet of Champions	Marriott Hotel, Gloucester, NJ
Larry Dubiel	Football Captains to accept Team Courage Award	Big Time High School Football Awards, New York, NY
MaryKaye Bartek	MS Ski Club	Shawnee Mountain, Tannersville, PA
Nicole Silvis	NJASC Winter Convention	The College of NJ, Ewing, NJ
Sharon Fretz, Shannon McDowell & Adam Slack	Outdoors Unlimited Club	Stowe Ski Area, Stowe, Vermont
Amanda Nicol	Cheerleading Team to national competition	Orlando, Florida
Adam Slack & Mark Smith	Technology Education Department for STEM & technical skills workshop	UTI, Exton, PA

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

III. Budget and Finance

- *1. The Warren Hills Regional Board of Education approves the October, 2015 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, 2015; 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 October 21, 2015 through December 8, 2015 in the amount of \$4,874,069.31, inclusive of payroll in the amount of \$2,656,127.91.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to approve transfers for the month of October.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve Student Activity Transactions for the month of October, 2015.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to approve and accept the 2014-2015 Audit and Management Report for the 2014-2015 Comprehensive Annual Financial Report and Corrective Action Plan indicating that there were two audit recommendations. The Corrective Action Plan is attached.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*6. Motion to approve an Agreement with E-rate Partners, LLC for Funding Year 2016 (July 1, 2016- June 30, 2017) in the amount of \$3,200.00.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*7. Motion to approve a Shared Service Agreement with Washington Township Board of Education for Cluster Curriculum Writing paid in the amount of \$1,500.00 to the Washington Township Board of Education for the 2015-2016 school year.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*8. Motion to approve a tuition payment to the Warren County Technical School for special education students in the amount of \$128,000 for the 2014-2015 school year. Funds were carried over as payables from 2014-2015.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*9. Motion to approve the Business Administrator’s release of payments to the following list of vendors before the end of the month. The payments will be reflected on the monthly bill list:

VENDORS
Comcast
Compass Energy
Depository Trust
Defined Contribution Retirement Program
Delta Dental
Elizabethtown Gas
Horizon BCBS
JCP&L
NJ American Water
Pitney Bowes
Verizon Wireless
Xerox Corp. & Financial Services
Wex Bank
Treasurer State of New Jersey
Hackettstown Post Office
New Jersey Division of Motor Vehicles
PERS
CMRS_PBP

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*10. Motion to approve, upon the recommendation of the Superintendent and Board Counsel, the acceptance of legal settlement for OAL Dkt. No. EDS 9704-15 and to authorize the Board representatives to execute the settlement on behalf of the Board.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

K. Citizens Participation

L. Executive Session – as indicated by items a., g. h. and i. below

The Board of Education of the Warren Hills Regional School District in the County of Warren will adjourn into a closed meeting to discuss the items (s) which fall within an exception of our open meetings policy and permits the Board to have a private discussion, since it deals with specific exceptions contained in N.J.S.A. 10:4-12 b.

- a. Matters rendered confidential by Federal Law, State Law, or Court Rule**
- b. Individual privacy
- c. Collective bargaining agreements
- d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property
- g. Pending or anticipated litigation**
- h. Attorney-client privilege**

i. Personnel – employment matters affecting a specific prospective or current employee

Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in private session, have been adequately notified. Action may be taken.

M. Convene to Executive Session - _____p.m.
(Motion_____Second_____/Yes_____No_____Abstain_____)

N. Reconvene - _____p.m.
(Motion_____Second_____/Yes_____No_____Abstain_____)

O. Adjournment - _____p.m.
(Motion_____Second_____/Yes_____No_____Abstain_____)

***Roll Call**