WARREN HILLS REGIONAL BOARD OF EDUCATION
MEETING

December 18, 2012

7:00 p.m.

Holiday Presentation – Mrs. Voight and the high school Select Choir

A. Call to order - Ms. Theresa Iacobucci

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 Star-Gazette,” “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 - Ms. Maureen Joyce

<table>
<thead>
<tr>
<th>Donna Sbriccia</th>
<th>Linda Feller</th>
<th>Theresa Iacobucci</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Momary</td>
<td>Richard Havrisko</td>
<td>Donna Golda</td>
</tr>
<tr>
<td>Daniel Brundage</td>
<td>Kathleen Halpin</td>
<td></td>
</tr>
</tbody>
</table>

C. Minutes of the Previous regular and Executive Session Meetings – Ms. Joyce
(Motion_________ Second_________ /Yes_____ No_____ Abstain_____)

D. Communications - Ms. Joyce

E. Citizens Participation – concerning action items.

F. Audit Presentation – William Schroeder of Nisivoccia and Co.

G. Superintendent’s Report - Dr. Thomas J. Altonjy

H. Committee Reports

1
I. Action Items:

I. Personnel

*1. Motion to accept, with regret, the retirement of Mr. Ralph Fiore, high school Industrial Technology teacher, effective July 1, 2013.
(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

*2. Motion to accept, with regret, the retirement of Mrs. Dolores Bouch, high school Art teacher, effective July 1, 2013.
(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

*3. Motion to approve employment of Mr. Salvatore Barillari as a medical leave replacement substitute for Mr. Larry Dubiel commencing December 17, 2012, until Mr. Dubiel’s medical clearance to return, at a rate of $90 per day for the first 20 days and on the 21st day to the first step of the teachers’ salary guide or $249.87 per day.
(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

*4. Motion to correct the annual salary of $47,705 for Linda Andreoli, as approved on 10/2/12, to an annual salary of $46,058 and to allow a non-pensionable stipend of $686.30 already earned for the period 7/1/12 through 11/30/12.
(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

*5. Motion to correct the annual salary of $56,323 for Nancy Stasyshyn, as approved on 10/2/12, to an annual salary of $55,577 and to allow a non-pensionable stipend of $310.80 already earned for the period 7/1/12 through 11/30/12.
(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

*6. Motion to approve winter and spring athletic department hours for nurses Bonita Duryea [for a maximum of 80 hours at $45.00 per hour] and Michelle Zellner [for a maximum of 30 hours at $45.00 per hour].
(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

*7. Motion to approve Larry Cascio as a volunteer middle school wrestling coach and a volunteer high school girls’ lacrosse coach for the 2012-2013 school year.
(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

*8. Motion to approve employment of the following individuals for addition to our substitute teachers’ list for the 2012-2013 school year:

   Regina Appleby         Patricia Titus [Nurse]
   Meredith Jeffries     Anna Hussey

(Motion______________ Second______________ /Yes_______ No_______ Abstain______)

2
II. Education and Policy

*1. Motion to approve the 2013-2014 “Program of Studies” for Warren Hills Regional High School and Warren Hills Regional Middle School. The “Program of Studies” for each school is endorsed by Supervisors, the Director of Curriculum and Instruction, administrators of both schools, the Superintendent and the Board’s Education/Policy Committee.
(Motion__________Second__________/Yes_____No_____Abstain____)

*2. Motion to approve the second and final reading of the following new and revised selected policies for inclusion in the district’s policy manual, as endorsed by the superintendent and Education and Policy Committee:

1110 Organizational Chart
2200 Curriculum Content + Regulations
2210 Curriculum Development
2220 Adoption of Courses
2320 Independent Study Programs
2412 Home Instruction Due to Health Condition + Regulations
3438 Sabbatical Leave [New]
9180 School Volunteers + Regulations
9181 Volunteer Athletic Coaches and Co-Curricular Advisors/Assistants
(Motion__________Second__________/Yes_____No_____Abstain____)

*3. Motion to approve the first reading of the following new and revised selected policies for inclusion in the district’s policy manual, as endorsed by the superintendent and Education and Policy Committee:

3245 Research Projects by Staff Members
3411 Placement on Guide Step
4410 Compensation
4413 Overtime Compensation
4420 Benefits
4433 Vacations
(Motion__________Second__________/Yes_____No_____Abstain____)

*4. Motion to approve a revision to the 2012-2013 school year calendar to reflect Friday, February 15, 2013, as a regular school day.
(Motion__________Second__________/Yes_____No_____Abstain____)

*5. Motion to affirm the administrative decisions regarding the following HIB cases:

   MS - 12/13-013
   HS - 12/13-005 through 12/13-008
(Motion__________Second__________/Yes_____No_____Abstain____)
*6. Motion to approve the following Travel and Conference Requests for the following individuals:

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/11/2013</td>
<td>Michael Lapotasy &amp; Chris Kavcak</td>
<td>PARCC Assessments Seminar</td>
<td>FEA Conference Center</td>
<td>Monroe, NJ</td>
</tr>
<tr>
<td>1/8/2013</td>
<td>Earl Clymer</td>
<td>Council on Juvenile Justice Meeting</td>
<td>Warren County Courthouse</td>
<td>Belvidere, NJ</td>
</tr>
<tr>
<td>1/31 &amp; 2/1/2013</td>
<td>Greg Cottrell &amp; Dr. Thomas Altonjy</td>
<td>NJ Techspo Conference</td>
<td>Atlantic City, NJ</td>
<td>Regist. $375/$96 for room + Mileage</td>
</tr>
<tr>
<td>1/11/2013</td>
<td>Ralph Fiore &amp; Thomas Powers</td>
<td>NJSIAAA Tennis Clinic</td>
<td>College of New Jersey</td>
<td>None</td>
</tr>
<tr>
<td>1/23/2013</td>
<td>Jaclyn Russo</td>
<td>Mandated Test Coord. Training</td>
<td>Whippany, NJ</td>
<td>Mileage</td>
</tr>
</tbody>
</table>

(Motion_________ Second_________/Yes_________ No_________ Abstain_________)

*7. Motion to approve the following Field Trip Requests for the following individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon McDowell</td>
<td>1/4/2013</td>
<td>Washington and Hackettstown, NJ</td>
</tr>
<tr>
<td>Shannon McDowell</td>
<td>2/1/2013</td>
<td>Washington, NJ</td>
</tr>
<tr>
<td>Shannon McDowell</td>
<td>2/14/2013</td>
<td>Phillipsburg, NJ</td>
</tr>
<tr>
<td>Shannon McDowell</td>
<td>3/1/2013</td>
<td>Washington and Hackettstown, NJ</td>
</tr>
<tr>
<td>Shannon McDowell</td>
<td>3/15/2013</td>
<td>Dover, NJ</td>
</tr>
<tr>
<td>Shannon McDowell</td>
<td>4/12/2013</td>
<td>Washington and Alpha, NJ</td>
</tr>
<tr>
<td>Shannon McDowell</td>
<td>4/26/2013</td>
<td>Edison, NJ</td>
</tr>
<tr>
<td>Shannon McDowell</td>
<td>5/3/2013</td>
<td>Washington and Hackettstown, NJ</td>
</tr>
</tbody>
</table>
| Shannon McDowell | 5/10/2013 | AU/MD Classes to Philadelphia Zoo | Philadelphia, PA
| Maggie Devine | 1/10, 1/17 & 1/24/2013 (p.m.) | Horizons students to participate in county level tournament | Bridgewater Raritan Middle School
| Nicole Silvis | 1/9/2013 | Student Council to NJASC Winter Convention | The College of New Jersey, Trenton, NJ
| LeeAnn Kubbishun | 2/7/2013 | Alternative Learning 7 & 8th classes | Barnes & Noble and Wegmans, Easton, PA
| Maggie Devine | 4/18/2013 | Horizons students to Battle of the Books | North Warren Regional High School
| Maggie Devine | 5/29 & 5/30/2013 | Horizons MS & HS students to art symposium | First Presbyterian Church, Washington, NJ
| Lauren Voight | 12/21/2012 | Select Choir to Middle School | Washington, NJ
| Jeremy Lutz | 1/2, 1/16, 1/23, 1/30 & 2/6/2013 | HS Ski Club to Camelback Ski Area | Tannersville, PA

(Motion Second /Yes No Abstain)

III. Budget and Finance

*1. The Warren Hills Regional Board of Education approves the November, 2012 Board Secretary and Treasurer’s Reports 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 these reports, 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 reports of the Secretary and the Treasurer for the month of November, 2012; 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 regular list of bills for the month of November, 2012.

(Motion Second /Yes No Abstain)

*3. Motion to approve transfers.

(Motion Second /Yes No Abstain)
*4. Motion to approve Student Activity Transactions for the month of November, 2012.
(Motion________ Second_________/Yes____No____Abstain____)

*5. Motion to approve a Special Education Tuition Contract for Student 26-13 to attend Somerset Elementary/Middle Academy through the Somerset County Educational Services Commission for the 2012-2013 school year, commencing November 19, 2012, at a tuition rate of $4,680.00 per month.
(Motion________ Second_________/Yes____No____Abstain____)

*6. Motion to approve a Special Education Tuition Contract for Student 27-13 to attend Willowglen Academy-Newton Campus for the 2012-2013 school year, commencing December 7, 2012, at a tuition rate of $269.40 per diem.
(Motion________ Second_________/Yes____No____Abstain____)

*7. Motion to approve payment of $5,586.00 to Daytop Village of New Jersey, Inc. for a student placed by the Department of Children and Families, for the period September 17, 2012 through November 28, 2012.
(Motion________ Second_________/Yes____No____Abstain____)

*8. Motion to accept the 2011/2012 Audit and Management Report and to approve the 2011/2012 Comprehensive Annual Financial Report and Corrective Action Plan, as attached.
(Motion________ Second_________/Yes____No____Abstain____)

*9. Motion to approve and accept the following donations:

<table>
<thead>
<tr>
<th>District</th>
<th>Donor</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Custom Chairs and Chair rack</td>
<td>Warren Hills Booster Club</td>
<td>$4,000</td>
<td>Volleyball, Boys’ &amp; Girls’ Basketball and Wrestling</td>
</tr>
<tr>
<td>Custom Chair and Media Table</td>
<td>Friends of the Blue Streaks</td>
<td>$1,500</td>
<td>Volleyball, Boys’ &amp; Girls’ Basketball and Wrestling</td>
</tr>
</tbody>
</table>

(Motion________ Second_________/Yes____No____Abstain____)

I. Citizens Participation

J. Executive Session — as indicated by item a. and g. 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 is not anticipated.

K. Reconvene

L. Adjournment

*Roll Call Vote
# CORRECTIVE ACTION PLAN

**NAME OF SCHOOL** Warren Hills Regional  
**COUNTY** Warren  

**TYPE OF AUDIT** Annual  

**DATE OF BOARD MEETING** December 18, 2012  

**CONTACT PERSON** Maureen Joyce  

**TELEPHONE NUMBER** 908-689-3143, ext. 1057

<table>
<thead>
<tr>
<th>RECOMMENDATION NUMBER</th>
<th>CORRECTIVE ACTION APPROVED BY THE BOARD</th>
<th>METHOD OF IMPLEMENTATION</th>
<th>PERSON RESPONSIBLE FOR IMPLEMENTATION</th>
<th>COMPLETION DATE OF IMPLEMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Facilities and Capital Assets</td>
<td>The District will continue to work with American Appraisal to accurately reflect prior and current year additions and deletions.</td>
<td>Contact appraisal company</td>
<td>Maureen Joyce</td>
<td>by June 30, 2013</td>
</tr>
</tbody>
</table>

**THOMAS J. ALTONJY**  
CHIEF SCHOOL ADMINISTRATOR  

**MAUREEN JOYCE**  
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR  

**cc:** County Superintendent
WARREN HILLS REGIONAL SCHOOL DISTRICT  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2012

It is recommended that:

1. **Administrative Practices and Procedures**  
   None

2. **Financial Planning, Accounting and Reporting**  
   None

3. **School Purchasing Program**  
   None

4. **School Food Service**  
   None

5. **Student Body Activities**  
   None

6. **Application for State School Aid**  
   None

7. **Pupil Transportation**  
   None

8. **Facilities and Capital Assets**  
   A.) The District continues to work with American Appraisal to accurately reflect prior and current year additions and deletions.

9. **Status of Prior Year’s Findings/Recommendations**  
   The prior year recommendation regarding updating the District’s fixed assets records has been resolved.