

**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

Donna Sbriscia	Linda Feller	Theresa Iacobucci
James Momary	Richard Havrisko	Donna Golda
Daniel Brundage	Kathleen Halpin	

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

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
Meredith Jeffries

Patricia Titus [Nurse]
Anna Hussey

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

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:

Date	Name	Title	Location	Cost
12/11/2012, 1/15, 2/12, 3/12, 4/9, 5/21 & 6/4/2013	Adam Tucker	Warren County Tech Consortium monthly meetings	Franklin Twsp. School & various Warren County schools	Mileage
1/11/2013	Michael Lapotasy & Chris Kavcak	PARCC Assessments Seminar	FEA Conference Center	Monroe, NJ
1/8/2013	Earl Clymer	Council on Juvenile Justice Meeting	Warren County Courthouse	Belvidere, NJ
1/31 & 2/1/2013	Greg Cottrell & Dr. Thomas Altonjy	NJ Techspo Conference	Atlantic City, NJ	Regist. \$375/\$96 for room + Mileage
1/11/2013	Ralph Fiore & Thomas Powers	NJSIAA Tennis Clinic	College of New Jersey	None
1/23/2013	Jaclyn Russo	Mandated Test Coord. Training	Whippany, NJ	Mileage

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

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

Shannon McDowell	1/4/2013	AU/MD Classes to Shop-Rite & IHOP	Washington and Hackettstown, NJ
Shannon McDowell	2/1/2013	AU/MD Classes to Shop-Rite & Washington Diner	Washington, NJ
Shannon McDowell	2/14/2013	AU/MD Classes to Warren Lanes	Phillipsburg, NJ
Shannon McDowell	3/1/2013	AU/MD Classes to Shop-Rite and Dairy Queen	Washington and Hackettstown, NJ
Shannon McDowell	3/15/2013	AU/MD Classes to Dover Train Station	Dover, NJ
Shannon McDowell	4/12/2013	AU/MD Classes to Shop-Rite & Fresh Tortillas Grill	Washington and Alpha, NJ
Shannon McDowell	4/26/2013	AU/MD Classes to Menlo Park Mall & Rainforest Café	Edison, NJ
Shannon McDowell	5/3/2013	AU/MD Classes to Shop-Rite and Bensi's Restaurant	Washington and Hackettstown, NJ

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 & 8 th 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:

District	Donor	Amount	Purpose
30 Custom Chairs and Chair rack	Warren Hills Booster Club	\$4,000	Volleyball, Boys' & Girls' Basketball and Wrestling
Custom Chair and Media Table	Friends of the Blue Streaks	\$1,500	Volleyball, Boys' & Girls' Basketball and Wrestling

(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

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
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8. Facilities and Capital Assets	The District will continue to work with American Appraisal to accurately reflect prior and current year additions and deletions.	Contact appraisal company	Maureen Joyce	by June 30, 2013
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THOMAS J. ALTONJY CHIEF SCHOOL ADMINISTRATOR	DATE	MAUREEN JOYCE BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR	DATE
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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.