

**WARREN HILLS REGIONAL BOARD OF EDUCATION  
MEETING**

**November 5, 2013**

**7:00 p.m.**

A. Call to order - Mrs. Donna Golda

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 - Ms. Maureen Joyce

John Bell	Theresa Iacobucci	Lisa Marshall
Daniel Brundage	Kathleen Halpin	Donna Sbriscia
Linda Feller	Richard Havrisko	Donna Golda

C. Minutes of the previous Regular and Executive Session meetings- Ms. Maureen 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. Ronald Hammer, middle school Social Studies teacher, effective July 1, 2014.

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

\*2. Motion to accept, with regret, the retirement of Mr. Lawrence Cioppi, middle school Special Education teacher, effective July 1, 2014.

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

\*3. Motion to accept, with regret, the resignation of Ms. Linda Andreoli, Secretary to the Director of Special Education, effective December 31, 2013.

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

\*4. Motion to approve a maternity/disability leave of absence for Mrs. Mackenzie Holguin for the period January 13, 2014 through March 14, 2014, and a family leave of absence, without pay, for the period March 17, 2014 through May 30, 2014. Mackenzie plans to return to WHR on June 2, 2014.

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

\*5. Motion to abolish the position of Accounts Payable Specialist.

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

\*6. Motion to approve employment of Mrs. Joanne Durham as Accountant for the 2013-2014 school year at a salary of \$57,078, effective November 1, 2013.

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

\*7. Motion to approve employment of Ms. Fay Peticari as a part-time secretary in the Athletic Department for the 2013-2014 school year on Step 1, Column 1, with an annual salary of \$33,145, prorated to reflect part-time status of 20 hours per week or \$17,898, effective November 11, 2013.

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

\*8. Motion to rescind the August 27, 2013 Board of Education motion approving Ms. Amanda Best as middle school Drama Club Advisor for the 2013-14 school year.

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

\*9. Motion to approve employment of Ms. Amanda Best and Ms. Tara Paulus as Co-Advisors for the middle school Drama Club for the 2013-2014 school year with a stipend of \$1,350 each.

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

\*10. Motion to approve employment of Mr. Joseph Blackford as an Assistant Girls' Basketball coach for the 2013-2014 school year on Step 3, with a stipend of \$5,643.00.

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

\*11. Motion to approve employment of the following individuals as Home Instructors for the 2013-2014 school year at \$41 per hour:

Mary Knapp                      Adrienne Harpster                      Penny Atkinson

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

\*12. Motion to approve an administrative internship for World Language teacher and Seton Hall University graduate student, Teresa Fahy, under the direction of Mr. Earl Clymer for the spring 2014 semester.

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

\*13. Motion to approve Ms. Erin Fleming, Fairleigh Dickinson University student, to complete observation hours as part of her field experience under the supervision of Mrs. Hetrick and Mrs. Muffley.

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

\*14. Motion to approve Ms. Katherine Kerkendall, The College of New Jersey student, to complete observation hours as part of her field experience under the supervision of Mr. Clymer and Mrs. Duryea.

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

## II. Education and Policy

\*1. Motion to affirm the administrative decision regarding the following HIB case for the 2013-2014 school year:

MS-13-14 - 001

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

\*2. Motion to approve the attached list of Travel and Conference Requests. [attached]  
(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ )

\*3. Motion to approve the attached list of Field Trip Requests. [attached]  
(Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ )

## III. Budget and Finance

\*1. Motion to approve the 2013-2014 contract for medical services provided by Dr. James Goodwin and representatives of the St. Luke's Warren Physician Group with a contract amount of \$4,300 for the period July 1, 2013 through June 30, 2014.

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

\*2. Motion to approve Amendment #1 for the 2014 IDEA Grant. [Funds transferred from professional services to tuition]

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

\*3. Motion to approve Chapter 192-193 Non-Public Funding for student services for the 2014-15 school year.

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

\*4. Motion to accept the 2012-2013 Audit and Management Report and to approve the 2012-2013 Comprehensive Annual Financial Report and Corrective Action Plan indicating that there were no audit recommendations and no corrective action required. [attached]

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

J. Citizens Participation

K. Executive Session – as indicated by item a. 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**

WARREN HILLS REGIONAL SCHOOL DISTRICT  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2013

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  
None
9.     Status of Prior Year's Findings/Recommendations

The prior year recommendation regarding updating the District's fixed assets records has been resolved.

# CORRECTIVE ACTION PLAN

NAME OF SCHOOL Warren Hills Regional COUNTY Warren

TYPE OF AUDIT Annual

DATE OF BOARD MEETING November 5, 2013

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
1.	Administrative Practices & Procedures	None		
2.	Financial Planning, Accounting & Reporting	None		
3.	School Purchase 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	None		
9.	Status of Prior Year's Findings/Recommendations	None		

THOMAS J. ALTONJY 11/5/13 MAUREEN JOYCE 11/5/13  
 CHIEF SCHOOL ADMINISTRATOR DATE BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR DATE

cc: County Superintendent