

**Warren Hills Regional
Board of Education
Regular Meeting
September 17, 2013**

The Warren Hills Regional Board of Education met in Regular Meeting on September 17, 2013 at 7:00 p.m. in the Board Meeting Room.

Call to Order

The meeting was called to order by Donna Golda, President.

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", "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 providing academic and co-curricular opportunities to become successful, productive members of the global community.

Roll Call

Roll call was taken by Maureen Joyce. Members present were John Bell, Daniel Brundage, Linda Feller, Donna Golda, Kathleen Halpin, Richard Havrisko, Lisa Marshall and Donna Sbriscia. Also present were Thomas Altonjy and Maureen Joyce.

Minutes

Moved by John Bell and seconded by Daniel Brundage to approve the Minutes of the Regular and Executive Session meetings of August 27, 2013.

Ayes 8 Nays 0

Comm.

Communications: Mrs. Joyce read a thank you note from Centenary College for the Harry Wong presentation.

Citizens Part

Citizens Participation: Geri McKelvey inquired about Policy #7522. A copy will be given to her prior to second reading.

Supt's Report

Superintendent's Report:

Dr. Altonjy reported on the following:

1. We had an extremely smooth opening of school and this was noted by many staff as the best in recent memory! Thank you to our faculty, staff, and administrators for all their efforts in assuring this smooth opening.

2. Over the past year, Mr. Detrick has taken a leadership role with the Computer Science Teachers Association (CSTA). Last fall, he was asked to be the New Jersey representative to the CSTA National Leadership Cohort and he helped found and was elected president of the CSTA chapter for Central New Jersey (CSTACNJ) with the goal of enhancing computer science education for Kindergarten through college students. The organization currently has 75 members including representatives from six New Jersey colleges. Daryl also chairs an advocacy subgroup with a goal is to promote computer science as an academic discipline towards high school graduation. Our Computer Science program at Warren Hills Regional has seen tremendous growth over the last five years. In the 2009-2010 school year, 53 students in three sections were enrolled in computer science. For the current school year, there are 175 students enrolled in ten sections, requiring another of our mathematics teachers, Mr. Hajdu, to teach computer science. The female population has seen great growth from 7 in 2009-2010 to 50 in 2013-2014, along with our minority populations that has grown from 4 to 30 in the same five year period. Thanks to Mr. Detrick for all his efforts in bringing this increasing opportunity to our students.

3. Mrs. Moore has provided some necessary in-services recently. New certificated staff have been trained on the Marzano Model of Teacher Evaluation, new supervisor orientation occurred, mentor teachers who work with new staff have been trained, and a first-ever substitute training program was presented to highlight policies, protocols, HIB, and security measures. In addition, the Five Year Curriculum Plan has been updated and is available on the district website.

4. The 9th grade orientation program, held on 27 August, had a student attendance rate of 73%. Thank you to the teachers who gave of their time to create a successful program for our newest members of the high school. This year's program was revised in an attempt to include more specific activities and also our parents. We first adjusted the time of the program in the hopes of increasing student and parental attendance and created four stations that encouraged the students to create long and short-term goals, participate in icebreaker activities, find their homeroom, and master opening their locker. To conclude the program, we invited parents/guardians to join us for dinner. The dinner was an opportunity to meet some of the parents and discuss expectations and supports within the academy program. In total, we had more than 400 student and parents attend the program!

5. Thank you to our middle school Peer Leaders for their assistance in our opening of school activities! Many of them attended our *Bagels and Locks* orientation, were smiling faces in our hallways to assist students in locating classrooms on the first day, and put together and presented a Power Point Presentation on HIB to their classmates during the class meetings. The orientation program was very well attended with many seventh grade parents visiting the school.

6. On Wednesday, 28 August, our staff opening convocation was held. Board of Education Vice-President, Donna Sbriscia, welcomed the entire Warren Hills Regional staff to the 2013-2014 school year. Our new staff members were introduced and service pins were awarded to 14 staff members for fifteen or more years of service. The list of honored staff members is given below:

Staff Member	Position	Years of Service
Ronald Hammer	Middle School Social Studies Teacher	15 years
Jodi Edmonds	High School Special Education Teacher	15 years
Thomas Curran	High School Science Teacher	15 years
Maggie Devine	High School Librarian	20 years
George Saunders	Middle School Maintenance	20 years
Michael Perruso	Middle School Social Studies Teacher	20 years
Debbie Farrell	High School Science Teacher	20 years
Cathy Lifer	Secretary to the HS Principal	20 years
Wayne Meiner	High School Maintenance	25 years
Mary Anne Broennle	District Office	25 years
Sandra Young	High School Special Education Teacher	25 years
Sharyn Setzer	High School Business Teacher	25 years
James Reynolds	High School Physical Ed/Health Teacher	25 years
Elizabeth McKeown	Middle School Language Arts Teacher	30 years

7. Mrs. Moore and the supervisors received several positive comments from both beginning and veteran teachers on their inclusion of the procedural management strategies from the 29 August in-service by Harry and Rosemary Wong and Chelonnda Seroyer. Also, numerous thank you correspondences for sponsoring this event were expressed by the many guests. As follow-up to the presentation, the *What To Do After the Wongs Have Gone* implementation guide has been posted on the district's website, along with conversations at administrative, faculty, and department meetings.

8. Our first annual Fall Kickoff Festival was held this past Friday, 13 September, prior to our home football opener. Many Board of Education members were in attendance and it was a wonderful community celebration that involved many of our faculty, staff, administration, and

students. It was a real family celebration and school spirit was abundant! The various booths and offerings truly showed our diversity and opportunities and a great connection to the community was seen throughout the event! I want to thank everyone involved and in particular, Mr. Clymer, for all the intense planning and execution in a short period of time. In addition, the decorating of downtown Washington and Jackson Valley Road was a wonderful reminder of our school's pride to the community. This was the beginning of what we hope to be a long standing tradition and not possible without the outstanding cooperation and collaboration of school and community groups. Thank you again to everyone who had a hand in the festival!

9. Just a reminder that our annual Back to School Nights are this Thursday evening (high school) and next Thursday evening (middle school). Both programs begin at 7:00PM. Both 19 & 26 September are early dismissal days, allowing our teachers prep time and professional development opportunities.

Comm.
Reports

Committee Reports:

Mr. Havrisko reported on the September 11, 2013 Facility meeting. He also reported on Wall of Fame meeting. Banquet is April 26th at Belvidere Manor.

Mrs. Golda reported on the Personnel Committee meeting.

Dr. Altonjy recommended all personnel items.

I. PERSONNEL

Resign
H. Newton Moved by John Bell and seconded by Kathleen Halpin to accept, with regret, the resignation of Ms. Holly Newton, middle school paraprofessional and art assistant to the high school drama club spring production, effective September 3, 2013.

ROLL CALL VOTE: Ayes 8 Nays 0

Leave of
Absence Moved by John Bell and seconded by Kathleen Halpin to approve an unpaid Family Medical Leave of Absence, pending doctor's certification, for Ronnie Read, high school custodian, effective 9/23/13 through 12/15/13.

ROLL CALL VOTE: Ayes 8 Nays 0

Employ
J. Steele Moved by John Bell and seconded by Kathleen Halpin to approve employment of Mr. Jeffrey Steele as the Supervisor of Mathematics and Science for the 2013-2014 school year with a salary of \$80,000, prorated from start date, which is as soon as practical.

ROLL CALL VOTE: Ayes 8 Nayes 0

Employ G. Barker Moved by John Bell and seconded by Kathleen Halpin to approve employment of Mr. Glenn Barker as a High School Assistant Principal for the 2013-2014 school year with a salary of \$88,000, prorated from start date, which is as soon as practical.

ROLL CALL VOTE: Ayes 8 Nayes 0

Employ K. Coopersmith Moved by John Bell and seconded by Kathleen Halpin to approve employment of Mrs. Kathe Coopersmith as a middle school Paraprofessional on Step 3, BA, with an annual salary of \$30,839, prorated from start date of September 18, 2013.

ROLL CALL VOTE: Ayes 8 Nayes 0

Curriculum Revisions Moved by John Bell and seconded by Kathleen Halpin to approve employment of Ms. Franna Patrucker for curriculum revisions to the French I course for 20 hours @ \$45.00/hour.

ROLL CALL VOTE: Ayes 8 Nayes 0

Student Assistant Advisors Moved by John Bell and seconded by Kathleen Halpin to approve the following individuals to serve as the middle school student assistant advisors [Homework Club] for the 2013-2014 school year for 3 days per week, 45 minutes per day @ \$45.00 per hour:

<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Rebecca Pursell	Gina Andreoli	Tara Paulus
Lois Amato	Nancy Terhune	Jennifer Feldman
Michael Perruso		Courtney Hoffman
Lourdes Garcia		Gina Andreoli

ROLL CALL VOTE: Ayes 8 Nayes 0

Substitute Advisors Moved by John Bell and seconded by Kathleen Halpin to approve the following individuals to serve as substitute advisors to the middle school Homework Club for the 2013-2014 school year:

Sherry Anderson	Kim Kavcak
Mary Kaye Bartek	McKenzie Laubach
Patricia Corvino	Rebecca Nugent
Maria Forsythe	Marshall Wiemer
John Heine	

ROLL CALL VOTE: Ayes 8 Nayes 0

Athletic Work Moved by John Bell and seconded by Kathleen Halpin to approve employment of Mrs. Joan Duryea for a maximum of 60 hours overtime for athletic office work for the 2013-2014 school year.

ROLL CALL VOTE: Ayes 8 Naves 0

Rescind Summer Work Moved by John Bell and seconded by Kathleen Halpin to rescind the June 11, 2013 motion approving summer athletic department work hours for school nurse, Michelle Zellner, 20 hours maximum @\$45.00/hour.

ROLL CALL VOTE: Ayes 8 Naves 0

Summer Work Moved by John Bell and seconded by Kathleen Halpin to approve summer athletic department hours for school nurse, Bonita Duryea, for a total of 20 hours @ \$45.00/hour.

ROLL CALL VOTE: Ayes 8 Naves 0

Employ J. Kosberg Moved by John Bell and seconded by Kathleen Halpin to approve employment of Mr. John Kosberg as the Art Assistant to the Drama Club for the fall play production with a stipend of \$2,500.

ROLL CALL VOTE: Ayes 8 Naves 0

Additional Prep Moved by John Bell and seconded by Kathleen Halpin to approve Mr. John Heine for a \$1,300 stipend per semester for an additional prep period.

ROLL CALL VOTE: Ayes 8 Naves 0

Professional Development Chairperson Moved by John Bell and seconded by Kathleen Halpin to approve employment of Ms. Robin Fohr as the Professional Development Committee Chairperson for the 2013-2014 school year, with a stipend of \$1,500 per semester.

ROLL CALL VOTE: Ayes 8 Naves 0

Rescind Coach Moved by John Bell and seconded by Kathleen Halpin to rescind the August 27, 2013 motion to approve the coaching salary for Ms. Sandy Young and to approve the following updated coaching salary to include the longevity stipend:

Ass't Band Director \$6,627 \$1,200/Longevity

ROLL CALL VOTE: Ayes 8 Naves 0

Rescind
Coach Moved by John Bell and seconded by Kathleen Halpin to rescind the June 11, 2013 motion to approve the coaching salary for Ms. Laura Blackwell and to approve the following updated coaching salary and longevity, reflecting the change to the middle school position:

MS Field Hockey \$4,835 \$ 300/Longevity

ROLL CALL VOTE: Ayes 8 Nayes 0

Substitute
Resource Moved by John Bell and seconded by Kathleen Halpin to approve employment, pending criminal history approval, of the following individuals as substitute School Resource Personnel for the 2013-2014 school year @ \$16.00/hour:

Susan Cicala W. Roy Hanshaw Dena Parichuk
Robert Leh Alan Goracy

ROLL CALL VOTE: Ayes 8 Nayes 0

Substitute
Teachers Moved by John Bell and seconded by Kathleen Halpin to approve employment of the following individuals for addition to our substitute teachers' list for the 2013-2014 school year:

Greg Gormly Christine Machtemes
Chelsey Lindaberry Colleen Hurley
Sarah DeGeorge Kelsey Halloran

ROLL CALL VOTE: Ayes 8 Nayes 0

Parent
Volunteers Moved by John Bell and seconded by Kathleen Halpin to approve the following individuals as parent volunteers for the 2013-2014 school year:

Vaneice Sweet Leon Sweet Jacqueline Racano
Dorothy Buel Marlene Fontana Catherine Kohansby
Shannon Burchill Jennifer Teets

ROLL CALL VOTE: Ayes 8 Nayes 0

Field
Experience Moved by John Bell and seconded by Kathleen Halpin to approve Kean University student, Samatha Rimback, to complete 20 hours of observations as part of her field experience under the direction of Mr. Clymer.

ROLL CALL VOTE: Ayes 8 Nayes 0

II. EDUCATION AND POLICY

Policies Moved by Linda Feller and seconded by John Bell 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:

0000.02	Introduction
3144.12	Certification of Tenure Charges – Inefficiency
3144.3	Suspension Upon Certification of Tenure Charge
3232	Tutoring Services
3372	Teaching Staff Member Tenure Acquisition
3373	Tenure Upon Transfer or Promotion
3374	Tenure Upon Transfer to an Underperforming School
4124	Employment Contract
5120	Assignment of Pupils
5300	Automated External Defibrillators [AED]
5512	Harassment, Intimidation, or Bullying Investigation Procedure
5533	Pupil Smoking
7434	Smoking in School Buildings and on School Grounds
7522	School District Provided Technology Devices to Staff Members

ROLL CALL VOTE: Ayes 8 Nays 0

Textbooks Moved by Linda Feller and seconded by John Bell to approve new textbooks, *Soc*³, Nijole V. Benokraitis, 2014, Houghton, Mifflin, Harcourt Publishing and, *Triangulo Aprobado*, Barbara Gatski and John McMullan, 2013, Wayside Publishing, for inclusion in our curriculum.

ROLL CALL VOTE: Ayes 8 Nays 0

HIB Case Moved by Linda Feller and seconded by John Bell to affirm the administrative decisions regarding the following final HIB cases for the 2012-2013 school year:

MS-020 through 023

ROLL CALL VOTE: Ayes 8 Nays 0

District Goals Moved by Linda Feller and seconded by John Bell to approve the 2013-2014 District goals and Action Plan.

ROLL CALL VOTE: Ayes 8 Nays 0

Superintendent Moved by Linda Feller and seconded by John Bell to approve
Merit Goals the submission of the 2013-2014 Merit Goals and Action Plan of the
Superintendent of Schools, to the Executive County Superintendent for
review and final approval.

ROLL CALL VOTE: Ayes 8 Nays 0

Doctor's Moved by Linda Feller and seconded by John Bell to approve
Orders the Doctor's Standing Orders for the 2013-2014 school year.

ROLL CALL VOTE: Ayes 8 Nays 0

Plan Moved by Linda Feller and seconded by John Bell to approve
Revisions the 2013-2014 Local Mentoring Plan Revisions.

ROLL CALL VOTE: Ayes 8 Nays 0

Travel & Moved by Linda Feller and seconded by John Bell to approve
Conference the attached list of Travel and Conference Requests. [attached]

ROLL CALL VOTE: Ayes 8 Nays 0

Field Trip Moved by Linda Feller and seconded by John Bell to approve
Requests the attached list of Field Trip Requests. [attached]

ROLL CALL VOTE: Ayes 8 Nays 0

III. BUDGET AND FINANCE

Financial Moved by John Bell and seconded by Linda Feller to approve
Reports the July and August, 2013 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 months of July and August, 2013; 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.

ROLL CALL VOTE: Ayes 8 Nays 0

Bills Moved by John Bell and seconded by Linda Feller to approve the regular lists of bills.

ROLL CALL VOTE: Ayes 8 Nays 0

Transfers Moved by John Bell and second by Linda Feller to approve transfers.

ROLL CALL VOTE: Ayes 8 Nays 0

Student Activities Moved by John Bell and seconded by Linda Feller to approve Student Activity transactions for the month of August, 2013.

ROLL CALL VOTE: Ayes 8 Nays 0

Tuition Contract Moved by John Bell and seconded by Linda Feller to approve a Tuition Contract for two Warren Hills students to attend Hunterdon County ESC Schools, Sawmill Campus, for the 2013-2014 school year at a tuition rate of \$17,000 each.

ROLL CALL VOTE: Ayes 8 Nays 0

Tuition Contracts Moved by John Bell and seconded by Linda Feller to approve the following Special Education Tuition Contracts for the 2013-2014 school year:

<u>Student</u>	<u>School</u>	<u>Amount</u>	<u>Effective</u>
13-14	Somerset County ESC	\$47,736.00	Sept. 4, 2013
14-14	Somerset County ESC	\$47,736.00	Sept. 4, 2013
28-14	Hunterdon County ESC	\$38,150.00	Sept. 1, 2013
29-14	WCSSSD	\$35,500.00	Sept. 1, 2013
30-14	WCSSSD	\$35,303.00	Sept. 5, 2013
31-14	Somerset County ESC	\$47,736.00	Sept. 4, 2013

ROLL CALL VOTE: Ayes 8 Nays 0

WCSSSD Aides Moved by John Bell and seconded by Linda Feller to approve a Memorandum of Agreement with Warren County Special Services School District to provide 25 Aides for the 2013-2014 school year in the amount of \$35,000 per aide.

ROLL CALL VOTE: Ayes 8 Nays 0

Shared Services Moved by John Bell and seconded by Linda Feller to approve a Shared Service Agreement with Washington Township School District for a Cluster Curriculum Writer at a yearly fee of \$1,500 for the period July 1, 2013 through June 30, 2014.

ROLL CALL VOTE: Ayes 8 Nayes 0

Joint Transportation Moved by John Bell and seconded by Linda Feller to approve a Joint Transportation Agreement with Mansfield Township School District for the 2013-2014 school year to transport our combined student population as follows:

<u>Route</u>	<u>WH Cost</u>
WH29	\$22,822.20
WH13	\$19,106.99
WH9	\$19,106.99
WH26	\$19,106.99
WH7	\$19,106.99
WH20	\$19,106.99
WH6	\$19,106.99
WH10	\$20,326.37
WH8	\$21,277.80

ROLL CALL VOTE: Ayes 8 Nayes 0

Citizens Part. Citizens Participation:

Dr. Altonjy introduced Mr. Steele and Mr. Barker.

Mrs. Moore thanked Mrs. Sbriscia for her opening day keynote speech.

Executive Session Moved by John Bell and seconded by Lisa Marshall to go into Executive Session as indicated by items 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 item (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.

Ayes 8 Nays 0

The Board entered into Executive Session at 7:45 p.m.

Reconvene Moved by John Bell and seconded by Linda Feller to reconvene into open session at 9:19 p.m.

Ayes 8 Nays 0

Adjournment Moved by Richard Havrisko and seconded by Donna Sbriscia to adjourn at 9:20 p.m.

Ayes 8 Nays 0

Maureen Joyce
Business Administrator/Bd. Sec'y.

dmg