WARREN HILLS REGIONAL BOARD OF EDUCATION
REORGANIZATION & REGULAR MEETING

January 5, 2016

A. Call to order - Mrs. Estrella Molinet

Motion to nominate Estrella Molinet as president pro tem.
(Motion________________Second_____________________________/Yes____No_____Abstain____)

Election of president pro tem.

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. Report on Election Results - Mrs. Estrella Molinet

C. Administration of oath of office - Daniel Brundage, Washington Township, 29 write-in votes and Richard Young, Mansfield Township, 369 votes

D. Roll Call - Mrs. Estrella Molinet

<table>
<thead>
<tr>
<th>Richard Young</th>
<th>Kristin Fox</th>
<th>Lisa Marshall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Brundage</td>
<td>Kathleen Halpin</td>
<td>Christopher Hamler</td>
</tr>
<tr>
<td>Linda Feller</td>
<td>Richard Havrisko</td>
<td>Donna Golda</td>
</tr>
</tbody>
</table>

Motion to nominate_________________________ president of the Warren Hills Regional Board of Education for the administrative year 2016.

Election of president.

( Newly elected president assumes chair)
Motion to nominate vice president of the Warren Hills Regional Board of Education for the administrative year 2016.

Election of vice president.

E. Board Reorganization Motions for the period ending January 5, 2017:

*1. Motion to appoint Nisivocca & Company, Auditor/Public School Accountant.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*2. Motion to approve Nathanya G. Simon of Schwartz, Simon, Edelstein & Celso, LLC, as Special Education counsel.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*3. Motion to appoint Wilentz, Goldman and Spitzer, P.A., as bond and construction attorneys for the building projects.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*4. Motion to appoint Brown and Brown Insurance as Risk Managers for School Alliance Insurance Fund.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*5. Motion to approve AXA Equitable and Oppenheimer as 403B providers.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*6. Motion to approve Horizon Blue Cross/Blue Shield as Flexible Spending Account provider.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*8. Motion to appoint Estrella Molinet as Public Agency Compliance Officer.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*9. Motion to appoint Estrella Molinet as the Qualified Purchasing Agent with a bid threshold of $40,000.
   (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*10. Motion to approve procurement of goods and services through state contracts.
    (Motion______________ Second______________ /Yes _____ No _____ Abstain____)

*11. Motion to appoint Annette Walters as Affirmative Action Officer.
     (Motion______________ Second______________ /Yes _____ No _____ Abstain____)
12. Motion to appoint Dennis Mack, Interim Director of Guidance, as 504 Committee Coordinator.
(Motion___________ Second______________/Yes____ No____ Abstain____)

*13. Motion to appoint Dennis Mack, Interim Director of Guidance, as Homeless Liaison.
(Motion___________ Second______________/Yes____ No____ Abstain____)

*14. Motion to appoint Patrick J. Murphy, Director of Plants & Facilities, as Asbestos Management Officer, Safety and Health Designee, Integrated Pest Management Coordinator, Right to Know Officer and Air Quality Designee.
(Motion___________ Second______________/Yes____ No____ Abstain____)

*15. Motion to adopt the following resolution:
RESOLVED, That the PNC Bank, Washington Office; Investors Savings Bank be designated the depositories for the Warren Hills Regional Board of Education accounts and certificates and, be it further
RESOLVED, That all checks, drafts, notes or warrants drawn against said accounts be signed and, be it further
RESOLVED, That the Investors Bank, Washington NJ offices, be designated the depository for Warren Hills Regional general working accounts and, be it further
RESOLVED, That no checks, drafts or warrants drawn against said accounts be valid unless so signed.
(Motion___________ Second______________/Yes____ No____ Abstain____)

16. Motion to designate the Express-Times as the official newspaper to carry legal ads.
(Motion___________ Second______________/Yes____ No____ Abstain____)

17. Motion that the 2016 Warren Hills Regional Board of Education meetings be held at the Board Office, Bowerstown Campus at 6:30 p.m. for Executive Session and 7:00 p.m. for regular session, as listed on the attached calendar.
(Motion___________ Second______________/Yes____ No____ Abstain____)

18. Motion to authorize Estrella Molinet, Business Administrator, to pay bills the third week of each month.
(Motion___________ Second______________/Yes____ No____ Abstain____)

19. Motion that the existing bylaws and policies be approved, adopted and continued in use unless and until amended by action of the Board.
(Motion___________ Second______________/Yes____ No____ Abstain____)

20. Motion to approve, adopt and continue the existing 7th – 12th grade curriculum, assigned textbooks, co-curricular clubs and programs unless and until amended by action of the Board.
(Motion___________ Second______________/Yes____ No____ Abstain____)
*21. Motion to appoint Estrella Molinet, Business Administrator/Board Secretary, as custodian of government records and to appoint Dr. Gary R. Bowen, Interim Superintendent, as custodian of student and personnel records, in compliance with the Open Public Records Act.
(Motion________________Second________________/Yes____No____Abstain____)

*22. Motion to appoint__________________________as Delegate of the New Jersey School Boards Association.
(Motion________________Second________________/Yes____No____Abstain____)

*23. Motion to appoint__________________________as Alternate Delegate to the New Jersey School Boards Association.
(Motion________________Second________________/Yes____No____Abstain____)

*24. Motion to appoint__________________________as Delegate to the Warren County School Boards Association.
(Motion________________Second________________/Yes____No____Abstain____)

*25. Motion to appoint__________________________as Legislative Representative to the New Jersey School Boards Association.
(Motion________________Second________________/Yes____No____Abstain____)

F. Minutes of the December 8, 2015 Regular and Executive Session meetings
(Motion________________Second________________/Yes____No____Abstain____)

G. Communications – Mrs. Molinet

H. Citizens Participation – concerning action items.

I. Superintendent’s Report – Dr. Gary R. Bowen

**Good News and Progress**

- Congratulations to Justin Westley, for his outstanding performance on the ACT test by earning the highest possible ACT Composite score of 36!
- Congratulations to Alex Stoia for winning second place in a writing contest at the Garden State Scholastic Press Association’s 36th Annual Press Day, held at Rutgers University!
- The Peer Leadership Program will be receiving an award from the Youth Coalition of New Jersey for outstanding prevention work to reduce the prevalence and occurrence of underage drinking. Their participation in the TIPS Program and Sticker Shock Program have led to their recognition at the annual luncheon to be held this month.
- Congratulations to our music and choral teachers/advisors at both the high school and middle school for the wonderful winter concerts that took place in December.
• Thank you to the middle school Builders Club and their advisor, Mary Kaye Bartek for collecting food items for the local food bank.
• Middle School students engaged in a variety of educational activities on the half day prior to the holiday break. Thank you to the 7th grade academy committee teachers for their efforts in organizing this event.
• Congratulations to over 50 middle school students selected for recognition for exhibiting the character pillar of caring during the holiday season.
• Thank you to our facilities manager for collecting a total of 61 lbs. of batteries at the high school which were sent to the Call2Recyle center.

J. Committee Reports

K. Action Items:

L. Action Items:

I. Personnel

*1. Motion to approve/accept the following appointments /adjustments/ resignations/retirements:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Position</th>
<th>Degree/Step</th>
<th>Salary-Annual / Per Diem Rate</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hetrick, Patricia</td>
<td>MS Principal</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>10/1/16</td>
<td>N/A</td>
<td>Retirement, with regret</td>
</tr>
<tr>
<td>2</td>
<td>Smith, David</td>
<td>Retired Ass’t Principal</td>
<td>N/A</td>
<td>$117,718, prorated one month - $9,809</td>
<td>Middle School</td>
<td>7/1/15</td>
<td>7/31/15</td>
<td>Retroactive salary adjustment</td>
</tr>
<tr>
<td>3</td>
<td>Quigley, Arthur</td>
<td>Director of Resource Personnel</td>
<td>N/A</td>
<td>N/A</td>
<td>District</td>
<td>1/1/16</td>
<td>N/A</td>
<td>Retirement, with regret</td>
</tr>
<tr>
<td>4</td>
<td>Bracey, Elizabeth</td>
<td>Substitute teacher</td>
<td>N/A</td>
<td>$85 per diem</td>
<td>District</td>
<td>1/6/16</td>
<td>6/30/16</td>
<td>Add to substitute teacher list</td>
</tr>
<tr>
<td>5</td>
<td>Cooney, Bernadette</td>
<td>Home Instructor</td>
<td>Math</td>
<td>$41 per hour</td>
<td>District</td>
<td>1/6/16</td>
<td>6/30/16</td>
<td>Add to home instructor list</td>
</tr>
<tr>
<td>6</td>
<td>Duart, Joseph</td>
<td>Substitute School Resource</td>
<td>N/A</td>
<td>$16 per hour</td>
<td>District</td>
<td>1/6/16</td>
<td>6/30/16</td>
<td>Add to school resource substitute list</td>
</tr>
</tbody>
</table>

(Motion_________ Second_________/Yes____ No____ Abstain____)
*2. Motion to approve the following Spring coaching staff appointments, tiers & salaries:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>NAME</th>
<th>Coaching Position</th>
<th>Tier</th>
<th>Step</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quinto, Michael</td>
<td>Head Baseball</td>
<td>3</td>
<td>4</td>
<td>$8,720</td>
</tr>
<tr>
<td>2</td>
<td>Balas, Jeffrey</td>
<td>Ass’t Baseball</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
<tr>
<td>3</td>
<td>Farrell, Michael</td>
<td>Ass’t Baseball</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
<tr>
<td>4</td>
<td>Case, Jeffrey</td>
<td>Ass’t Baseball</td>
<td>3</td>
<td>1</td>
<td>$4,202</td>
</tr>
<tr>
<td>5</td>
<td>Blackford, Joseph</td>
<td>Ass’t Baseball</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
<tr>
<td>6</td>
<td>Irzinski, Paul</td>
<td>MS Baseball</td>
<td>3</td>
<td>4</td>
<td>$5,432</td>
</tr>
<tr>
<td>7</td>
<td>Kubbishun, Stanley</td>
<td>Head Boys Track</td>
<td>3</td>
<td>4</td>
<td>$8,720</td>
</tr>
<tr>
<td>8</td>
<td>Carroll, Robert</td>
<td>Ass’t Boys Track</td>
<td>3</td>
<td>1</td>
<td>$4,302</td>
</tr>
<tr>
<td>9</td>
<td>Diveny, Daniel</td>
<td>MS Boys Track</td>
<td>3</td>
<td>4</td>
<td>$5,432</td>
</tr>
<tr>
<td>10</td>
<td>Kurpat, Kenneth</td>
<td>Head Girls Track</td>
<td>3</td>
<td>4</td>
<td>$8,720</td>
</tr>
<tr>
<td>11</td>
<td>Potter, Josephine</td>
<td>Ass’t Girls Track</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
<tr>
<td>12</td>
<td>Kavcak, Kimberly</td>
<td>MS Head Girls Track</td>
<td>3</td>
<td>4</td>
<td>$5,432</td>
</tr>
<tr>
<td>13</td>
<td>Feldman, Jennifer</td>
<td>MS Ass’t Girls Track</td>
<td>3</td>
<td>1</td>
<td>$3,000</td>
</tr>
<tr>
<td>14</td>
<td>Willis, Jeremy</td>
<td>Head Softball</td>
<td>3</td>
<td>4</td>
<td>$8,720</td>
</tr>
<tr>
<td>15</td>
<td>Green, Craig</td>
<td>Ass’t Softball</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
<tr>
<td>16</td>
<td>Smola, Renee</td>
<td>Ass’t Softball</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
<tr>
<td>17</td>
<td>Manfra, Toni</td>
<td>Ass’t Softball</td>
<td>3</td>
<td>1</td>
<td>$4,302</td>
</tr>
<tr>
<td>18</td>
<td>Wintersteen, Patricia</td>
<td>MS Head Softball</td>
<td>3</td>
<td>4</td>
<td>$5,432</td>
</tr>
<tr>
<td>19</td>
<td>Powers, Thomas</td>
<td>Head Boys Tennis</td>
<td>4</td>
<td>4</td>
<td>$7,217</td>
</tr>
<tr>
<td>20</td>
<td>Henning, Julia</td>
<td>Ass’t Boys Tennis</td>
<td>4</td>
<td>1</td>
<td>$3,601</td>
</tr>
<tr>
<td>21</td>
<td>Schlessinger, James</td>
<td>Head Girls Lacrosse</td>
<td>3</td>
<td>1</td>
<td>$5,772</td>
</tr>
<tr>
<td>22</td>
<td>Cuvo, Jennifer</td>
<td>Ass’t Girls Lacrosse</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
<tr>
<td>23</td>
<td>Kablis, Patrick</td>
<td>Head Boys Lacrosse</td>
<td>3</td>
<td>4</td>
<td>$8,720</td>
</tr>
<tr>
<td>24</td>
<td>Besser, Joseph</td>
<td>Ass’t Boys Lacrosse</td>
<td>3</td>
<td>4</td>
<td>$6,683</td>
</tr>
</tbody>
</table>

(Motion__________Second__________ /Yes____ No_____ Abstain____)

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Reason</th>
<th>Position</th>
<th>Location</th>
<th>Leave Start Date</th>
<th>Sick Days to be used</th>
<th>Unpaid FMLA Start Date</th>
<th>Unpaid NFLA Start Date</th>
<th>Unpaid Leave without Benefits</th>
<th>Return Date</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Okladek, Jill</td>
<td>Maternity Leave</td>
<td>Science Teacher</td>
<td>High School</td>
<td>11/2/15</td>
<td>50</td>
<td>1/27/16</td>
<td>N/A</td>
<td>N/A</td>
<td>4/21/16</td>
<td>Dates adjusted by request</td>
</tr>
</tbody>
</table>

(Motion__________Second__________ /Yes____ No_____ Abstain____)
II. Education and Policy

*1. Motion to approve the second and final reading of the following revised policy and regulations for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1240 P&amp;R</td>
<td>Evaluation of Superintendent</td>
</tr>
<tr>
<td>2430 P&amp;R</td>
<td>Co-curricular Activities</td>
</tr>
<tr>
<td>3221 P&amp;R</td>
<td>Evaluation of Teachers</td>
</tr>
<tr>
<td>3222 P&amp;R</td>
<td>Evaluation of Teaching Staff Members, Excluding Teachers and Administrators</td>
</tr>
<tr>
<td>3223 P&amp;R</td>
<td>Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals</td>
</tr>
<tr>
<td>3224 P&amp;R</td>
<td>Evaluation of Principals, Vice-Principals, and Assistant Principals</td>
</tr>
<tr>
<td>3431.1 P</td>
<td>Teaching Staff Members Family Leave</td>
</tr>
<tr>
<td>4431.1 P</td>
<td>Support Staff Members Family Leave</td>
</tr>
<tr>
<td>5337 P</td>
<td>Service Animals</td>
</tr>
<tr>
<td>5516</td>
<td>Students Use of Electronic Communication and Recording Devices (ECRD)</td>
</tr>
</tbody>
</table>

7490 P  Animals on School Property

(Motion________________ Second________________ /Yes____ No_____ Abstain____)

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

- MS - 15-16 - 007
- HS - 15-16 - 005

(Motion________________ Second________________ /Yes____ No_____ Abstain____)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date and Location</th>
<th>Cost/Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Green &amp; Jeremy Willis</td>
<td>Softball Coaches Clinic</td>
<td>1/28 &amp; 29/2016 - Atlantic City, NJ</td>
<td>$125. Registration each + mileage</td>
</tr>
<tr>
<td>Elizabeth McKeown</td>
<td>&quot;Revitalize Your Library Space&quot;</td>
<td>1/11/2016 - Allentown, PA</td>
<td>$239. Registration + mileage</td>
</tr>
<tr>
<td>Timothy Dowas &amp; Catherine O'Neal</td>
<td>Bullying Law Update</td>
<td>2/16/2016 - Monroe Township, NJ</td>
<td>$150. Registration each + mileage</td>
</tr>
<tr>
<td>Cesar Mendes</td>
<td>FLENJ Annual Conference</td>
<td>2/26 &amp; 2/27/2016 - New Brunswick, NJ</td>
<td>$180. Registration + mileage</td>
</tr>
<tr>
<td>Dawn Moore, Keith Dennison &amp; Jeffrey Steele</td>
<td>“Preparing for PARCC- Year Two: Emerging Legal Issues”</td>
<td>1/22/2016 Morris County Jointure, Providence, NJ</td>
<td>$150. Registration each + Mileage</td>
</tr>
</tbody>
</table>

(Motion________________ Second________________ /Yes____ No_____ Abstain____)
*4. Motion to approve the following field trip requests:

<table>
<thead>
<tr>
<th>Requested by</th>
<th>Trip</th>
<th>Location</th>
<th>Cost to District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Giamoni</td>
<td>Peer Leadership Program to receive an award from The Youth Coalition of New Jersey</td>
<td>Hope, NJ</td>
<td>Substitute &amp; transportation</td>
</tr>
<tr>
<td>Adam Slack</td>
<td>Archery Team to state competition</td>
<td>West Morris Central High School</td>
<td>Substitute &amp; transportation</td>
</tr>
</tbody>
</table>

(Motion____________ Second____________ /Yes____ No_____ Abstain____)

III. Budget and Finance

*1. The Warren Hills Regional Board of Education approves the November, 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 November, 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 transfers for the month of November, 2015.

(Motion____________ Second____________ /Yes____ No_____ Abstain____)

*3. Motion to a contract with American Tutor, Inc. to provide tutoring services for Student #2017071 for the 2015-2016 school year, as needed, in the amount of $58.00 per hour.

(Motion____________ Second____________ /Yes____ No_____ Abstain____)

*4. Motion to a contract with Brookfield Schools/For KEEPS Program to provide tutoring services for Student #2016017 for the 2015-2016 school year, as needed, at the rate of $41.00 per hour.

(Motion____________ Second____________ /Yes____ No_____ Abstain____)

*5. Motion to accept a donation of basketball t-shirts in memory of Evan Murray in the amount of $2,524.00 from the Warren Hills Regional Booster Club, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

(Motion____________ Second____________ /Yes____ No_____ Abstain____)
6. Motion to accept the final project gift donation of plexiglass artwork on safe driving practices from the Nikhil Badlani Foundation with an estimated value of $1,000, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.
(Motion_______ Second___________ /Yes____ No____ Abstain____)

M. Citizens Participation

N. Executive Session – as indicated by items a., g. and h. 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 anticipated.

O. Convene to Executive Session - ______ p.m.
(Motion_________ Second___________ /Yes____ No____ Abstain____)

P. Reconvene - ________ p.m.
(Motion_________ Second___________ /Yes____ No____ Abstain____)

Q. Adjournment - ________ p.m.
(Motion_________ Second___________ /Yes____ No____ Abstain____)

*Roll Call
January 5th and 19th
February 2nd and 16th
March 1st and 15th
April 5th, 19th and 26th (Public Hearing)
May 10th and 24th
June 7th (Retreat) and 21st
August 16th
September 6th and 20th
October 4th and 18th
November 1st and 15th
December 6th
January 3rd (2017) (reorganization)

Executive Session starts at 6:30 p.m. and Regular meeting at 7:00 p.m.

EM/dmg