

**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

Richard Young	Kristin Fox	Lisa Marshall
Daniel Brundage	Kathleen Halpin	Christopher Hamler
Linda Feller	Richard Havrisko	Donna Golda

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 Nisivoccia & 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 _____)

*7. Motion to appoint Dr. Nicholas Avallone, St. Luke's Orthopaedic Specialists, Athletic Physician.
(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 Call2Recycle center.

J. Committee Reports

K. Action Items:

L. Action Items:

I. Personnel

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

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

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

***2. Motion to approve the following Spring coaching staff appointments, tiers & salaries:**

Code No.	NAME	Coaching Position	Tier	Step	Stipend
1	Quinto, Michael	Head Baseball	3	4	\$8,720
2	Balas, Jeffrey	Ass't Baseball	3	4	\$6,883
3	Farrell, Michael	Ass't Baseball	3	4	\$6,883
4	Case, Jeffrey	Ass't Baseball	3	1	\$4,302
5	Blackford, Joseph	Ass't Baseball	3	4	\$6,883
6	Irzinski, Paul	MS Baseball	3	4	\$5,432
7	Kubbishun, Stanley	Head Boys Track	3	4	\$8,720
8	Carroll, Robert	Ass't Boys Track	3	1	\$4,302
9	Diveny, Daniel	MS Boys Track	3	4	\$5,432
10	Kurpat, Kenneth	Head Girls Track	3	4	\$8,720
11	Potter, Josephine	Ass't Girls Track	3	4	\$6,883
12	Kavcak, Kimberly	MS Head GirlsTrack	3	4	\$5,432
13	Feldman, Jennifer	MS Ass't Girls Track	3	1	\$3,000
14	Willis, Jeremy	Head Softball	3	4	\$8,720
15	Green, Craig	Ass't Softball	3	4	\$6,883
16	Smola, Renee	Ass't Softball	3	4	\$6,883
17	Manfra, Toni	Ass't Softball	3	1	\$4,302
18	Wintersteen, Patricia	MS Head Softball	3	4	\$5,432
19	Powers, Thomas	Head Boys Tennis	4	4	\$7,217
20	Henning, Julia	Ass't Boys Tennis	4	1	\$3,601
21	Schlessinger, James	Head Girls Lacrosse	3	1	\$5,772
22	Cavo, Jennifer	Ass't Girls Lacrosse	3	4	\$6,883
23	Kablis, Patrick	Head Boys Lacrosse	3	4	\$8,720
24	Besser, Joseph	Ass't Boys Lacrosse	3	4	\$6,883

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

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

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

(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:

1240 P&R	Evaluation of Superintendent
2430 P&R	Co-curricular Activities
3221 P&R	Evaluation of Teachers
3222 P&R	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3223 P&R	Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals
3224 P&R	Evaluation of Principals, Vice-Principals, and Assistant Principals
3431.1 P	Teaching Staff Members Family Leave
4431.1 P	Support Staff Members Family Leave
5337 P	Service Animals
5516	Students Use of Electronic Communication and Recording Devices (ECD)
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:

Name	Title	Date and Location	Cost/Mileage
Craig Green & Jeremy Willis	Softball Coaches Clinic	1/28 & 29/2016 - Atlantic City, NJ	\$125. Registration each + mileage
Elizabeth McKeown	"Revitalize Your Library Space"	1/11/2016 - Allentown, PA	\$239. Registration + mileage
Timothy Downs & Catherine O'Neal	Bullying Law Update	2/16/2016 - Monroe Township, NJ	\$150. Registration each + mileage
Cesar Mendes	FLENJ Annual Conference	2/26 & 2/27/2016 - New Brunswick, NJ	\$180. Registration + mileage
Peter Lubrecht	Directors of Athletics Association of NJ 2016 Conference	3/22/ - 3/25/2016	\$350. Registration + Membership Dues + Mileage
Dawn Moore, Keith Dennison & Jeffrey Steele	"Preparing for PARCC - Year Two: Emerging Legal Issues"	1/22/2016 Morris County Jointure, Providence, NJ	\$150. Registration each + Mileage

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

*4. Motion to approve the following field trip requests:

Requested by:	Trip	Location	Cost to District
Jennifer Giamoni	Peer Leadership Program to receive an award from The Youth Coalition of New Jersey	Hope, NJ	Substitute & transportation
Adam Slack	Archery Team to state competition	West Morris Central High School	Substitute & transportation

(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**

**WARREN HILLS REGIONAL
BOARD OF EDUCATION MEETING CALENDAR
2016**

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