WARREN HILLS REGIONAL BOARD OF EDUCATION

November 14, 2017

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. **Call to Order**  - Mrs. Lisa Marshall

B. **Roll Call**  - Mrs. Estrella Molinet

<table>
<thead>
<tr>
<th>Joseph Bodenschatz</th>
<th>Richard Havrisko</th>
<th>Paula Merrill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Halpin</td>
<td>Jennifer Knittel</td>
<td>Eric Walls</td>
</tr>
<tr>
<td>Christopher Hamler</td>
<td>Lisa Marshall</td>
<td>Richard Young</td>
</tr>
</tbody>
</table>

C. **Executive Session**  6:30 p.m.  (If Necessary)

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

1) **Matters rendered confidential by Federal Law, State Law, or Court Rule**
2) **Pending Litigation**
3) **Personnel Matters**

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and

BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

D. **Reconvene**:  7:00 p.m.

(Motion_________ Second___________)

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*, *Warren-Reporter*, *Newark Star-Ledger* and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

*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.

**Pledge of Allegiance**

November 14, 2017  1
E. Motion to approve the Minutes of October 17, 2017, Regular and Executive Session meetings.

(Motion________________ Second_________________/Yes____ No_____ Abstain____)

F. Communications – Mrs. Estrella Molinet

G. Public Comment – concerning action items.

H. Superintendent’s Report – Earl C. Clymer, III

I. Goals:

Warren Hills Regional Board of Education Goals for 2017-2018 School Year

1. Gain a better understanding of all line item transfers and the monthly Board Secretary and Treasurer of School Monies financial reports.
2. Develop a Resolution for one of the next two New Jersey School Boards Association Delegate Assemblies that addresses controls on out-of-district expenses to school districts.
3. Establish a two-pronged Board of Education training plan:
   • For each newly elected or appointed member, see Policy 0144-Board Member Orientation and Training and
   • For the full Board of Education with the objectives of 2.a) earning additional certifications and 2.b) improved understanding of financial operations for all members.

J. Committee Reports

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Finance</td>
<td>November 8, 2017</td>
<td>By Chair: Mr. Young</td>
</tr>
<tr>
<td>Buildings &amp; Grounds</td>
<td>No meeting held</td>
<td>By Chair: Mr. Havrisko</td>
</tr>
<tr>
<td>Education &amp; Policy</td>
<td>November 14, 2017</td>
<td>By Chair: Mrs. Marshall</td>
</tr>
<tr>
<td>Personnel</td>
<td>November 1, 2017</td>
<td>By Chair: Mrs. Halpin</td>
</tr>
<tr>
<td>Student Activities &amp; Transportation</td>
<td>No meeting held</td>
<td>By Chair: Mr. Hamler</td>
</tr>
<tr>
<td>Technology</td>
<td>October 18, 2017</td>
<td>By Chair: Mr. Young</td>
</tr>
<tr>
<td>Negotiations</td>
<td>No meeting held</td>
<td>By Chair: Mr. Young</td>
</tr>
<tr>
<td>Wall of Fame</td>
<td>monthly</td>
<td>By Chair: Mr. Havrisko</td>
</tr>
</tbody>
</table>

K. Old Business

1. District Goals
2. Crosswalk buttons
3. ADA door access

L. New Business
M. ACTION ITEMS

I. PERSONNEL

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
<th>Salary</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Patricia Ross</td>
<td>Accept</td>
<td>Paraprofessional</td>
<td>$25.46/hour</td>
<td>High School</td>
<td>11/14/17</td>
<td>11/14/17</td>
<td>Resignation</td>
</tr>
<tr>
<td>2</td>
<td>Thomas Curran</td>
<td>Approve</td>
<td>Teacher Mentor</td>
<td>$440, prorated</td>
<td>High School</td>
<td>10/16/17</td>
<td>3/01/18</td>
<td>Mentoring Amanda Orenstein Biology</td>
</tr>
<tr>
<td>3</td>
<td>Jeffrey Balas</td>
<td>Approve</td>
<td>Assistant Boys Baseball Coach</td>
<td>$6,883</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>4</td>
<td>Joseph Bamford</td>
<td>Approve</td>
<td>Assistant Boys Baseball Coach</td>
<td>TBD</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 2</td>
</tr>
<tr>
<td>5</td>
<td>Sarah Kaufman</td>
<td>Approve</td>
<td>Assistant Softball Coach</td>
<td>$4,302</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 1</td>
</tr>
<tr>
<td>6</td>
<td>Renee Smola</td>
<td>Approve</td>
<td>Assistant Softball Coach</td>
<td>$6,883</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>7</td>
<td>Craig Green</td>
<td>Approve</td>
<td>Head Softball Coach</td>
<td>$5,432</td>
<td>Middle School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>8</td>
<td>Michael Howey</td>
<td>Approve</td>
<td>Assistant Boys Track</td>
<td>$5,444</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 3</td>
</tr>
<tr>
<td>9</td>
<td>Josephine Potter</td>
<td>Approve</td>
<td>Assistant Girls Track</td>
<td>$6,883</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>10</td>
<td>Elise Tooker</td>
<td>Approve</td>
<td>Assistant Girls Track</td>
<td>$4,874</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 2</td>
</tr>
<tr>
<td>11</td>
<td>Daniel Diveny</td>
<td>Approve</td>
<td>Head Boys Track</td>
<td>$5,432</td>
<td>Middle School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>12</td>
<td>Kimberly Kavcak</td>
<td>Approve</td>
<td>Head Girls Track</td>
<td>$5,432</td>
<td>Middle School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>13</td>
<td>Paul Irzinski</td>
<td>Approve</td>
<td>Assistant Boys &amp; Girls Track Coach</td>
<td>$3,700</td>
<td>Middle School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 3</td>
</tr>
<tr>
<td>14</td>
<td>Robert Miller</td>
<td>Approve</td>
<td>Assistant Boys Lacrosse</td>
<td>$4,874</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 2</td>
</tr>
<tr>
<td>15</td>
<td>Jennifer Cavo</td>
<td>Approve</td>
<td>Assistant Girls Lacrosse</td>
<td>$6,883</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>16</td>
<td>David Garcia</td>
<td>Approve</td>
<td>Head Boys Bowling</td>
<td>$4,769</td>
<td>High School</td>
<td>Winter Season</td>
<td>End of Season</td>
<td>Tier 4, Step 1</td>
</tr>
</tbody>
</table>

November 14, 2017
<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
<th>Salary</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Adam Zimmer</td>
<td>Approve</td>
<td>Assistant Bowling Coach</td>
<td>$3,601</td>
<td>High School</td>
<td>Winter Season</td>
<td>End of Season</td>
<td>Tier 4, Step 1, pending receipt of background check</td>
</tr>
<tr>
<td>18</td>
<td>Jennifer Feldman</td>
<td>Approve</td>
<td>Head Girls Bowling Coach</td>
<td>$5,419</td>
<td>High School</td>
<td>Winter Season</td>
<td>End of Season</td>
<td>Tier 4, Step 2</td>
</tr>
<tr>
<td>19</td>
<td>Anthony Cancelliere</td>
<td>Approve</td>
<td>Assistant Boys Tennis Coach</td>
<td>$3,601</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 4, Step 1, pending receipt of background check</td>
</tr>
<tr>
<td>20</td>
<td>Zachary Fisher</td>
<td>Approve</td>
<td>Assistant Wrestling Coach</td>
<td>$1,500</td>
<td>Middle School</td>
<td>Winter Season</td>
<td>End of Season</td>
<td>Tier 2, Step 1, split position</td>
</tr>
<tr>
<td>21</td>
<td>Robert Hibbett</td>
<td>Approve</td>
<td>Part-time School Resource</td>
<td>$14,967.50, prorated</td>
<td>Middle School</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>4 hours/day – replaces Jodi Tiger</td>
</tr>
<tr>
<td>22</td>
<td>Joanne Huffman</td>
<td>Approve</td>
<td>Home Instructor</td>
<td>$41/hour</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Mathematics certified</td>
</tr>
<tr>
<td>23</td>
<td>Zachary Fisher</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$260.56/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Social Studies replacement substitute – Replaces 23446974</td>
</tr>
<tr>
<td>24</td>
<td>Marie Zengel</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>25</td>
<td>Amanda Berezny</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>26</td>
<td>Dana Pellegroino-</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td></td>
<td>Heath Heath</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>27</td>
<td>Patricia Mercer</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>28</td>
<td>David Mercer</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>29</td>
<td>Ralph Avard</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Pending receipt of archived background check</td>
</tr>
<tr>
<td>30</td>
<td>Heather Marsh</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>31</td>
<td>Susan Morris</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>32</td>
<td>Joseph Colontone</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>33</td>
<td>Frank Grosso</td>
<td>Approve</td>
<td>Substitute Bus Driver</td>
<td>$19/hour [weekday] $19.50/hour [weekend] $20.50/hour [mail run]</td>
<td>District</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Pending receipt of background check</td>
</tr>
<tr>
<td>34</td>
<td>Larisa Dowling</td>
<td>Approve</td>
<td>Observations</td>
<td>N/A</td>
<td>Middle School</td>
<td>1/3/18</td>
<td>1/19/18</td>
<td>Fairleigh Dickinson University student under the direction of Mr. Turkowski</td>
</tr>
<tr>
<td>35</td>
<td>Kristina Polachak</td>
<td>Approve</td>
<td>Counseling Internship</td>
<td>N/A</td>
<td>High School</td>
<td>1/3/18</td>
<td>6/30/18</td>
<td>Centenary University student under the direction of Mr. Kaveck</td>
</tr>
<tr>
<td>Code No.</td>
<td>Name</td>
<td>Action</td>
<td>Nature of Action</td>
<td>Position</td>
<td>Salary</td>
<td>Location</td>
<td>Date Effective</td>
<td>Date Terminated</td>
</tr>
<tr>
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</tr>
<tr>
<td>36</td>
<td>Jessica McKeown</td>
<td>Approve</td>
<td></td>
<td>Observations</td>
<td>N/A</td>
<td>Middle School</td>
<td>11/15/18</td>
<td>12/22/17</td>
</tr>
<tr>
<td>37</td>
<td>James Graziani</td>
<td>Approve</td>
<td></td>
<td>Observations</td>
<td>N/A</td>
<td>Middle School</td>
<td>Spring 2018 &amp; Fall 2018</td>
<td>12/2018</td>
</tr>
<tr>
<td>38</td>
<td>Nathan Kline</td>
<td>Approve</td>
<td></td>
<td>Volunteer</td>
<td>N/A</td>
<td>High School</td>
<td>11/15/17</td>
<td>6/30/18</td>
</tr>
<tr>
<td>39</td>
<td>Kevin Petto</td>
<td>Approve</td>
<td></td>
<td>Volunteer</td>
<td>N/A</td>
<td>High School</td>
<td>11/15/17</td>
<td>End of Season</td>
</tr>
<tr>
<td>40</td>
<td>Megan Bublitz</td>
<td>Approve</td>
<td></td>
<td>Volunteer</td>
<td>N/A</td>
<td>Middle School</td>
<td>11/15/17</td>
<td>End of Season</td>
</tr>
<tr>
<td>41</td>
<td>Emma Sloan</td>
<td>Approve</td>
<td></td>
<td>WHR Student for Fencing Program</td>
<td>N/A</td>
<td>Out of district</td>
<td>11/15/17</td>
<td>End of Season</td>
</tr>
</tbody>
</table>

(Motion________Second_________________/Yes____No____Aabtain____)

II. Education and Policy

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

0176 P   Collective Bargaining and Contract Approval/Ratification
1620 P   Administrative Employment Contracts
3124 P   Employment Contract
3141 P   Resignation
3410 P   Compensation
4124 P   Employment Contract
4431 P   Uncompensated Leave
9191 P   Booster Clubs

(Motion________Second_________________/Yes____No____Aabtain____)

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

2360 P   Use of Technology
3283 P&R  Electronic Communication Between Teaching Staff Members and Students
3431 P   Uncompensated Leave
4410 P   Compensation
4283 P&R  Electronic Communication Between Support Staff Members and Students

● Robotic Telepresence Parent Agreement

(Motion________Second_________________/Yes____No____Aabtain____)

November 14, 2017 5
3. Motion to acknowledge the administrative decision regarding the following HIB cases:

   MS - 17-18 - 003, 004, 005, 006, 007 & 008
   HS - 17-18 - 003, 004, 005 & 006

   (Motion_________________ Second_________________/Yes_____No_____ Abstain_______)

4. Motion to approve the following job descriptions as recommended by the Superintendent and Personnel Committee [Attachments A & B]:

   A. Principal
   B. Assistant Principal

   (Motion_________________ Second_________________/Yes_____No_____ Abstain_______)

5. Motion to approve the following field trip requests in accordance with Policy 2340:

<table>
<thead>
<tr>
<th>Code</th>
<th>Requested by</th>
<th>Trip</th>
<th>Board of Education Cost</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Heather Heslin &amp; Maylin Ramirez</td>
<td>MD Program classes to Shop- Rite on various dates</td>
<td>Busses, Nurse &amp; Substitutes</td>
<td>Curriculum</td>
</tr>
<tr>
<td>2</td>
<td>Sharon Fretz &amp; Julia Henning</td>
<td>Outdoors Unlimited Club to Camelback Ski Area</td>
<td>N/A</td>
<td>$100/student, Transportation paid by club</td>
</tr>
<tr>
<td>3</td>
<td>Sharon Fretz, Adam Slack &amp; Susan Rader</td>
<td>Outdoors Unlimited Club to Whiteface Mt., Lake Placid, NY</td>
<td>N/A</td>
<td>$420/student, Transportation paid by club</td>
</tr>
<tr>
<td>4</td>
<td>Toni Manfra</td>
<td>Unified Club [formerly Best Buddies] Leadership Conference</td>
<td>Substitute</td>
<td>Paid from 11-402-100-500-3415-05</td>
</tr>
<tr>
<td>5</td>
<td>Margaret Devine &amp; Kevin Horn</td>
<td>HS Horizons to Warren/Hunterdon Academic Meet [WHAM]</td>
<td>Transportation</td>
<td>Competition</td>
</tr>
<tr>
<td>6</td>
<td>Hope Ranalli</td>
<td>8th grade students to visit Warren Tech in a.m.</td>
<td>N/A</td>
<td>Warren Tech pays transportation</td>
</tr>
<tr>
<td>7</td>
<td>Margaret Devine &amp; Kevin Horn</td>
<td>Young Writers Conference @ District office</td>
<td>Transportation &amp; Substitutes</td>
<td>Paid from 11-190-100-580-1220-02</td>
</tr>
<tr>
<td>8</td>
<td>Vittoria Busardo</td>
<td>NJASC state officer meeting</td>
<td>Substitute</td>
<td>Club pays transportation</td>
</tr>
<tr>
<td>9</td>
<td>Emily Kablis</td>
<td>NJASC state officer meeting</td>
<td>Substitute</td>
<td>Club pays transportation</td>
</tr>
</tbody>
</table>

   (Motion_________________ Second_________________/Yes_____No_____ Abstain_______)

6. Motion to approve the following travel and conference request:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Cost/Mileage</th>
<th>Date and Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Earl Clymer, Annette Walters &amp; 6 board members</td>
<td>NJ School Boards Annual Workshop</td>
<td>Atlantic City, NJ</td>
<td>$1400, Registration + hotel &amp; incidentals</td>
<td>October 23, 24, 25 &amp; 26, 2017</td>
</tr>
<tr>
<td>2</td>
<td>Dawn Moore, Lee Turkowski, Michael Perruso &amp; Jacqueline Gibbs</td>
<td>NJ Association for Gifted Children (NJAGC)</td>
<td>Bridgewater, NJ</td>
<td>$184. Registration each + Mileage</td>
<td>March 23, 2018 – Paid through Title II Funds</td>
</tr>
</tbody>
</table>

November 14, 2017
<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Cost/Mileage</th>
<th>Date and Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Heather Apple</td>
<td>NJPSA Workshop</td>
<td>Monroe Township, NJ</td>
<td>$149. Registration + Mileage</td>
<td>November 17, 2017</td>
</tr>
<tr>
<td>4</td>
<td>Nicole Latino, Elena McCormick, Lyandra Ross &amp; Meghan McGeehan</td>
<td>Social Studies Articulation</td>
<td>WHRHS Library</td>
<td>Substitutes</td>
<td>December 7, 2017</td>
</tr>
<tr>
<td>5</td>
<td>Margaret Devine</td>
<td>NJ Association for Gifted Children (NIAGC)</td>
<td>West Windsor, NJ</td>
<td>Mileage</td>
<td>March 23, 2018 Registration paid by Horizons</td>
</tr>
<tr>
<td>6</td>
<td>Dawn Moore</td>
<td>NJPSA Legal Workshop</td>
<td>Voorhees High School</td>
<td>$150. Registration + Mileage</td>
<td>November 17, 2017 – Paid through Title II Funds</td>
</tr>
<tr>
<td>7</td>
<td>Debra Rokosny</td>
<td>Educator’s Conference for Holocaust</td>
<td>Lincroft, NJ</td>
<td>Substitute</td>
<td>Teacher is paying registration &amp; mileage</td>
</tr>
<tr>
<td>8</td>
<td>Brigitte Burstein, Jessica Clark &amp; Jesse Damiano</td>
<td>Next Generation Science Standards</td>
<td>New Brunswick, NJ</td>
<td>$595. Registration + Mileage</td>
<td>January 9 &amp; 10, 2018 Paid through Title II Funds</td>
</tr>
<tr>
<td>9</td>
<td>Nicholas Remondelli</td>
<td>Creating a Successful Makerspace Classroom</td>
<td>Monroe Twsp., NJ</td>
<td>$149. Registration + Mileage</td>
<td>November 15, 2017 Paid through Title II Funds</td>
</tr>
</tbody>
</table>

(Motion__________ Second__________/Yes____ No_____ Abstain____)

*7. Motion to approve the Warren Hills Regional School District Goals for the 2017-2018 school year.
(Motion__________ Second__________/Yes____ No_____ Abstain____)

III. Budget and Finance

*1. Motion to approve the purchase order list dated October 1, 2017 through October 31, 2017 in the amount of $174,529.30.
(Motion__________ Second__________/Yes____ No_____ Abstain____)

*2. Motion to approve the following Special Education Tuition Contracts for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Student</th>
<th>School</th>
<th>Amount</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>6212422760</td>
<td>Burlington County Special Services</td>
<td>$47,791.00</td>
<td>09/06/2017</td>
</tr>
</tbody>
</table>

(Motion__________ Second__________/Yes____ No_____ Abstain____)

*3. Motion to approve agreement with Brookfield Schools/Summit Oaks Program for home instruction for Student No. 4678373254, commencing October 30, 2017, and continuing until further notice, at the rate of $41.00 per hour for a maximum of 5 hours per week.
(Motion__________ Second__________/Yes____ No_____ Abstain____)

November 14, 2017
*4. Motion to approve agreement with Learn by Doing, Inc. to conduct a full day professional development training session/workshop on November 30, 2017 entitled "Albert.io's Data Features to Monitor Student Learning and Achievement in the Advanced Placement Program" in the amount of $2,250.00, to be paid from account #20-271-200-320-0000-01 [Title IIA Funds].
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

*5. Motion to approve Change Order No. 1 with Iron Mountain Mechanical, LLC, for the HVAC work in connection with the Toilet Room Renovations at Warren Hills Regional High School and Middle School for a credit in the amount of $1,000.00 for unused allowance.
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

*6. Motion to approve Change Order No. 1 with Iron Mountain Mechanical, LLC for the plumbing work in connection with the Toilet Room Renovations at Warren Hills Regional High School and Middle School for a credit in the amount of $3,500.00 for unused allowance.
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

*7. Motion to approve Change Order No. 1 with Wespol Construction and Metal Distributors, LLC, for the partial roof replacement at Warren Hills Regional High School and Middle School for a credit in the amount of $48,000.00 for unused allowance.
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

*8. Motion to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2017-2018 Comprehensive Maintenance Plan.
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

*9. Motion to approve a Rental Agreement with Centenary University for use of their pool for the high school swim team, commencing November 6, 2017 through February 9, 2018, in the amount of $7,675.00.
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

*10. Motion to approve Translucent Security, LLC Estimate Number JC071917 to furnish and install the high school and middle school barrier free door operators at a cost of $25,474.80.
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

*11. Motion to approve an agreement with E-Rate Partners, LLC, for Funding Year 2018 (July 1, 2018 to June 30, 2019) in the amount of $3,400.00.
(Motion________ Second_________ /Yes _____ No _____ Abstain_____)

N. Public Comment

November 14, 2017
O. Second Executive Session
EXECUTIVE SESSION (If Necessary)
WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.
BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:
1) Matters rendered confidential by Federal Law, State Law, or Court Rule
2) Pending Litigation
3) Personnel Matters

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and
BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

P. Reconvene ________________ p.m.
(Motion______________ Second______________)

Q. Adjourn ________________ p.m.
(Motion______________ Second______________)

*Roll Call
TITLE: PRINCIPAL

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong interpersonal, communication and technological skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Assistant Superintendent

SUPERVISES: All certified and noncertified staff assigned to the school

JOB GOAL:
To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development and achievement of each pupil.

PERFORMANCE RESPONSIBILITIES:

School Leadership
1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the assistant superintendents informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.
5. Exercises leadership in developing a culture and climate to positively affect team building leading to improved outcomes for students.

Curriculum and Instruction
1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Plans, organizes, supervises and budgets for building level programs and activities.

Supervision and evaluation of school staff
1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of school employees and assists them in achievement of their job goals.
2. Conducts observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.
Office management and administrative efficiency

1. Prepares and submits the school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
4. Reports incidents of violence, vandalism, HIB and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.

Scheduling

1. Collaborates with the district designee to develop and maintain a master schedule for the academic program.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

Contact with students

1. Is responsible for the supervision of arrival and dismissal of schools.
2. Interacts appropriately with students during the school day.
3. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students’ rights to due process.

Contact with Parents, Guardians, and the local community

1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
2. Acts as a liaison between the school, home and community; follows policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
3. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

Implements policies that are adopted by the school board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board via the assistant superintendents on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
   a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
   b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other
1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
2. Performs other duties which may be assigned or required by law, code, regulation or board policy.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board’s policy on evaluation of certified staff.

Approved by:
Date:
Revised:

LEGAL REFERENCES:

N.J.S.A. 13:1F-19 et seq. School integrated pest management
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendents, principals and teachers
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs
N.J.A.C. 6A:7 Managing for equality and equity in education
See particularly:
N.J.A.C. 6A:7-1.6 Professional Development
N.J.A.C. 6A:8 Standards and assessment
See particularly:
N.J.A.C. 6A:8-3.1 Implementation of the Core Curriculum Standards
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9-5 General certification policies
N.J.A.C. 6A:9-8 Requirements for instructional certificate
N.J.A.C. 6A:9-9 Instructional certificates
N.J.A.C. 6A:9-12.3 Authorization
N.J.A.C. 6A:9-12.5 Principal
N.J.A.C. 6A:9-14 Acting administrators
N.J.A.C. 6A:9-15 Required professional development for teachers
N.J.A.C. 6A:9-16 Required professional development for school leaders
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:23 Finance and business services
N.J.A.C. 6A:24-4.1 et. seq. Implementation of whole school reform model
N.J.A.C. 6A:24-4.4 School-based budgets
N.J.A.C. 6A:24-5 Supplemental programs and services
N.J.A.C. 6A:24-6 Implementation of required programs in secondary schools
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:27-11.2 Evacuation drills and safety education
N.J.A.C. 6A:28-3 Filing of disclosure statements
N.J.A.C. 6A:30 Evaluation of the school district
N.J.A.C. 6A:32 School district operations

See particularly:
N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-12.2 School-level planning
N.J.A.C. 6A:32-13 Student behavior
N.J.A.C. 12:100-4.2 Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030


Manual for the Evaluation of Local School Districts


Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450
WARREN HILLS REGIONAL

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership capability in the areas of curriculum and staff development
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of the principal.

JOB GOAL: To assist the principal in providing school wide leadership.

PERFORMANCE RESPONSIBILITIES:

School Leadership

1. Collaborate with the principal as an instructional leader to develop student achievement goals and to create, implement and monitor plans to achieve those goals, in accordance with state guidelines and mandates.
2. Assists the principal in duties related to the selection of personnel, instruction, supervision, evaluation and the overall administration of the school.
3. Serves as building administrator in the absence of the principal.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Greets and interacts with parents and visitors in the absence of or in addition to the school principal.
7. Shares the responsibility to enforce and implement all district/administrative directives and Board of Education policies.

Student discipline, supervision of students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in coordinating supervision of the cafeteria during lunch hours.
3. Provides guidance to individual students, and works to resolve individual behavioral problems.
4. Attends school events/functions outside the instructional day as assigned by the principal.

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance, and works with available resources to resolve issues and concerns.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, HIB and possession of firearms.
3. Performs such record-keeping and reporting functions as the principal may direct.
Interaction with school staff

1. Supervises teachers and departments as assigned by the superintendent.
2. Assists in coordination and supervision of assembly programs and assignment of faculty members to assist at school functions, duties, testing, etc.
3. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Other

1. Assists in the planning and supervision of activities to promote student and employee health and safety.
2. Performs such other duties as may be assigned by the principal, assistant superintendents or superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board’s policy on evaluation of certified staff.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 13:1f-19 School integrated pest management act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendent, principals and teachers
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
WARREN HILLS REGIONAL

Fire drills and fire protection

N.J.A.C. 6A:7
Managing for equality and equity in education

N.J.A.C. 6A:8
Standards and assessment

N.J.A.C. 6A:9
Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3
Professional standards for teachers and school leaders

N.J.A.C. 6A:9-5
General certification policies

N.J.A.C. 6A:9-8
Requirements for instructional certificate

N.J.A.C. 6A:9-9
Instructional certificates

N.J.A.C. 6A:9-12.3
Authorization

N.J.A.C. 6A:9-12.5
Principal

N.J.A.C. 6A:9-14
Acting administrators

N.J.A.C. 6A:9-15
Required professional development for teachers

N.J.A.C. 6A:9-16
Required professional development for school leaders

N.J.A.C. 6A:16
Programs to support student development

N.J.A.C. 6A:17
Students at risk of not receiving a public education

N.J.A.C. 6A:27-11.2
Evacuation drills and safety education

N.J.A.C. 6A:30
Evaluation of the school district

N.J.A.C. 6A:32
School district operations

See particularly:

N.J.A.C. 6A:32-4
Employment of teaching staff

N.J.A.C. 6A:32-4.4
Evaluation of tenured teaching staff members

N.J.A.C. 6A:32-4.5
Evaluation of nontenured teaching staff members

N.J.A.C. 6A:32-5.1
Standards for determining seniority

N.J.A.C. 6A:32-6
School employee physical examinations

N.J.A.C. 6A:32-7
Student records

N.J.A.C. 6A:32-8
Attendance and pupil accounting

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