

WARREN HILLS REGIONAL BOARD OF EDUCATION

September 5, 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

Joseph Bodenschatz	Christopher Hamler	Paula Merrill
Jennifer Knittel	Richard Havrisko	Richard Young
Kathleen Halpin	Lisa Marshall	

**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.

C. Convene to Executive Session \_\_\_\_\_ p.m.

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

D. RECONVENED: 7:00 p.m.

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

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

E. Motion to approve the Minutes of the August 15, 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. Committee Reports

Committee	Date	Discussion
Budget & Finance	No meeting held	By Chair: Mr. Young
Buildings & Grounds	August 23, 2017	By Chair: Mr. Havrisko
Education & Policy	September 5, 2017	By Chair: Mrs. Marshall
Personnel	No meeting held	By Chair: Mrs. Halpin
Student Activities & Transportation	No meeting held	By Chair: Mr. Hamler
Technology	August 21, 2017	By Chair: Mr. Young
Negotiations	No meeting held	By Chair: Mr. Young

J. Old Business

1. Board Goals
2. Handicapped press plates
3. Crosswalk buttons
4. Meetings with Legislators

K. New Business

1. District Goals discussion

L. Action Items

**I. Personnel**

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Estrella Molinet	Approve	Board Secretary/Business Administrator	\$147,737	District	7/1/17	6/30/18	N/A
2	Christina Smith	Rescind	Maternity Replacement Biology Teacher	\$52,112, prorated	High School	8/18/17	9/5/17	Rescind board motion of August 15, 2017
3	Crystal Donovan	Approve	Maternity Replacement Special Education	\$52,112, prorated	High School	9/6/17	6/30/18	Full year replacement [53046975]
4	Jill Okladek	Approve	Administrative Internship	N/A	High School	On or about 9/6/17	End of Fall Semester	Under the direction of Mr. Kavcak
5	David Tompkins	Approve	Substitute Custodian	\$14.25/hour	District	9/6/17	6/30/18	Pending receipt of background check
6	Carol Harrington	Approve	Summer Resource Personnel	\$16/hour	Middle School	7/20/17	7/27/17	Salary paid by outside organization
7	Patrick Cooley	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
8	Joseph Duart	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
9	John Amey	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
10	Jeffrey Dugan	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
11	Joseph Sciortino	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
12	Debra Vannatta	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
13	Jessica Morgan	Approve	Mentor Training	\$30/hour	Middle School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
14	Tara Paulus	Approve	Mentor Training	\$30/hour	Middle School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
15	Theresa Anecchiarico	Approve	Mentor Training	\$30/hour	Middle School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
16	Deborah Archer-Cole	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
17	Kimberly Eilenberger	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
18	Laurie Kerr	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
19	Daryl Detrick	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
20	Jill Okladek	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
21	Mary Louise Rowlin	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours

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

## II. Education and Policy

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

**5600 R** Student Discipline/Code of Conduct

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

\*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:

**2624 P&R** Grading System  
**5514 P&R** Student Use of Vehicles on School Grounds  
**5610 P&R** Suspension  
**7230 P&R** Gifts, Grants and Donations  
**7250 P** School and Facility Names  
**8860 P&R** Memorials

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

\*3. Motion to acknowledge the administrative decision regarding the following HIB cases:

MS – 17-18 – None  
HS - 17-18 – None

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

\*4. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Amy Kline	2018 NJ State Agricultural Convention Delegate	Atlantic City, NJ	Substitute/\$85.00 per day	2/6-8/2018 - Reimbursed by NJAAE
2	Amy Kline	National FFA Alumni Conference Delegate	Indianapolis, IN	Substitute/\$85.00 per day	10/26-27, 2018 – Reimbursed by NJ FFA Alumni

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
3	Daryl Detrick	NJDOE Task Force for Revision of 8.2 Standards	NJDOE, Trenton, NJ	Substitute/\$85.00	9/29/2017
4	Daryl Detrick	Keynote Speaker at William Patterson Education Technology Conference	William Paterson University	Substitute/\$85.00	11/03/2017

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

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Clifford Platt & Jill Okladek	Advanced Theatre Students to McCarter Theatre	Substitute/\$85.00	2 separate trips [Fall & Winter] \$20/student for bus & ticket each trip
2	Clifford Platt & Jill Okladek	Advanced Theatre Students to East Stroudsburg University to view theatre production	Substitute/\$85.00	\$14/student for bus & ticket
3	Amy Kline	WHR FFA to Eastern States Exposition	Substitute/\$85.00	All fees/transportation paid by FFA

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

\*6. Motion to approve the Warren Hills Regional Board of Education Goals for the 2017-2018 school year. [Attachment A]

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

### III. Budget and Finance

\*1. Motion to approve the purchase order list dated 7/1/2017 through 8/31/2017 in the amount of \$36,955,756.96.

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

\*2. Motion to refuse the funds from the New Jersey Department of Education the Elementary and Secondary Education Act (ESEA) Consolidated Formula Subgrant allocation for the 2017-2018 school year for Title III Immigrant in the amount of \$3,683.00.

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

\*3. Motion to approve the following individuals as American Sign Language Interpreters for the 2017-2018 school year:

Christina M. DiCosmo      Tiffany Mosquera  
 (Motion \_\_\_\_\_ Second \_\_\_\_\_ /Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_)

\*4. Motion to approve a contract between Warren Hills Regional Board of Education and Sussex County Educational Services Commission to provide services as needed for the 2017-2018 school year.

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

\*5. Motion to approve the following Resolution Awarding Contract for Building Management and Automation System Renovation at Warren Hills Regional High School Bid # 17-01:

Whereas, the Warren Hills Regional Board of Education ("Board"), pursuant to N.J.S.A. 18A:18A-1, et seq., publicly advertised for sealed bids for Building Management and Automation System at the Warren Hills Regional High School (Bid no. 17-01);

Whereas, in accordance with that advertisement, bids were received, publicly opened and read aloud at the Board's offices on July 26, 2017; and

Whereas, PQ Energy Services, Inc. submitted the lowest responsive bid in the amount of \$175,000.00 and is the lowest responsible bidder for the project;

NOW, THEREFORE, be it resolved by the Warren Hills Regional Board of Education that the contract is hereby awarded to PQ Energy Services, Inc., located at 3320 Nazareth Road, Easton, PA 18045, in the total amount of One Hundred and Seventy Five Thousand Dollars (\$175,000.00), subject to the terms and conditions of a contractual agreement, which the Board President is authorized to execute on behalf of the Board. [Attachment B]

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

**M. Public Comment**

**N. Second Executive Session**

**EXECUTIVE SESSION** (If Necessary)

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**O. Convene to Second 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 Goals for SY 2017-2018

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.

Warren Hills Regional High School

Bidders	PQ Energy Services Inc. 3320 Nazareth Road, Easton PA, 18045	A.M.E. Inc. 1275 Bloomfield Ave, Bldg 2, Unit 17B, Fairfield NJ, 07004	
Bid Bond	X	X	
Consent of Surety	X	X	
AffirmAction	applied	X	
<b>Base Bid</b>	175,000	309,333	
Admin/MS Integration	-	30,600	
Service Cost (Years 2-5)	56,000	85,000	
Admin/MS Integration	-	12,500	
Annual extended Warranty (2-5)	14,000	-	
<b>Total Systems and Service Cost</b>	245,000	437,433	
Business Registration Cert	X	X	
Non Collusion Affidavit	X	X	
Pay to Play	X	X	
Political Cont Forms	X	X	