

WARREN HILLS REGIONAL BOARD OF EDUCATION

September 25, 2018

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mrs. Lisa Marshall, President

B. Roll Call - Mr. John Boreman, Interim Business Administrator

Joseph Bodenschatz	Jennifer Knittel	Corey Piasecki
Christopher Cannavo	Lisa Marshall	Eric Walls
Christopher Hamler	Paula Merrill	Richard Young

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*
- 4) *Student 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.

(Motion \_\_\_\_\_ Second \_\_\_\_\_)

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

E. Motion to approve the Minutes of the September 4, 2018, Regular and Executive Session meetings.

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

F. Communications – Mr. John Boreman, Interim Business Administrator

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

H. Presenter(s) – Student Presenters

I. Goals:

**Warren Hills Regional School District Goals for 2018-2019 School Year**

1. Implement and support strategies to improve student achievement for ALL students, including but not limited to, Advanced Placement, Vocational Education, Gifted & Talented, General Education and Special Education through course offerings, 1:1 technology initiative and enhanced PLCs.
2. Improve communication and involvement with the community at-large regarding district initiatives and events.
3. Ensure effective fiscal efficiency for the district through the budget development process.

**Warren Hills Regional Board of Education Goals for 2018-2019 School Year**

1. Support fiscal sustainability for the district budget through the budget development process.
2. Become a Certified Board – improve understanding of financial operations for all members.
3. Increase student presentations at Board of Education meetings.

J. Committee Reports

Committee	Date	Discussion
Budget & Finance	No meeting held	By Chair: Mr. Young
Buildings & Grounds	September 24, 2018	By Chair: Mr. Hamler

Education & Policy	September 25, 2018	By Chair: Mrs. Marshall
Personnel	September 17, 2018	By Chair: Mrs. Knittel
Student Activities & Transportation	No meeting held	By Chair: Mrs. Merrill
Technology	September 17, 2018	By Chair: Mr. Young
Negotiations	September 12, 2018	By Chair: Mr. Young
Wall of Fame	monthly	By Chair: Mr. Walls

**K. Old Business**

**L. New Business –**

- Committee Discussions
- Administrative Transition Plan discussion due to administrative resignation

**M. Public Comment – concerning action items.**

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy.

Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

**N. ACTION ITEMS**

**I. PERSONNEL**

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	George Saunders	Accept	Custodian	\$62,224.00	Middle School	1/1/19	1/1/19	Retirement

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
2	Terrence Dolan	Approve	Maternity Leave Replacement School Psychologist	\$311.00 per day, prorated	High School	9/26/18	On or about 11/1/18	3 to 5 days per week - Replaces #66185844
3	Sally Christine	Approve	Paraprofessional	\$23.94/hour	Middle School	9/26/18	6/30/2019	Title I Grant Funded - Hourly, not to exceed 5 days per week, 5.75 hours per day
4	Gina Legora	Approve	New Teacher Mentor	\$440	Middle School	9/27/18	6/30/19	Mentoring Lisa Ann Smith
5	Gina Legora	Approve	Mentor Training	\$30/hour	Middle School	9/26/18	9/26/18	Not to exceed 2 hours
6	Nicole Labrit-Petrewski	Approve	Drama Club Advisor	\$4,100 per production	High School	9/26/18	6/30/19	Tier 1
7	Jodi Longo & Emily Kablis	Approve	Student Council Co-Advisors	\$4,100, prorated	High School	9/26/18	6/30/19	J. Longo [Sept. through Nov. 15, 2018] E. Kablis [Nov. 15, 2018 through June 30, 2019 Tier 1
8	Jennifer Cavo	Approve	Assistant Swim Coach	\$5,444	High School	Start of Season	End of Season	Tier 3, Step 3
9	Sachel Bise	Approve	Substitute Teacher	\$85/day	District	9/26/18	6/30/19	All paperwork complete & on file
10	Katarina Grofikova	Approve	Substitute Teacher	\$85/day	District	9/26/18	6/30/19	Pending receipt of P.L. 2018, c. 5 in process
11	Kerryn Bakken	Approve	Substitute Homework Club	\$45/hour	Middle School	9/26/18	6/30/19	As needed basis assigned by middle school principal
12	Danielle Miksch	Approve	Tutoring Coordinator	\$45/hour	High School	9/26/18	5/30/19	After school – Tuesdays & Thursdays -not to exceed 2 coordinators per session
13	Sandra Young	Approve	Tutoring Coordinator	\$45/hour	High School	9/26/18	5/30/19	After school – Tuesdays & Thursdays-not to exceed 2 coordinators per session
14	Diane Devivo	Approve	Tutoring Coordinator	\$45/hour	High School	9/26/18	5/30/19	After school – Tuesdays & Thursdays-not to exceed 2 coordinators per session
15	LeeAnn Kubbishun	Approve	Summer Guidance	\$62.46	Middle School	7/2/18	8/24/18	Additional 8 hours worked
16	Jacquelyn McLaughlin	Approve	Driver	Rates as approved by BOE on 8/14/18	District	As soon as practical	6/30/19	Pending receipt of required paperwork and road test

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

\*2. Motion to approve the following maternity leaves of absence:

Code No.	Employee	Reason	Position	Location	Leave Start Date	Paid Days to be used	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1	50259233	Maternity Leave	School Nurse	High School	12/11/18	39	2/14/19	2/14/19	N/A	On or about 4/18/19	N/A
2	39811807	Maternity Leave	Special Education Teacher	High School	11/5/18	0	11/5/18	11/5/18	N/A	On or about 12/17/18	N/A

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

\*3. Motion to approve 2018-2019 Title I funded portions of salaries for teachers as follows:

Title I

Robin Bloom – MS                      \$21,820.13  
 Todd Solecitto – MS                    \$19,823.25  
 Lourdes Garcia – MS                    \$22,893.25

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

\*4. Motion to approve the following observations/internships/volunteers:

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Heather Apple	Administrative Clinical Internship	N/A	N/A	High School	9/26/18	2/28/19	Under the direction of Christopher Kavcak
2	Cedric Hickerson	Administrative Clinical Internship	N/A	N/A	High School	10/1/18	End of first semester	Under the direction of Christopher Kavcak
3	Karen Jurkowski	School Nurse Field Work	N/A	N/A	High School	As soon as practical	Upon completion of hours	Field component of approximately 50 hours, Caldwell College student, under the direction of Bonita Duryea
4	Danielle Approbato	Observations	N/A	N/A	High School	9/26/18	12/7/18	WCCC student under the direction of Christopher Kavcak
5	Suzette Trejo-Raviera	Observations	N/A	N/A	High School	9/26/18	12/7/18	WCCC student under the direction of Christopher Kavcak
6	Shayla Harper	Observations	N/A	N/A	High & Middle Schools	9/26/18	11/16/18	E. Stroudsburg student under the direction of MaryLouise Rowlin

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

\*5. Motion to approve the following job description as recommended by the Superintendent and Personnel Committee [Attachment A]:

A. Lead Guidance Counselor

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

**II. Education and Policy**

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

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

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

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

**1613 P&R** Disclosure & Review of Applicant’s Employment History  
**8561 P** Procurement Procedures for School Nutrition Programs

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

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

MS – 17-18 – 001 & 002

HS - 17-18 – 001

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

\*4. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Patricia Smith	FFA to National Competition	Substitute + Transportation	Competition
2	Lauren Voight	Choral Palooza	Substitute	\$10./student
3	Lauren Voight	Caroling Festival	N/A	HS Choir Student Activity account pays transportation
4	Lauren Voight	Select Choir Competition	Transportation	Fundraising for entry fee
5	Patricia Smith	FFA to Leadership Conference	Substitute + Transportation	Competition
6	Nicole Silvis, Vittoria Busardo & Jodi Longo	MS & HS Student Councils to Fall & Winter Conferences	Substitutes	\$25/student

Code	Requested by:	Trip	Board of Education Cost	Discussion
7	Jennifer Giamoni & Timothy Downs	Debate Team to Harvard Model Congress 2019	Substitute + Transportation to Airport	\$700/student
8	Daryl Detrick & Abigail Makoski	Engineering Career Day	Substitutes + Transportation	Curriculum
9	Debra Rokosny & Laura Slane	Genocide Classes & Human Rights Club to presentation	Substitutes + Transportation	Curriculum
10	Nicole Silvis	ALC 7 <sup>th</sup> & 8 <sup>th</sup> grade classes to tour of apple orchard	\$11/ person, Substitutes + Transportation	Curriculum
11	Mary Ann Strohl-McKinney	Newspaper Staff annual Press Day	Substitutes	\$25/student
12	Maylin Ramirez & Heather Heslin	MD Units walking to downtown for Community Based Instruction	N/A	\$5.00/student
13	Maylin Ramirez & Heather Heslin	MD Units walking to Washington Public Library	N/A	N/A
14	Cheryl Yanoff	MD AU Life Skills Classes for Community Based Instruction	Transportation	N/A
15	Maylin Ramirez & Heather Heslin	MD Units for Community Based Instruction	Transportation	N/A

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

\*5. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Earl Clymer	NJASA Legal Series	Trenton, NJ	\$400. Registration + Mileage	October 10, January 31, 2019 & April 9, 2019 Budgeted
2	Robert Cacchio	Legal One – HIB Training	Monroe Twsp., NJ	\$150. Registration + Mileage	September 26, 2018 Budgeted
3	Jacqueline Gibbs	Rutgers Gifted & Talented Conference	Somerset, NJ	\$189. Registration + Mileage	November 30, 2018 Budgeted
4	Gina Legora	Mathematics Workshop	Bethlehem, PA	\$239. Registration + Mileage	October 29, 2018 Budgeted
5	Courtney Hoffman	Mathematics Workshop	Bethlehem, PA	\$239. Registration + Mileage	October 29, 2018 Budgeted
6	Theresa Chapman	Mathematics Workshop	Bethlehem, PA	\$239. Registration + Mileage	October 29, 2018 Budgeted
7	Brittany Catalano	Mathematics Workshop	Bethlehem, PA	\$239. Registration + Mileage	October 29, 2018 Budgeted

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
8	Sharon Fretz	Techniques for Adolescents with Emotional & Behavioral Problems	Parsippany, NJ	\$199.99 Registration + Mileage	November 29, 2018 Budgeted
9	Deborah Archer-Cole	Special Education Law	Parsippany, NJ	\$199.99 Registration + Mileage	October 12, 2018 Budgeted

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

\*6. Motion to approve the Nursing Services Plan for the 2018-2019 school year as per N.J.A.C. 6A:16-2.18(B).

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

\*7. Motion to approve the Warren Hills Regional Board of Education Goals for the 2018-2019 school year. [H. Goals]

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

\*8. Motion to approve the Warren Hills Regional District Goals for the 2018-2019 school year. [H. Goals]

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

### III. BUDGET AND FINANCE

\*1. The Warren Hills Regional Board of Education approves the July, 2018 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 July, 2018; 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. The Warren Hills Regional Board of Education approves the August, 2018 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 August, 2018; 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 \_\_\_\_\_)

\*3. Motion to approve the bill list for the period August 1, 2018 through August 31, 2018, including August, 2018 payrolls, in the amount of \$2,162,466.49.

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

\*4. Motion to approve transfers in the amount of \$551,291.49 for the month of July, 2018.

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

\*5. Motion to approve transfers in the amount of \$32,648.00 for the month of August, 2018.

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

\*6. Motion to approve EI US, LLC to provide educational instruction services for Student #9606255614 currently at Summit Oaks Hospital, commencing September 12, 2018 and continuing until further notice, at the rate of \$45.50 per hour.

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

\*7. Motion to approve a Rental Agreement with Centenary University for use of their pool for the high school swim team, commencing November 12, 2018 through January 31, 2019, in the amount of \$8,000.00.

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

\*8. Motion to accept, with gratitude, the donation of \$200.00 to the Fine Arts Department from Nicole Clark, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

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

\*9. Motion to accept, with gratitude, the donation of eight (8) R.A.D. Student Gear Suit sets from Kevin DeAngelo from Keyport, NJ, with an approximate value of \$1,200.00, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

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

**O. Public Comment**

**P. 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*
- 4) *Student Matters*
- 5) *Administrative Transition Plan discussion due to administrative resignation*

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 will be taken.

(Motion \_\_\_\_\_ Second \_\_\_\_\_)

**Q. Reconvene \_\_\_\_\_ p.m.**

(Motion \_\_\_\_\_ Second \_\_\_\_\_)

**R. Adjourn \_\_\_\_\_ p.m.**

(Motion \_\_\_\_\_ Second \_\_\_\_\_)

**\*Roll Call**

## WARREN HILLS REGIONAL

---

**Title:** Lead Guidance Counselor (Non-Supervisory)

**Qualifications:**

1. NJ Instructional Certificate in Content Area (Guidance)
2. Excellent command of content knowledge.
3. Strong interpersonal and communication skills.
4. Strong organizational skills.
5. Required criminal history background check, medical clearance and P.L. 2018, c.5 "Pass the Trash" legislation.
6. Proof of U.S. Citizenship or legal resident alien status.

**Reports To:** Assistant Superintendent for Curriculum & Instruction (ASCI)

**Job Goal:** To provide leadership and coordination of the guidance department, while acting as an advisory liaison to the administration.

**Contract Term:** Appointed yearly

**Performance Responsibilities:**

- Collaborates with department members regarding overall academic program effectiveness in meeting district/subject proficiencies through review of data available.
- Interprets the objectives of the district's guidance program to parents, students, staff and the community.
- Ensures that appropriate Intervention & Referral Services and 504 Plans are available for students who are having difficulty in their classes and who have not been classified in need of special education.
- Assists ASCI with development of annual department budget (including ordering, inventory, distribution of materials, etc.).
- Coordinates the development and effective delivery of the district's guidance program.
- Assists with the development of the master schedule.
- Oversee and coordinates home instruction for homebound or hospitalized students.
- To maintain the Career Development Program of the district.
- Plan and ensure scheduling nights/programs are scheduled and facilitated.
- To oversee the scholarship and senior awards programs of the district.

- Facilitates departmental meetings as needed.
- Collaborates in the development and review of the Program of Studies.
- Upholds and supports district rules, administrative regulations and decisions and Board of Education policy.
- Additional non-supervisory duties as assigned by administration.

**Terms of Employment:** 10 months

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Adopted: