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

<table>
<thead>
<tr>
<th>Joseph Bodenschatz</th>
<th>Jennifer Knittel</th>
<th>Corey Piasecki</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Cannavo</td>
<td>Lisa Marshall</td>
<td>Eric Walls</td>
</tr>
<tr>
<td>Christopher Hamler</td>
<td>Paula Merrill</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
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

September 25, 2018

1
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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Finance</td>
<td>No meeting held</td>
<td>By Chair: Mr. Young</td>
</tr>
<tr>
<td>Buildings &amp; Grounds</td>
<td>September 24, 2018</td>
<td>By Chair: Mr. Hamler</td>
</tr>
</tbody>
</table>

September 25, 2018 2
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:

<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>George Saunders</td>
<td>Accept</td>
<td>Custodian</td>
<td>$62,224.00</td>
<td>Middle School</td>
<td>1/1/19</td>
<td>1/1/19</td>
<td>Retirement</td>
</tr>
<tr>
<td>Code No.</td>
<td>Name</td>
<td>Nature of Action</td>
<td>Position</td>
<td>Salary</td>
<td>Location</td>
<td>Date Effective</td>
<td>Date Terminated</td>
<td>Discussion</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------</td>
<td>------------------</td>
<td>------------------------------</td>
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<td>----------------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Terrence Dolan</td>
<td>Approve</td>
<td>Maternity Leave Replacement School Psychologist</td>
<td>$311.00 per day, prorated</td>
<td>High School</td>
<td>9/26/18</td>
<td>On or about 11/1/18</td>
<td>Replaces #66185844</td>
</tr>
<tr>
<td>3</td>
<td>Sally Christine</td>
<td>Approve</td>
<td>Paraprofessional</td>
<td>$23.94/hour</td>
<td>Middle School</td>
<td>9/26/18</td>
<td>6/30/2019</td>
<td>Title I Grant Funded - Hourly, not to exceed 5 days per week, 5.75 hours per day</td>
</tr>
<tr>
<td>4</td>
<td>Gina Legora</td>
<td>Approve</td>
<td>New Teacher Mentor</td>
<td>$440</td>
<td>Middle School</td>
<td>9/27/18</td>
<td>6/30/19</td>
<td>Mentoring Lisa Ann Smith</td>
</tr>
<tr>
<td>5</td>
<td>Gina Legora</td>
<td>Approve</td>
<td>Mentor Training</td>
<td>$30/hour</td>
<td>Middle School</td>
<td>9/26/18</td>
<td>9/26/18</td>
<td>Not to exceed 2 hours</td>
</tr>
<tr>
<td>6</td>
<td>Nicole Labrit-Petrewski</td>
<td>Approve</td>
<td>Drama Club Advisor</td>
<td>$4,100 per production</td>
<td>High School</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>Tier 1</td>
</tr>
<tr>
<td>7</td>
<td>Jodi Longo &amp; Emily Kablis</td>
<td>Approve</td>
<td>Student Council Co-Advisors</td>
<td>$4,100, prorated</td>
<td>High School</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>J. Longo [Sept. through Nov. 15, 2018] E. Kablis [Nov. 15, 2018 through June 30, 2019 Tier 1</td>
</tr>
<tr>
<td>8</td>
<td>Jennifer Cavo</td>
<td>Approve</td>
<td>Assistant Swim Coach</td>
<td>$5,444</td>
<td>High School</td>
<td>Start of Season</td>
<td>End of Season</td>
<td>Tier 3, Step 3</td>
</tr>
<tr>
<td>9</td>
<td>Sachel Bise</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>All paperwork complete &amp; on file</td>
</tr>
<tr>
<td>10</td>
<td>Katarina Grofikova</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>Pending receipt of P.L. 2018, c. 5 in process</td>
</tr>
<tr>
<td>11</td>
<td>Kerryn Bakken</td>
<td>Approve</td>
<td>Substitute Homework Club</td>
<td>$45/hour</td>
<td>Middle School</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>As needed basis assigned by middle school principal</td>
</tr>
<tr>
<td>12</td>
<td>Danielle Miksch</td>
<td>Approve</td>
<td>Tutoring Coordinator</td>
<td>$45/hour</td>
<td>High School</td>
<td>9/26/18</td>
<td>5/30/19</td>
<td>After school – Tuesdays &amp; Thursdays -not to exceed 2 coordinators per session</td>
</tr>
<tr>
<td>13</td>
<td>Sandra Young</td>
<td>Approve</td>
<td>Tutoring Coordinator</td>
<td>$45/hour</td>
<td>High School</td>
<td>9/26/18</td>
<td>5/30/19</td>
<td>After school – Tuesdays &amp; Thursdays-not to exceed 2 coordinators per session</td>
</tr>
<tr>
<td>14</td>
<td>Diane Devivo</td>
<td>Approve</td>
<td>Tutoring Coordinator</td>
<td>$45/hour</td>
<td>High School</td>
<td>9/26/18</td>
<td>5/30/19</td>
<td>After school – Tuesdays &amp; Thursdays-not to exceed 2 coordinators per session</td>
</tr>
<tr>
<td>15</td>
<td>Lee Ann Kubbishun</td>
<td>Approve</td>
<td>Summer Guidance</td>
<td>$62.46</td>
<td>Middle School</td>
<td>7/2/18</td>
<td>8/24/18</td>
<td>Additional 8 hours worked</td>
</tr>
<tr>
<td>16</td>
<td>Jacquelyn McLaughlin</td>
<td>Approve</td>
<td>Driver</td>
<td>Rates as approved by BOE on 8/14/18</td>
<td>District</td>
<td>As soon as practical</td>
<td>6/30/19</td>
<td>Pending receipt of required paperwork and road test</td>
</tr>
</tbody>
</table>

(Motion________________ Second________________ /Yes_____No_____Abstain_____

September 25, 2018 4
*2. Motion to approve the following maternity leaves of absence:

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

(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:

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

(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:

<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>Patricia Smith</td>
<td>FFA to National Competition</td>
<td>Substitute + Transportation</td>
<td>Competition</td>
</tr>
<tr>
<td>2</td>
<td>Lauren Voight</td>
<td>Choral Palooza</td>
<td>Substitute</td>
<td>$10/student</td>
</tr>
<tr>
<td>3</td>
<td>Lauren Voight</td>
<td>Caroling Festival</td>
<td>N/A</td>
<td>HS Choir Student Activity account pays transportation</td>
</tr>
<tr>
<td>4</td>
<td>Lauren Voight</td>
<td>Select Choir Competition</td>
<td>Transportation</td>
<td>Fundraising for entry fee</td>
</tr>
<tr>
<td>5</td>
<td>Patricia Smith</td>
<td>FFA to Leadership Conference</td>
<td>Substitute + Transportation</td>
<td>Competition</td>
</tr>
<tr>
<td>6</td>
<td>Nicole Silvis, Vittoria Busardo &amp; Jodi Longo</td>
<td>MS &amp; HS Student Councils to Fall &amp; Winter Conferences</td>
<td>Substitutes</td>
<td>$25/student</td>
</tr>
<tr>
<td>Code</td>
<td>Requested by:</td>
<td>Trip</td>
<td>Board of Education Cost</td>
<td>Discussion</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>7</td>
<td>Jennifer Giamoni &amp; Timothy Downs</td>
<td>Debate Team to Harvard Model Congress 2019</td>
<td>Substitute + Transportation to Airport</td>
<td>$700/student</td>
</tr>
<tr>
<td>8</td>
<td>Daryl Detrick &amp; Abigail Makoski</td>
<td>Engineering Career Day</td>
<td>Substitutes + Transportation</td>
<td>Curriculum</td>
</tr>
<tr>
<td>9</td>
<td>Debra Rokosny &amp; Laura Slane</td>
<td>Genocide Classes &amp; Human Rights Club to presentation</td>
<td>Substitutes + Transportation</td>
<td>Curriculum</td>
</tr>
<tr>
<td>10</td>
<td>Nicole Silvis</td>
<td>ALC 7th &amp; 8th grade classes to tour of apple orchard</td>
<td>$11/ person, Substitutes + Transportation</td>
<td>Curriculum</td>
</tr>
<tr>
<td>11</td>
<td>Mary Ann Strohl-McKinney</td>
<td>Newspaper Staff annual Press Day</td>
<td>Substitutes</td>
<td>$25/student</td>
</tr>
<tr>
<td>12</td>
<td>Maylin Ramirez &amp; Heather Heslin</td>
<td>MD Units walking to downtown for Community Based Instruction</td>
<td>N/A</td>
<td>$5.00/student</td>
</tr>
<tr>
<td>13</td>
<td>Maylin Ramirez &amp; Heather Heslin</td>
<td>MD Units walking to Washington Public Library</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>14</td>
<td>Cheryl Yanoff</td>
<td>MD AU Life Skills Classes for Community Based Instruction</td>
<td>Transportation</td>
<td>N/A</td>
</tr>
<tr>
<td>15</td>
<td>Maylin Ramirez &amp; Heather Heslin</td>
<td>MD Units for Community Based Instruction</td>
<td>Transportation</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(Motion __________ Second __________ /Yes _____ No ______ Abstain______)

*5. 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</td>
<td>NJASA Legal Series</td>
<td>Trenton, NJ</td>
<td>$400, Registration + Mileage</td>
<td>October 10, January 31, 2019 &amp; April 9, 2019 Budgeted</td>
</tr>
<tr>
<td>2</td>
<td>Robert Cacchio</td>
<td>Legal One – HIB Training</td>
<td>Monroe Twsp., NJ</td>
<td>$150, Registration + Mileage</td>
<td>September 26, 2018 Budgeted</td>
</tr>
<tr>
<td>3</td>
<td>Jacqueline Gibbs</td>
<td>Rutgers Gifted &amp; Talented Conference</td>
<td>Somerset, NJ</td>
<td>$189, Registration + Mileage</td>
<td>November 30, 2018 Budgeted</td>
</tr>
<tr>
<td>4</td>
<td>Gina Legora</td>
<td>Mathematics Workshop</td>
<td>Bethlehem, PA</td>
<td>$239, Registration + Mileage</td>
<td>October 29, 2018 Budgeted</td>
</tr>
<tr>
<td>5</td>
<td>Courtney Hoffman</td>
<td>Mathematics Workshop</td>
<td>Bethlehem, PA</td>
<td>$239, Registration + Mileage</td>
<td>October 29, 2018 Budgeted</td>
</tr>
<tr>
<td>6</td>
<td>Theresa Chapman</td>
<td>Mathematics Workshop</td>
<td>Bethlehem, PA</td>
<td>$239, Registration + Mileage</td>
<td>October 29, 2018 Budgeted</td>
</tr>
<tr>
<td>7</td>
<td>Brittany Catalano</td>
<td>Mathematics Workshop</td>
<td>Bethlehem, PA</td>
<td>$239, Registration + Mileage</td>
<td>October 29, 2018 Budgeted</td>
</tr>
</tbody>
</table>
(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_____)

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*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 El 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_____

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*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 adjoins 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
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.
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.
- Oversees 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: