

**Warren Hills Regional  
Board of Education  
Regular Meeting  
April 4, 2017**

The Warren Hills Regional Board of Education met in Regular Meeting on April 4, 2017 at 6:38 p.m. in the Board Meeting Room.

Call to Order                      The meeting was called to order by Lisa Marshall, President

Roll Call                      Roll call was taken by Estrella Molinet. Members present were Linda Feller, Kathleen Halpin, Christopher Hamler, Richard Havrisko, Jennifer Knittel, Lisa Marshall, Patrick O'Malley, Paula Merrill and Richard Young. Also present were Earl C. Clymer, Dennis Mack and Estrella Molinet.

Executive Session              Moved by Patrick O'Malley and seconded by Kathleen Halpin to go into Executive Session as indicated below:

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

Ayes 9              Nays 0

The Board entered into Executive Session at 6:38 p.m.

Reconvene                      Moved by Paula Merrill and seconded by Jennifer Knittel to reconvene into open session at 7:17 p.m.

Ayes 9              Nays 0

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*, *The 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

Minutes                    Moved by Paula Merrill and seconded by Patrick O’Malley to approve the Minutes of the Regular and Executive Session meetings of March 21, 2017.

Ayes 7            Naves 0  
Abstain 2 (Hamler and Marshall)

Comm.                    Communications:    None.

Public                    Public Comment:    None.  
Comment

Student                    Student Report – Student Representatives:  
Report

**Middle School:**

Student Representative Emily Kovacsy

- Family STEAM night was a great success. Over 200 parents and students attended the evening and were able to learn and participate in the Literacy Café, Computer Science activities, see the Robot and enjoy student art. The HS FFA chapter showed everyone how to make butter and attendees participated in a trivia contest.
- Last Thursday, students recognized for the character trait of Fairness, were awarded a breakfast for their accomplishment. Also, students of the month for grades 7 and 8 were recognized for their achievements in academics, athletics, art, and the character pillar award.
- Congratulations to Mrs. Best and Mrs. Rader who were recognized as teachers of excellence by the DaVinci Science Center for the 2017 school year.

**High School:**

Student Representatives –

- Grace Gleba
- Amanda Lepp

- The National Honor Society hosted a Bowling for Troops fundraiser at Oakwood Lanes. The event raised money to send supplies to our troops.
- The Robotics team has had great success during their first competitions and will be participating in the regional competition at Lehigh University this weekend.
- The girls and boys basketball teams were awarded the Sportsmanship Award by the Skyland Conference. This is a great accomplishment and speaks very highly of our student-athletes and coaches!
- The Human Rights Club hosted the “Pyramid of Hate” showcase last week. Students had the opportunity to write cards and notes of how they plan to break the pyramid of hate.
- The FFA ran a live web cam showing 4 chicks hatching as part of their animal science classes.
- The National Honor Society will be hosting their annual Relay For Life on May 20, 2017.

Supt’s Report

Superintendent’s Report: Earl C. Clymer, III

**District News and Information:**

Discipline reports – MS – ISD 14; OSS 1; HS – ISD 14; OSS 6

PARCC testing is under way at the high school. Mr. Kavcak has reported minor glitches but overall a smooth facilitation of the statewide assessment.

Board Goals Board of Education Goals for the 2016-2017 School Year

- *Research and assess strategies to improve student achievement for ALL students, e.g. Advanced Placement, Vocational Education, Special Education, Gifted & Talented, General Education, etc.,*
  - *Supplemented by Center for Public Education Checklist*
- *Improve communication from the Board of Education to the community at large, specifically educating stakeholders on Board roles, responsibilities, and limitations*
- *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*

Comm. Reports

Committee Reports:

Budget and Finance Committee met on tonight. They met briefly and did a comparison on two healthcare plans being presented tonight.

Education and Policy met tonight. Nineteen policies will be reviewed next meeting.

Personnel Committee met on March 28, 2017 and reviewed the job descriptions.

**Old Business** Christopher Hamler questioned the roll call vote from the last meeting voted down 4-3. Was anyone called as he was not notified; did not know anything about it. Wants to make a motion to bring it back for a vote as he believes this is important for the safety of students and staff.

**New Business** None.

Mr. Clymer recommended all personnel items.

**I. PERSONNEL**

**Appoint-ments** Moved by Kathleen Halpin and seconded by Paula Merrill to approve/accept the following appointments/adjustments/resignations/retirements:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	George DiGrande	Approve	Head Football Coach	\$9,722 – Step 4	High School	4/5/17	N/A	Pending receipt of background check

ROLL CALL VOTE: Ayes 9 Nays 0

**Table Motion** Moved by Kathleen Halpin and seconded by Paula Merrill to table the following motion until after executive session:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
2	Joseph Duarte	Approve	Security Personnel	\$16/hour	High School	3/2/17	6/30/17	6:00 – 10:00 p.m.

ROLL CALL NOTE: Ayes 9 Nays 0

**Stipends** Moved by Kathleen Halpin and seconded by Paula Merrill to approve the following adjustments, stipends:

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Andrew Oakley	Home Instructor	N/A	\$41/hour	High School	4/5/17	6/30/17	English teacher

ROLL CALL VOTE: Ayes 9 Nays 0

Internship/ Observation      Moved by Kathleen Halpin and seconded by Paula Merrill 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	Jennifer Cagnassola	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
2	Peter Braxton	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
3	Christine O'Leary	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
4	Elizabeth Garabed	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip – pending receipt of background check
5	Jeanette Nolan	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
6	Lisa Fama	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
7	Vikki Primiani	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
8	Donna Torkos	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
9	Erik Heller	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
10	Carrie Smith-Heller	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
11	Tami Phelps	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
12	Kirsten Goodnick	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
13	Eveliz Dorman	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
14	Lily Epstein	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
15	Jennifer Schwartz	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
16	D'Audra Thompson	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
17	Daryl Wright	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
18	Gina Rosseland	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
19	Barbara Jordan	Volunteer	N/A	N/A	Middle School	4/5/17	6/30/17	Dorney Park trip
20	Samuel Monico	Volunteer	N/A	N/A	High School	4/5/17	6/30/17	Robotics Program
21	John Skorski	Consultant	N/A	N/A	High School	4/5/17	6/30/17	As needed basis for the Cheerleading Program pending

								receipt of back-ground check
22	John Bruce	College student observation	N/A	N/A	High School	4/20/17	4/21/17	At the request of Christopher Kavcak
23	Christy Hoover	College student observation	N/A	N/A	High School	4/5/17	Upon completion	At the request of Annette Walters

ROLL CALL VOTE:           Ayes 9       Nayes 0

Leave of Absence                   Moved by Kathleen Halpin and seconded by Paula Merrill to approve the following Amended Leave of Absence:

Code No.	Employee ID Number	Reason	Position	Location	Leave Start Date	Sick Days to be Used	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1	53034716	Paternity Leave [NJFL]	Physics Teacher	High School	On or about 5/12/17	N/A	N/A	N/A	N/A	On or about 5/19/17	Intermittent Days

ROLL CALL VOTE:           Ayes 9       Nayes 0

Table Motion                   Moved by Christopher Hamler and seconded by Linda Feller to table the motion to create the following positions and approve the attached job descriptions for the 2017-2018 school year:

Assistant Superintendent for Curriculum and Instruction  
[“Attachment A”]  
Assistant Superintendent of Personnel and Special Education  
[“Attachment B”]

ROLL CALL VOTE:           Ayes 2       Nayes 7  
Motion to table voted down. Motion remains on agenda.

[Discussion took place by Board. Mr. Hamler asked what the rush was – with budget restraints. This was presented for 2018-2019.]

New Positions               Moved by Kathleen Halpin and seconded by Paula Merrill to create the following positions and approve the attached job descriptions for the 2017-2018 school year:

Assistant Superintendent for Curriculum and Instruction  
[“Attachment A”]  
Assistant Superintendent of Personnel and Special Education  
[“Attachment B”]

ROLL CALL VOTE:           Ayes 7       Nayes 1  
                                  Abstain 1 (Feller)

New Motion Moved by Christopher Hamler and seconded by Linda Feller to add a motion for David Guth to attend the School Safety Advocacy Council National School Safety Conference on July 24-28, 2017 at a cost of \$450.00 for registration, \$650.00 for airfare, \$510.00 for hotel accommodations, and \$293.00 for meals and incidentals in compliance with GSA guidelines.

ROLL CALL VOTE: Ayes 8 Naves 1

[There was discussion among the Board Members regarding David Guth’s Conference in Las Vegas]

Safety Conference Moved by Christopher Hamler and seconded by Linda Feller to approve David Guth to attend the School Safety Advocacy Council National School Safety Conference on July 24-28, 2017 at a cost of \$450.00 for registration, \$650.00 for airfare, \$510.00 for hotel accommodations, and \$293.00 for meals and incidentals in compliance with GSA guidelines.

ROLL CALL VOTE: Ayes 4 Naves 5

**II. EDUCATION AND POLICY**

Policies Moved by Paula Merrill and seconded by Patrick O’Malley 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:

**6630 Athletic Fund**

ROLL CALL VOTE: Ayes 9 Naves 0

HIB Moved by Paula Merrill and seconded by Patrick O’Malley to acknowledge the administrative decision regarding the following HIB case:

MS – 16-17 – None  
 HS – 16-17 – None

ROLL CALL VOTE: Ayes 9 Naves 0

Travel & Conference Moved by Paula Merrill and seconded by Patrick O’Malley to approve the following travel and conference requests:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Earl Clymer, III	NJASA Spring Conference	Atlantic City, NJ	\$525. Registration + Accommodations, Mileage & Incidentals	May 17-19, 2017

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
2	Geri McKelvey	NIAAA Summer Leadership Institute	Brewster, MA	\$760. Registration + Accommodations, Mileage & Incidentals	June 26-29, 2017
3	Daryl Detrick	2017 Annual Computer Science Workshop	Baltimore, MD	\$475. Registration + Accommodations, Mileage & Incidentals	July 8-11, 2017
4	Amy Kline	Sheep Boot Camp for Agriculture Teachers	Sunbury, PA	\$550. Registration + Accommodations, Mileage & Incidentals	June 2-4, 2017

ROLL CALL VOTE:                   Ayes 9           Nayes 0

Field Trip                               Moved by Paula Merrill and seconded by Patrick O’Malley to  
Requests                               approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education cost	Discussion/Destination
1	Jennifer Giamoni	Debate Team to participate in a mock trial with senior citizens	Transportation	Community Service
2	Jesse O’Neill	U.S. History I classes to local history site tours	Transportation + 4 substitutes & nurse	AAFTL – Two separate days
3	Laura Muroski	8 <sup>th</sup> Grade Students – Math & Science Day	Substitute & Nurse	\$60/students as per AAFTL
4	Diane DeVivo	Women in Stem Computer Science Day	Transportation & 2 substitutes	AAFTL
5	Amy Kline	WHR FFA to NJ FFA Dairy Management & Evaluation	None	\$9/students
6	Debra Rokosny	Clean Ocean Action Beach Sweeps Day	None	\$5/students as per AAFTL

ROLL CALL VOTE:                   Ayes 9           Nayes 0

### III. BUDGET AND FINANCE

Financial                               Moved by Paula Merrill and seconded by Linda Feller to approve  
Reports                               the February, 2017 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 February, 2017; 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.

ROLL CALL VOTE:                   Ayes 9           Nayes 0



Transfers                    Moved by Paula Merrill and seconded by Linda Feller to approve transfers in the amount of \$183,262.40 for the month of February, 2017.

ROLL CALL VOTE:            Ayes 9            Nays 0

Change Order                Moved by Paula Merrill and seconded by Linda Feller to approve Change Order No. 5 with DeSapio Construction Company for the Toilet Room Renovations at Warren Hills Regional High School and Middle School for a credit in the amount of \$3,000 representing the unused allowance.

ROLL CALL VOTE:            Ayes 9            Nays 0

Joint Transportation        Moved by Paula Merrill and seconded by Linda Feller to approve a Joint Resolution for Participation of Transportation Services with Sussex County Regional Transportation Cooperative for the 2017-2018 school year, including a 4% administration fee.

ROLL CALL VOTE:            Ayes 9            Nays 0

Flood Plain Survey            Moved by Paula Merrill and seconded by Linda Feller to approve the Flood Plain Hazard Survey and application with Fraytak, Veisz, Hopkins & Duthie, P.C., in the amount of \$22,000, in reference to a dam and stream associated with the flood plain adjacent to the district offices.

ROLL CALL VOTE:            Ayes 9            Nays 0

Reward                        Moved by Paula Merrill and seconded by Linda Feller to accept an incentive reward from Rutgers University for completing the 2015-2016 NJ MS Risk and Protective Factor Survey in the amount of \$250.00, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

ROLL CALL VOTE:            Ayes 9            Nays 0

Instruction Services         Moved by Paula Merrill and seconded by Linda Feller to approve Professional Education Services, Inc. to perform educational instruction services for student #2966411866, commencing March 27, 2017 and continuing until further notice, at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

ROLL CALL VOTE:            Ayes 9            Nays 0

Home Instruction             Moved by Paula Merrill and seconded by Linda Feller to approve St. Clare's Hospital to provide home/bedside instruction services for Student #3463936643, commencing March 29, 2017, and continuing until further notice, at the rate of \$55.00 per hour, not to exceed a total of 1 hour per day.

ROLL CALL VOTE:           Ayes 8       Nayes 0  
                                  Abstain 1 (Marshall)

Public           Public Comment:   None.  
Comment

Executive                   Moved by Jennifer Knittel and seconded by Kathleen Halpin to  
Session                   go into Executive Session as indicated below:  
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:  
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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.

Ayes 9       Nayes 0

The Board entered into Executive Session at 8:10 p.m.

Reconvene                   Moved by Paula Merrill and seconded by Kathleen Halpin to  
reconvene into open session at 8:22 p.m.

Ayes 9       Nayes 0

Adjournment               Moved by Paula Merrill and seconded by Kathleen Halpin to  
adjourn at 8:22 p.m.

Ayes 9       Nayes 0

Estrella M. Molinet  
Business Administrator/Bd. Sec'y.

dmg