

**Warren Hills Regional
Board of Education
Regular Meeting
December 12, 2017**

The Warren Hills Regional Board of Education met in Regular Meeting on December 12, 2017 at 6:34 p.m. in the Board Meeting Room.

A. Call to Order

The meeting was called to order by Kathleen Halpin, Vice-President

B. Roll Call

Roll call was taken by Estrella Molinet. Members present were Joseph Bodenschatz, Kathleen Halpin, Christopher Hamler, Jennifer Knittel, Paula Merrill, and Richard Young. Lisa Marshall and Eric Walls were absent and Richard Havrisko arrived at 6:40. Also present were Earl Clymer, Estrella Molinet, Dennis Mack, Dawn Moore and Annette Walters.

C. Executive Session

Moved by Jennifer Knittel and seconded by Christopher Hamler to go into Executive Session at 6:34 p.m.

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

Moved by Paula Merrill and seconded by Jennifer Knittel to reconvene into open session at 7:00 p.m.

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-1. Motion by Paula Merrill and seconded by Richard Young to approve the Minutes of the November 28, 2017, Regular and Executive Session meetings.

MOTION: Paula Merrill		SECOND: Richard Young		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall				X
Paula Merrill	X			
Eric Walls				X
Richard Young	X			

E-2. Motion by Paula Merrill and seconded by Christopher Hamler to approve release of the following Executive Session Minutes, which are no longer confidential:

August 16, 2014	September 16, 2014	September 30, 2014
October 14, 2014	November 11, 2014	December 9, 2014
January 6, 2015	January 20, 2015	February 10, 2015
March 10, 2015	March 24, 2015	April 28, 2015
May 12, 2015	May 26, 2015	June 9, 2016
June 23, 2015	August 5, 2015	August 18, 2015
August 31, 2015	September 1, 2015	September 8, 2015
September 14, 2015	September 16, 2015	September 22, 2015
October 6, 2015	October 20, 2015	November 10, 2015
December 8, 2015	January 5, 2016	January 14, 2016
January 19, 2016	February 2, 2016	February 16, 2016
March 1, 2016	March 15, 2016	April 5, 2016
April 19, 2016	April 26, 2016	May 10, 2016
May 24, 2016	June 7, 2016	June 21, 2016
November 1, 2016	December 13, 2016	January 24, 2017
February 7, 2017	March 7, 2017	April 4, 2017
May 9, 2017	May 23, 2017	June 6, 2017

MOTION: Paula Merrill		SECOND: Christopher Hamler		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall				X
Paula Merrill	X			
Eric Walls				X
Richard Young	X			

F. Communications – Mrs. Estrella Molinet

- Letter & Resolution from Blairstown Township School District regarding consolidated school system
- Retirement letter from Michael Perruso.

G. Public Comment – None.

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

Middle School:

- After our first marking period we are excited to announce we have a great amount of students on our honor rolls:
 - Honor Roll – 65 students
 - High Honor Roll – 142 students
 - Principal's Honor Roll – 144 studentsWe are very proud of our students for making such a great effort to succeed!
- This past Friday Mr. Detrick and a number Computer Science students from the high school came down to the middle school to share some of the amazing things they've created and projects they are currently working on. They demonstrated their creations that included:
 - "Mindflex" where the presenter was able to move a 3-D printer-created hand using just his mind
 - An Echo Dot that was programmed by students using voice commands to post to Twitter and to turn on/off lights
 - and a "Torque Board", a computer program that a student created to remotely control a skateboard...which was bravely demonstrated by Mr. Turkowski!
 - Lastly, the High School students created a number of activities for our Gifted and Talented students to work on that allowed them to test their skills and knowledge of computer programming and problem solving abilities
- Ms. Bartek and her Builders Club recently finished tallying all the donations that they had collected in homerooms over the last three weeks. We are so proud to announce that we will be donating **\$160** in cash and over **600** food items to the Washington Food Pantry. We are so excited that everyone was so generous and we will be able to help so many community members in the coming months!
- Our school nurses, Mrs. Gaffney and Mrs. Katstra, had a fundraiser four weeks ago for Helping Hands and had another one this past week. Between the two fundraisers they were able collect **\$414** to ensure some of our Warren Hills families are not forgotten about his holiday season! The initial money was able to provide full Thanksgiving dinners and desserts for four of our Warren Hills families!! These final proceeds will go to purchasing gift cards for the families so that they can purchase gifts for their children in celebration of the holidays.
- On December 22nd we will be having our second Activity Day of the school year. Students are given an opportunity to select from a variety of activities:
 - Art Activity
 - Dancing/Zumba
 - Quiet Reading

- Computer Games
- Board Games
- Escape Room
- Sing Along
- Volleyball Tournament

High School:

- **CS Showcase and NJDOE Visit:** Our Computer Science students hosted a library showcase highlighting the programs we offer at our high school. The program was ran entirely by our students and students had a chance to interact with projects our students developed.
- **Dr. Middleton Speaks to Students:** Our students had a Skype session involving a professional poet, Dr. David Middleton, recently retired professor and poet-in-residence at Nicholls State University in Louisiana. Dr. Middleton is the author of four poetry collections -- mostly published by Louisiana State University Press and read at two of his poems and discuss the art of poetry with our Advanced Placement English Literature class, as well as with other invited WH classes, during a Library Showcase on the big TV screen in the WHRHS library. Dr. Middleton, a poetry editor during his lifetime for several journals (most recently, the Intercollegiate Studies Institute's *Modern Age*), is known nationally as an advocate of maintaining traditional meter in modern poetry. His work should certainly strike a chord with the AP Lit students, primarily because 40 percent of the AP Lit test in May addresses poetry.
- **Choir Concert:** Our choir students put on a wonderful Holiday Concert last week. The talents of our singers were enjoyed by a nice crowd. It was a great way to get in the holiday mood! Thank you to Mrs. Voight and Mrs. Raymond for their efforts in making the performance a success. Also thank you to Mrs. Wright for a beautiful program so our guests knew our talented students.
- **Art Students at Wallkill Valley:** Nine of our students participated in the 7th Annual Wallkill Valley Invitational Art Show. Approximately 16 schools participate and submit work into this show throughout Northern NJ...and Warren Hills crushed it! Amanda Fitz won First Place in the Painting Category AND ...BEST IN SHOW! Allison Weissman placed First in Drawing/Illustration Black and White. Audrey Elliott was selected for an internship at Art Etc. Gallery located in Sparta, NJ. Both Amanda and Allison were offered a scholarship to William Paterson University (amount to be determined after full portfolio review and application.)
- **Cardiac Program:** Thank you to Warren Hills Alum Sara Tarwin RN for coming to speak to our Anatomy students about Cardiac Abnormalities. Students had the chance to hear first-hand from a registered nurse and ask her questions about her career. Thank you to Mrs. Damiano for arranging this experience for our students.
- **CS@WH Hosts Girls Coding with Girls:** Girls Coding With Girls is a program in which Warren Hills High School girls teach elementary and middle school girls to program and encourage them to pursue STEM careers. A typical session consists of six classes each lasting two hour. Each session concludes with a showcase for the parents in which the girls shared their games. This year was a huge success as 14 of our students supported over 43

4th - 8th grade girls. Our students really serve a positive role models for this young learners.

- **Bowling Success:** Congratulations to Ryan Monahan for placing 1st & to Kelcie Mannon for taking 3rd at the 2017 North Jersey HS Singles Tournament.

Discipline/Suspension Reports: November 2017

MS – 10 - ISD; 0 - OSS

HS – 21 – ISD;7 - OSS

Superintendent’s Report:

Program of Studies – Discussion

Mrs. Moore thanked Mr. Bodenschatz for staying with them during the process of picking Teachers of the Year.

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

Personnel Committee met on December 6, 2017.

Negotiations Committee met on November 30, 2017 and December 4, 2017.

Athletic Director needs to be involved with Wall of Fame now that Richard Havrisko is leaving.

K. Old Business

1. Crosswalk buttons

L. New Business - None

M. ACTION ITEMS – Mr. Clymer recommended all personnel items.

I. PERSONNEL

Motion by Paula Merrill and seconded by Jennifer Knittel to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3**, as described below:

1. Motion to approve the following Leave 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	11526365	Maternity Leave	Custodian	Middle School	12/1/17	10	12/15/17	12/15/17	N/A	On or about 2/23/18	N/A

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Patrick Kablis	Approve	Administrative Internship	N/A	High School	1/2/18	6/30/18	Complete his Administrative Internship for Montclair State College under the direction of Christopher Kavcak
2	Kay Dominguez	Approve	Substitute Teacher	\$85/day	District	12/15/17	6/30/18	Pending receipt of background check approval
3	Joseph Duarte	Approve	Security Personnel	\$16/hour	High School	12/1/17	3/1/18	6:00-10:00 p.m. – paid by outside organizations
4	Michael Perruso	Approve	Middle School Teacher	\$89,548	Middle School	6/30/18	6/30/18	Retirement

MOTION: Paula Merrill		SECOND: Jennifer Knittel		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall				X
Paula Merrill	X			
Eric Walls				X
Richard Young	X			

3. Motion by Paula Merrill and seconded by Jennifer Knittel to adopt the following Resolution for a new position in the district:

WHEREAS, after review and consideration, for good cause, it has been deemed to be in the interest of the school district to re-organize its administrative positions;

NOW, THEREFORE, Be It Resolved upon the recommendation of the Superintendent that the position of Assistant Superintendent for Personnel, Guidance and Special Education is created, and the Job Description for this position is approved, and further

Be It Resolved, that this position shall be posted to be filled as soon as possible; and further

Be It Resolved, that upon appointment of the selected candidate to fill this position and the approval by the Executive County Superintendent to the employment contract for that candidate to fill this position, the position of Assistant Superintendent for Personnel and Special Education shall be abolished.

MOTION: Paula Merrill		SECOND: Jennifer Knittel		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall				X
Paula Merrill	X			
Eric Walls				X
Richard Young	X			

II. EDUCATION AND POLICY

Motion by Paula Merrill and seconded by Joseph Bodenschatz to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.5**, as described below:

1. 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:

- 3230 P** Outside Activities
- 2361 R** Acceptable Use of Computer Networks/Computers & Resources
- 7522 P** School District Provided Technology Devices to Staff Members

2. Motion to affirm the administrative decision regarding the following HIB cases:

- MS - 17-18 - 009, 010
- HS - 17-18 - None

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Amy Kline	FFA to nursing home	N/A	Club pays transportation
2	Alison Frey	DECA regional competition	Transportation	Competition
3	Adam Slack & Ari Eisner	Robotics Club Competition	Transportation & Substitutes	Competition
4	Adam Slack & Ari Eisner	Second Robotics Club Competition	Transportation & Substitutes	Competition
5	Nicole Silvis, LeeAnn Kubbishun, John Heine & Hope Ranalli	MS Alternate Classes Community Based Instruction-Mackey's Orchard & Camp Mohican	Transportation	Correct the motions from October 17, 2017 agenda to reflect transportation paid from account #11-190-100-800-1407-02
6	Barbara Russo	MS Chorus and Chorus Club to high school	Transportation	Dress rehearsal for performance
7	Jason Graf	Wind Ensemble to Abilities of Northwest NJ	N/A	Club pays transportation

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Sharon Fretz	CPI Recertification – Nonviolent Crisis Intervention Program	Allentown, PA	\$1399. Registration + Mileage	May 29, 30, 31 & June 1, 2018 Required training
2	Jerry Bamford	Baseball & Softball Skin Surface Selection & Management	Rutgers University	\$175. Registration + Mileage	February 21, 2018
3	Annette Walters	AASA Discover China 2018 Summer Professional Development	Beijing, China	N/A	July 7 – July 18, 2018
4	Dawn Moore & Timothy Jaw	PARCC Training	Whippany, NJ	Mileage	March 1, 2018

5. Motion to approve the Warren Hills Regional School District 2018-2019 Program of Studies.

MOTION: Paula Merrill		SECOND: Joseph Bodenschatz		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall				X
Paula Merrill	X			
Eric Walls				X
Richard Young	X			

III. BUDGET AND FINANCE

Motion by Richard Young and seconded by Paula Merrill to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.9**, as described below:

1. Motion to approve an Agreement for a One-on-One Teacher Assistant with Burlington County Special Services School District for Student #6212422760, for the 2017-2018 school year commencing September 6, 2017, in the amount of \$37,900.00.

2. Motion to approve a change of placement for Student #3899398609 from Bonnie Brae School to New Jersey Project Teach/Tech, Warren Campus, effective January 2, 2018.

3. Motion to approve a change of placement for Student #9590942022 from Warren Hills Regional High School to New Jersey Project Teach/Tech, Warren Campus, effective January 2, 2018.

4. Motion to approve Rutgers University Behavioral Health Care to provide educational instruction services for student #9175638385 currently at UBHC Child & Adolescent Inpatient Services, commencing December 9, 2017, and continuing for approximately 7 to 14 days, at the rate of \$65.00 per hour for 5 hours per week.

5. Motion to approve Change Order No. 1 with Coopersmith Brothers, Inc. in connection with the Toilet Room Renovations at Warren Hills Regional High School and Middle School for a credit in the amount of \$3,000.00 for unused allowance.

6. Motion to accept the following donation and grants for the Robotics Club, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS:

\$2,000.00	Ericsson, Inc.
\$3,500.00	Picatinny-Restricted
\$1,500.00	DoD STEM – Restricted

7. Motion to correct the minutes of November 28, 2017, III. Budget and Finance, Motion 4, to reflect that Lisa Marshall abstained.

8. Motion to adopt the following Resolution concerning the dissolution of the Skyland Education Foundation:

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized that support for the public schools, both financial and philosophical, was necessary to the maintenance of educational programs and,

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized a need to improve cooperative efforts with business industry and municipal government and,

WHEREAS, The Skyland Education Foundation, Inc. was formed in January 1992 to meet these needs of member school districts and,

WHEREAS, The Board of Education of Warren Hills Regional School District agreed to support the Skyland Education Foundation by adopting the constitution by-laws of the organization and committed a sum of \$3.00 per resident student for organizational costs and,

WHEREAS, It is now necessary to dissolve the Skyland Education Foundation in accordance with the provisions of Article VI of the Certificate of Incorporation and,

WHEREAS, The assets of the Corporation shall be distributed to the member school districts in proportion to the resident enrollment at the time the Corporation was formed and,

NOW THEREFORE BE IT RESOLVED, That the Board of Education of Warren Hills Regional School District supports the dissolution of the Skyland Education Foundation and

NOW THEREFORE BE IT FINALLY RESOLVED, That the Board of Education of Warren Hills Regional School District requests that their proportionate share of the assets of the Skyland Education Foundation be returned to the Board of Education.

9. Motion that the Board approve and accept the Corrective Action Plan 16-17 School Nutrition for fiscal year ended June 30, 2017 with the following recommendation:

2017-001 – The district will purchase more equipment at both the high school and middle school to bring cash resources down to required level.

MOTION: Richard Young		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall				X
Paula Merrill	X			
Eric Walls				X
Richard Young	X			

N. Public Comment

Daryl Detrick, a resident of Washington Township, thanked Kathy and Rich for effort and support over the years.

Jay Harris asked if we gave Superintendent goals out to public. Mr. Clymer stated that they are on the website. He then asked if there is a game plan to do something about test scores? Mr. Clymer replied that we have a new supervisor of math to help our goals. Multiple things are going on – math action plan, monitor scores and PLC’s in place.

O. Adjourn

Motion by Paula Merrill and seconded by Richard Havrisko to adjourn at 7:30 p.m.

Respectfully submitted,

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

dmg