Warren Hills Regional
Board of Education
Regular Meeting
December 6, 2016

The Warren Hills Regional Board of Education met in Regular Meeting on December 6, 2016 at 6:30 p.m. in the Board Meeting Room.

Call to Order
The meeting was called to order by Richard Havrisko, President

Roll Call
Roll call was taken by Estrella Molinet. Members present were Linda Feller, Donna Golda, Kathleen Halpin, Christopher Hamler, Richard Havisko, Jennifer Knittel, Patrick O’Malley and Richard Young. Lisa Marshall was absent. Also present were Earl C. Clymer and Estrella Molinet.

Executive Session
Moved by Kathleen Halpin and seconded by Donna Golda 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.

Ayes 8 Nayes 0

The Board entered into Executive Session at 6:30 p.m.

Reconvene
Moved by Kathleen Halpin and seconded by Donna Golda to reconvene into open session at 6:55 p.m. but waited until 7:00 p.m. to start regular meeting.

Ayes 8 Nayes 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

Minutes December 6, 2016
Our Mission Statement

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

Minutes Moved by Donna Golda and seconded by Patrick O’Malley to approve the Minutes of the Regular and Executive Session meetings of November 15, 2016.

Ayes 8 Nayes 0

Comm. Communications: None.

Citizens Participation:

Michael Dougherty from Port Colden is against policy. He believes all employees should submit to testing if students have to submit to testing.

Audit Mr. William Schroeder from Nisivoccia and Co., presented the 2015-2016 Audit Report.

Student Report Student Report – None.

Supt’s Report Superintendent’s Report: Earl C. Clymer, III

District News and Information:

From the Office of Curriculum:
Program of Studies:
Completed. On this evenings agenda for approval.

Discipline Reports:
MS & HS monthly reports

Facilities – Update
HS & MS Toilet Room renovations are complete.
Warren Hills Regional School District was recognized on the White House fact sheet for schools taking the Computer Science Ed week pledge.

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

The Board retreat is Saturday, January 14, 2017 from 9:00 a.m. to 12:00 p.m.

Committee Reports:

Budget and Finance Committee met on November 30, 2016. They discussed the tentative budget timeline, staff needs, facilities [Excel Building to bring back Special Education students, toilet renovations ongoing, second trench drain, turf refurbishment in future, and sidewalk]. The next meeting will be held early February.

Student Activities Committee met tonight. The meeting was informational and they discussed the work done by Mrs. McKelvey.

Technology Committee also met on November 30, 2016. Their meeting was also informational and discussed the website renovation, live twitter feed, and streaming videos.

Mr. Clymer recommended all personnel items.

I. PERSONNEL

Moved by Kathleen Halpin and seconded by Linda Feller to approve/accept the following appointments/adjustments/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>Teresa McGuinness</td>
<td>Approve</td>
<td>German Teacher</td>
<td>N/A</td>
<td>Middle School</td>
<td>7/1/17</td>
<td>N/A</td>
<td>Retirement</td>
</tr>
<tr>
<td>2</td>
<td>Jennifer Lawson</td>
<td>Approve</td>
<td>Paraprofessional</td>
<td>N/A</td>
<td>Middle School</td>
<td>N/A</td>
<td>1/2/17</td>
<td>Released per contract terms – 30 days notice</td>
</tr>
<tr>
<td>3</td>
<td>Kyle Marcinkowski</td>
<td>Approve</td>
<td>Paraprofessional</td>
<td>N/A</td>
<td>Middle School</td>
<td>N/A</td>
<td>1/2/17</td>
<td>Released per contract terms – 30 days notice</td>
</tr>
<tr>
<td>4</td>
<td>Karen Jurkowski</td>
<td>Approve</td>
<td>Substitute Nurse</td>
<td>$125/day</td>
<td>Middle &amp; High Schools</td>
<td>12/7/16</td>
<td>6/30/17</td>
<td>All paperwork complete and on file</td>
</tr>
<tr>
<td>5</td>
<td>Jill Darin</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>Middle &amp; High Schools</td>
<td>12/7/16</td>
<td>6/30/17</td>
<td>All paperwork complete and on file</td>
</tr>
<tr>
<td>6</td>
<td>Elizabeth Bracey</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>Middle &amp; High Schools</td>
<td>12/7/16</td>
<td>6/30/17</td>
<td>All paperwork complete and on file</td>
</tr>
<tr>
<td>7</td>
<td>Brittany Johnson</td>
<td>Approve</td>
<td>Substitute Custodian</td>
<td>$14/hour</td>
<td>District</td>
<td>12/7/16</td>
<td>6/30/17</td>
<td>All paperwork complete and on file</td>
</tr>
<tr>
<td>8</td>
<td>Seamus Ronan</td>
<td>Approve</td>
<td>Volunteer</td>
<td>N/A</td>
<td>High School</td>
<td>12/7/16</td>
<td>6/30/17</td>
<td>Volunteer for Jazz Ensemble – pending receipt of background check</td>
</tr>
<tr>
<td>9</td>
<td>Keith Adler</td>
<td>Approve</td>
<td>Volunteer</td>
<td>N/A</td>
<td>Middle School</td>
<td>12/7/16</td>
<td>6/30/17</td>
<td>Set Design for Drama Club</td>
</tr>
<tr>
<td>10</td>
<td>Robert Miller</td>
<td>Approve</td>
<td>Volunteer</td>
<td>N/A</td>
<td>Middle School</td>
<td>12/7/16</td>
<td>6/30/17</td>
<td>MS Boys Basketball</td>
</tr>
<tr>
<td>11</td>
<td>Eric Frauenfelter</td>
<td>Approve</td>
<td>Introductory Practicum</td>
<td>N/A</td>
<td>High School</td>
<td>N/A</td>
<td></td>
<td>Under the supervision of Keith Dennison for one half day session</td>
</tr>
<tr>
<td>12</td>
<td>Jodi Longo</td>
<td>Approve</td>
<td>Health/PE Teacher</td>
<td>$64,914</td>
<td>High School</td>
<td>2/1/17</td>
<td>6/30/17</td>
<td>Step H-M, Replaces Robin Fohr-Quimby</td>
</tr>
<tr>
<td>13</td>
<td>Jodi Longo</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>Middle &amp; High Schools</td>
<td>TBD</td>
<td>6/30/17</td>
<td>Pending receipt of background check</td>
</tr>
</tbody>
</table>

**ROLL CALL VOTE:**    Ayes 8  Nayes 0

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

<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>Alison Frey</td>
<td>FBLA/DECA Advisor</td>
<td>N/A</td>
<td>$3,500, prorated</td>
<td>High School</td>
<td>11/16/16</td>
<td>6/30/17</td>
<td>Replacing Cedric Hickerson</td>
</tr>
<tr>
<td>2</td>
<td>Joseph Blackford</td>
<td>Girls Freshman Basketball</td>
<td>N/A</td>
<td>$7,260</td>
<td>High School</td>
<td>12/7/16</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>3</td>
<td>Joseph Blackford</td>
<td>Head Baseball Coach</td>
<td>N/A</td>
<td>$7,404</td>
<td>High School</td>
<td>3/1/17</td>
<td>End of Season</td>
<td>Tier 3, Step 3</td>
</tr>
<tr>
<td>4</td>
<td>Jeremy Willis</td>
<td>Head Softball Coach</td>
<td>N/A</td>
<td>$8,720</td>
<td>High School</td>
<td>3/1/17</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>5</td>
<td>Patrick Kabis</td>
<td>Head Boys Lacrosse Coach</td>
<td>N/A</td>
<td>$8,720</td>
<td>High School</td>
<td>3/1/17</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>Code No.</td>
<td>Name</td>
<td>Position</td>
<td>Degree/Step No. of Hrs.</td>
<td>Salary/Stipend</td>
<td>Location</td>
<td>Date Effective</td>
<td>Date Terminated</td>
<td>Discussion</td>
</tr>
<tr>
<td>---------</td>
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<td>---------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Kenneth Kurpat</td>
<td>Head Girls Track Coach</td>
<td>N/A</td>
<td>$8,720</td>
<td>High School</td>
<td>3/1/17</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>7</td>
<td>Stanley Kubbishun</td>
<td>Head Boys Track Coach</td>
<td>N/A</td>
<td>$8,720</td>
<td>High School</td>
<td>3/1/17</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>8</td>
<td>Todd Solecitto</td>
<td>Head Golf Coach</td>
<td>N/A</td>
<td>$4,769</td>
<td>High School</td>
<td>3/1/17</td>
<td>End of Season</td>
<td>Tier 4, Step 1</td>
</tr>
<tr>
<td>9</td>
<td>Michelle Gaffney</td>
<td>School Nurse</td>
<td>N/A</td>
<td>$45/hour</td>
<td>Middle School</td>
<td>9/7/16</td>
<td>11/10/16</td>
<td>Athletic Clearance paperwork &amp; physicals 14.25 hours</td>
</tr>
<tr>
<td>10</td>
<td>Bonita Duryea</td>
<td>School Nurse</td>
<td>N/A</td>
<td>$45/hour</td>
<td>High School</td>
<td>8/15/16</td>
<td>8/27/16</td>
<td>Athletic Clearance paperwork &amp; screenings additional 24.5 hours</td>
</tr>
<tr>
<td>11</td>
<td>Kristyn Sbriscia</td>
<td>School Nurse</td>
<td>N/A</td>
<td>$45/hour</td>
<td>High School</td>
<td>8/22/16</td>
<td>8/23/16</td>
<td>Transferring 10th grade student files &amp; processing new enrollees – 8.5 hours</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 8 Nayes 0

Leaves of Absence

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Employee ID Number</th>
<th>Reason</th>
<th>Position</th>
<th>Location</th>
<th>Leave Start Date</th>
<th>Sick Days to be Used</th>
<th>FMLA Start Date</th>
<th>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>52990488</td>
<td>Maternity Leave</td>
<td>Special Education Teacher</td>
<td>Middle School</td>
<td>03/06/2017</td>
<td>46</td>
<td>5/15/17</td>
<td>5/15/17</td>
<td>N/A</td>
<td>Beginning of 2nd marking period</td>
<td>N/A</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 8 Nayes 0

II. EDUCATION AND POLICY

Policies

Moved by Donna Golda and seconded by Patrick O’Malley to approve the first reading of the following revised policy for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

P-9191    Booster Clubs

ROLL CALL VOTE: Ayes 8 Nayes 0

Policies

Moved by Donna Golda 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:
P-0174 Legal Services
P-2415.30 Title I – Educational Stability for Children in Foster Care

ROLL CALL VOTE: Ayes 8 Nayes 0

Policy Moved by Donna Golda and seconded by Patrick O’Malley to approve the first reading of Policy #5536, Random Student Substance Testing.

ROLL CALL VOTE: Ayes 8 Nayes 0

Program of Studies Moved by Donna Golda and seconded by Patrick O’Malley to approve the 2017-2018 “Program of Studies” for Warren Hills Regional High School and Warren Hills Regional Middle School.

ROLL CALL VOTE: Ayes 8 Nayes 0

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

MS – 16-17 – 006
HS – 16-17 – None

ROLL CALL VOTE: Ayes 8 Nayes 0

Affiliation Agreement Moved by Donna Golda and seconded by Patrick O’Malley to approve an Affiliation Agreement with East Stroudsburg University for their students to serve their practical experiences outside of the classroom under the direction of our athletic trainer. The Agreement shall be in effect for five (5) years, commencing September 1, 2016. There is no cost to the district.

ROLL CALL VOTE: Ayes 8 Nayes 0

Affiliation Agreement Moved by Donna Golda and seconded by Patrick O’Malley to approve an Affiliation Agreement with Moravian College for their students to serve their practical experiences outside of the classroom under the direction of our athletic trainer. The Agreement shall be in effect for three (3) years, commencing January 1, 2017. There is no cost to the district.

ROLL CALL VOTE: Ayes 8 Nayes 0

Travel & Conference Moved by Donna Golda 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  Benjamin Kunkel   Certified Technician Training Workshop   New York, NY   $2,500 registration + mileage & incidentals   March 27-30, 2017


**ROLL CALL VOTE:**   Ayes 8  Nayes 0

### Field Trip

Moved by Donna Golda and seconded by Patrick O’Malley 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/Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alison Frey</td>
<td>DECA/FBLA Competition</td>
<td>Transportation</td>
<td>AAFTL - $15. Per student</td>
</tr>
<tr>
<td>2</td>
<td>Amy Kline</td>
<td>FFA to Farm Show</td>
<td>N/A</td>
<td>Real life application of processes learned in classroom</td>
</tr>
<tr>
<td>3</td>
<td>Sharon Fretz, Shannon McDowell &amp; Adam Slack</td>
<td>Outdoors Unlimited to Stowe, Vermont</td>
<td>N/A</td>
<td>$400 approximately per student</td>
</tr>
<tr>
<td>4</td>
<td>Timothy Zavacki</td>
<td>Technology Education students to Martin Guitar</td>
<td>Transportation</td>
<td>AAFTL – $12 per student</td>
</tr>
<tr>
<td>5</td>
<td>Elizabeth Horvath, Nicole Crowley, Michelle Swick &amp; Kimberly Yapaola</td>
<td>Cheerleading Team to National Competition, Orlando, Florida</td>
<td>N/A</td>
<td>National Cheerleading Competition</td>
</tr>
<tr>
<td>6</td>
<td>MaryKaye Bartek</td>
<td>Middle School Ski Club to Shawnee Ski Lodge</td>
<td>N/A</td>
<td>AAFTL</td>
</tr>
<tr>
<td>7</td>
<td>Amy Kline</td>
<td>FFA Members to Warren Haven</td>
<td>N/A</td>
<td>Spreading holiday cheer!</td>
</tr>
</tbody>
</table>

**ROLL CALL VOTE:**   Ayes 8  Nayes 0

### III. BUDGET AND FINANCE

Financial Reports Moved by Donna Golda and seconded by Christopher Hamler to approve the October, 2016 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 October, 2016; 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 8 Nayes 0

Bills Moved by Donna Golda and seconded by Christopher Hamler to approve the bill list for the period November 1, 2016 through November 30, 2016, including November 2016 payrolls, in the amount of $3,441,698.92.

ROLL CALL VOTE: Ayes 8 Nayes 0 Abstain 1 (Young – Delta Dental only)

Transfers Moved by Donna Golda and seconded by Christopher Hamler to approve transfers in the amount of $103,882.50 for the month of October, 2016.

ROLL CALL VOTE: Ayes 8 Nayes 0

Teacher Assistant Moved by Donna Golda and seconded by Christopher Hamler to approve an Agreement with Burlington County Special Services School District for a One-On-One Teacher Assistant for Special Education Student 29-17 for the 2016-2017 school year, commencing September 6, 2016, in the amount of $37,750.00.

ROLL CALL VOTE: Ayes 8 Nayes 0

Change Order Moved by Donna Golda and seconded by Christopher Hamler to approve Change Order No. 1 with Preferred Plumbing, LLC for the Toilet Renovations at the High School and Middle School for a reduction of $79.09 representing the unused allowance balance.

ROLL CALL VOTE: Ayes 8 Nayes 0

Change Order Moved by Donna Golda and seconded by Christopher Hamler to approve Change Order No. 1 with Power with Prestige, Inc. for the Toilet Renovations at the High School and Middle School for an increase of $676.00 representing additional electrical wiring.

ROLL CALL VOTE: Ayes 8 Nayes 0

Change Order Moved by Donna Golda and seconded by Christopher Hamler to approve Change Order No. 2 with Power with Prestige, Inc. for the Toilet Renovations at the High School and Middle School for an increase of $3,977.00 representing additional fire alarm system problems that were safety concerns.

ROLL CALL VOTE: Ayes 8 Nayes 0
Change Order
Moved by Donna Golda and seconded by Christopher Hamler to approve Change Order No. 2 with DeSapio Construction Company for the Toilet Renovations at the High School and Middle School for an increase of $4,147.60 representing installation of cement board walls.

ROLL CALL VOTE: Ayes 8  Nayes 0

Change Order
Moved by Donna Golda and seconded by Christopher Hamler to approve Change Order No. 3 with DeSapio Construction Company for the Toilet Renovations at the High School and Middle School for an increase of $946.17 representing labor to reinstall ceiling grid and insulation.

ROLL CALL VOTE: Ayes 8  Nayes 0

Change Order
Moved by Donna Golda and seconded by Christopher Hamler to approve Change Order No. 4 with DeSapio Construction Company for the Toilet Renovations at the High School and Middle School for an increase of $1,234.04 representing removal of hazardous wastes and painting block walls with epoxy paint.

ROLL CALL VOTE: Ayes 8  Nayes 0

Substantial Completion
Moved by Donna Golda and seconded by Christopher Hamler to approve Certificate of Substantial Completion for the Toilet Renovations at the High School and Middle School with Preferred Plumbing, LLC.

ROLL CALL VOTE: Ayes 8  Nayes 0

Substantial Completion
Moved by Donna Golda and seconded by Christopher Hamler to approve Certificate of Substantial Completion for the Toilet Renovations at the High School and Middle School with Aero Plumbing & Heating.

ROLL CALL VOTE: Ayes 8  Nayes 0

Grant
Moved by Donna Golda and seconded by Christopher Hamler to approve the following Board resolution:

RESOLVED that the Board of Education accept the 2016 NJAHPERD Mini Grant in the amount of $850.00 awarded to Kimberly Eilenberger for her program proposal Hooping in the Hills: Implementing Cardiovascular Core Exercise in the Physical Education Curriculum, pursuant to Policy #7230, GIFTS, GRANTS AND DONATIONS.

ROLL CALL VOTE: Ayes 8  Nayes 0

Instruction Services
Moved by Donna Golda and seconded by Christopher Hamler to approve Professional Education Services, Inc. to perform educational instruction services for Student #2018193, commencing November 30,
2016 and continuing for approximately 4-6 weeks, at the rate of $41.00 per hour, not to exceed a total of 2 hours per day.

ROLL CALL VOTE: Ayes 8 Nayes 0

Instruction Services

Moved by Donna Golda and seconded by Christopher Hamler to approve Professional Education Services, Inc. to perform educational instruction services for Student #2020027, commencing December 1, 2016 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 8 Nayes 0

Citizens Participation: None.

Adjournment

Moved by Patrick O’Malley and seconded by Donna Golda to adjourn at 7:35 p.m.

Ayes 8 Nayes 0

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