

**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 Havrisko, 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 Nays 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 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 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 Nays 0

Comm. Communications: None.

Citizens Citizens Participation:
Part

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 Student Report – None.
Report

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

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.

Comm. Reports

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

Appoint-ments

Moved by Kathleen Halpin and seconded by Linda Feller to approve/accept the following appointments/adjustments/resignations/retirements:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Teresa McGuinness	Approve	German Teacher	N/A	Middle School	7/1/17	N/A	Retirement
2	Jennifer Lawson	Approve	Paraprofessional	N/A	Middle School	N/A	1/2/17	Released per contract terms – 30 days notice
3	Kyle Marcinkowski	Approve	Paraprofessional	N/A	Middle School	N/A	1/2/17	Released per contract terms – 30 days notice
4	Karen Jurkowski	Approve	Substitute Nurse	\$125/day	Middle & High Schools	12/7/16	6/30/17	All paperwork complete and on file
5	Jill Darin	Approve	Substitute Teacher	\$85/day	Middle & High Schools	12/7/16	6/30/17	All paperwork complete and on file
6	Elizabeth Bracey	Approve	Substitute Teacher	\$85/day	Middle & High Schools	12/7/16	6/30/17	All paperwork complete and on file
7	Brittany Johnson	Approve	Substitute Custodian	\$14/hour	District	12/7/16	6/30/17	All paperwork complete and on file
8	Seamus Ronan	Approve	Volunteer	N/A	High School	12/7/16	6/30/17	Volunteer for Jazz Ensemble – pending receipt of background check
9	Keith Adler	Approve	Volunteer	N/A	Middle School	12/7/16	6/30/17	Set Design for Drama Club
10	Robert Miller	Approve	Volunteer	N/A	Middle School	12/7/16	6/30/17	MS Boys Basketball
11	Eric Frauenfelter	Approve	Introductory Practicum	N/A	High School	Second Marking Period	N/A	Under the supervision of Keith Dennison for one half day session
12	Jodi Longo	Approve	Health/PE Teacher	\$64,914	High School	2/1/17	6/30/17	Step H-M, Replaces Robin Fohr-Quimby
13	Jodi Longo	Approve	Substitute Teacher	\$85/day	Middle & High Schools	TBD	6/30/17	Pending receipt of background check

ROLL CALL VOTE: Ayes 8 Nays 0

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

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Alison Frey	FBLA/DECA Advisor	N/A	\$3,500, prorated	High School	11/16/16	6/30/17	Replacing Cedric Hickerson
2	Joseph Blackford	Girls Freshman Basketball	N/A	\$7,260	High School	12/7/16	End of Season	Tier 3, Step 4
3	Joseph Blackford	Head Baseball Coach	N/A	\$7,404	High School	3/1/17	End of Season	Tier 3, Step 3
4	Jeremy Willis	Head Softball Coach	N/A	\$8,720	High School	3/1/17	End of Season	Tier 3, Step 4
5	Patrick Kablis	Head Boys Lacrosse Coach	N/A	\$8,720	High School	3/1/17	End of Season	Tier 3, Step 4

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/Stipend	Location	Date Effective	Date Terminated	Discussion
6	Kenneth Kurpat	Head Girls Track Coach	N/A	\$8,720	High School	3/1/17	End of Season	Tier 3, Step 4
7	Stanley Kubbishun	Head Boys Track Coach	N/A	\$8,720	High School	3/1/17	End of Season	Tier 3, Step 4
8	Todd Solecitto	Head Golf Coach	N/A	\$4,769	High School	3/1/17	End of Season	Tier 4, Step 1
9	Michelle Gaffney	School Nurse	N/A	\$45/hour	Middle School	9/7/16	11/10/16	Athletic Clearance paperwork & physicals 14.25 hours
10	Bonita Duryea	School Nurse	N/A	\$45/hour	High School	8/15/16	8/27/16	Athletic Clearance paperwork & screenings additional 24.5 hours
11	Kristyn Sbriscia	School Nurse	N/A	\$45/hour	High School	8/22/16	8/23/16	Transferring 10 th grade student files & processing new enrollees – 8.5 hours

ROLL CALL VOTE: Ayes 8 Nayes 0

Leave of Absence Moved by Kathleen Halpin and seconded by Linda Feller 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	52990488	Maternity Leave	Special Education Teacher	Middle School	03/06/2017	46	5/15/17	5/15/17	N/A	Beginning of 2 nd marking period	N/A

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 Nays 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 Nays 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 Nays 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 Nays 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 Nays 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 Nays 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
2	Lisa Pyscher, Lisa Weisenstein, Tammy Muffley & Courtney Hoffman	Making Best Use of Digital Technologies in Math Class	Allentown, PA	\$245. Registration Each + Mileage	January 31, 2017

ROLL CALL VOTE: Ayes 8 Nayes 0

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

ROLL CALL VOTE: Ayes 8 Nayes 0

III. BUDGET AND FINANCE

Financial Moved by Donna Golda and seconded by Christopher Hamler to
 Reports 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 Nays 0

Teacher Moved by Donna Golda and seconded by Christopher Hamler to Assistant 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 Moved by Donna Golda and seconded by Christopher Hamler to Order 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 Moved by Donna Golda and seconded by Christopher Hamler to Order 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 Moved by Donna Golda and seconded by Christopher Hamler to Order 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 Nays 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 Nays 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 Nays 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 Nays 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 Nays 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 Nays 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 Moved by Donna Golda and seconded by Christopher Hamler to
Services 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 Citizens Participation: None.
Part.

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.

dmg