

**Warren Hills Regional  
Board of Education  
Regular and Reorganization Meeting  
January 5, 2016**

The Warren Hills Regional Board of Education met in Regular Meeting on January 5, 2016 at 7:00 p.m. in the Board meeting room.

Call to  
Order

The meeting was called to order by Estrella Molinet.

President  
Pro Tem

Moved by Lisa Marshall and seconded by Kathleen Halpin to nominate Estrella Molinet as president pro tem.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Election of president pro tem.

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," "The Star Ledger" and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Pledge of Allegiance

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.

Election  
Results

Mrs. Molinet reported that Daniel Brundage from Washington Township was re-elected with 29 write-in votes and Richard Young from Mansfield Township was elected with 369 votes.

Administration of Oath of Office – Daniel Brundage and Richard Young.

Roll Call

Roll call was taken by Estrella Molinet. Members present were Daniel Brundage, Linda Feller, Kristin Fox, Donna Golda, Kathleen Halpin, Christopher Hamler, Lisa Marshall and Richard Young. Richard Havrisko was absent. Also present were Gary R. Bowen and Estrella Molinet.

President                    Motion by Kathleen Halpin to nominate Richard Havrisko president of the Warren Hills Regional Board of Education for the administrative year 2016.

Election of President.    Ayes 8    Nays 0

Vice President            Motion by Donna Golda to nominate Kathleen Halpin vice president of the Warren Hills Regional Board of Education for the administrative year 2016.

Election of Vice President. Ayes 8 Nays 0

(Newly elected Vice President assumes chair)

Board Reorganization Motions for the period ending January 3, 2017:

Auditors                    Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Nisivoccia & Company, Auditor/Public School Accountant.

ROLL CALL VOTE:        Ayes 8    Nays 0

Attorneys                   Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Nathanya G. Simon of Schwartz, Simon, Edelstein & Celso, LLC, as Special Education counsel.

ROLL CALL VOTE:        Ayes 8    Nays 0

Bond Attorneys            Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Wilentz, Goldman and Spitzer, P.A., as bond and construction attorneys for the building projects.

ROLL CALL VOTE:        Ayes 8    Nays 0

Insurance Brokers        Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Brown and Brown Insurance as Risk Managers for School Alliance Insurance Fund.

ROLL CALL VOTE:        Ayes 8    Nays 0

403B Providers            Moved by Daniel Brundage and seconded by Christopher Hamler to approve AXA Equitable and Oppenheimer as 403B providers.

ROLL CALL VOTE:        Ayes 8    Nays 0

Flexible Spending        Moved by Daniel Brundage and seconded by Christopher Hamler to approve Horizon Blue Cross/Blue Shield as Flexible Spending Account provider.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Athletic Physician           Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Dr. Nicholas Avallone, St. Luke's Orthopaedic Specialists, Athletic Physician.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Compliance Officer           Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Estrella Molinet as Public Agency Compliance Officer.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Purchasing Agent           Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Estrella Molinet as the Qualified Purchasing Agent with a bid threshold of \$40,000.

ROLL CALL VOTE:           Ayes 8           Nayes 0

State Contracts           Moved by Daniel Brundage and seconded by Christopher Hamler to approve procurement of goods and services through state contracts.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Affirmative Action           Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Annette Walters as Affirmative Action Officer.

ROLL CALL VOTE:           Ayes 8           Nayes 0

504 Co-ordinator           Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Dennis Mack, Interim Director of Guidance, as 504 Committee Coordinator.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Homeless Liaison           Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Dennis Mack, Interim Director of Guidance, as Homeless Liaison.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Asbestos, Safety, Pest Management RTK, Air           Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Patrick J. Murphy, Director of Plants & Facilities, as Asbestos Management Officer, Safety & Health Designee, Integrated Pest Management Coordinator, Right to Know Officer and Air Quality Designee.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Resolution                    Moved by Daniel Brundage and seconded by Christopher Hamler to adopt the following Resolution:

RESOLVED, That the PNC Bank, Washington Office; Investors Savings Bank be designated the depositories for the Warren Hills Regional Board of Education accounts and certificates and, be it further

RESOLVED, That all checks, drafts, notes or warrants drawn against said accounts be signed and, be it further

RESOLVED, That the Investors Bank, Washington NJ offices, be designated the depository for Warren Hills Regional general working accounts and, be it further

RESOLVED, That no checks, drafts or warrants drawn against said accounts be valid unless so signed.

ROLL CALL VOTE:            Ayes 8            Naves 0

Newspaper                    Moved by Daniel Brundage and seconded by Christopher Hamler to designate the Express-Times as the official newspaper to carry legal ads.

ROLL CALL VOTE:            Ayes 8            Naves 0

Board Meetings                Moved by Daniel Brundage and seconded by Christopher Hamler that the 2016 Warren Hills Regional Board of Education meetings be held at the Board Office, Bowerstown Campus at 6:30 p.m. for Executive Session and 7:00 p.m. for regular session, as listed on the attached calendar.

ROLL CALL VOTE:            Ayes 8            Naves 0

Bills                            Moved by Daniel Brundage and seconded by Christopher Hamler to authorize Estrella Molinet, Business Administrator, to pay bills the third week of each month.

ROLL CALL VOTE:            Ayes 8            Naves 0

Bylaws and Policies            Moved by Daniel Brundage and seconded by Christopher Hamler that the existing bylaws and policies be approved, adopted and continued in use unless and until amended by action of the Board.

ROLL CALL VOTE:            Ayes 8            Naves 0

Curriculum                    Moved by Daniel Brundage and seconded by Christopher Hamler to approve, adopt and continue the existing 7<sup>th</sup> – 12<sup>th</sup> grade curriculum, assigned textbooks, co-curricular clubs and programs unless and until amended by action of the Board.

ROLL CALL VOTE:            Ayes 8            Naves 0

Custodian of Records                      Moved by Daniel Brundage and seconded by Christopher Hamler to appoint Estrella Molinet, Business Administrator/Board Secretary, as custodian of government records and to appoint Dr. Gary Bowen, Interim Superintendent, as custodian of student and personnel records, in compliance with the Open Public Records Act.

ROLL CALL VOTE:                      Ayes 8                      Nayes 0

NJSBA                                      Moved by Donna Golda and seconded by Lisa Marshall to appoint Lisa Marshall as Delegate of the New Jersey School Boards Association.

ROLL CALL VOTE:                      Ayes 8                      Nayes 0

Alt. NJSBA                                Moved by Donna Golda and seconded by Lisa Marshall to appoint Kathleen Halpin as Alternate Delegate to the New Jersey School Boards Association.

ROLL CALL VOTE:                      Ayes 8                      Nayes 0

WCSBA                                      Moved by Donna Golda and seconded by Lisa Marshall to appoint Kathleen Halpin as Delegate to the Warren County School Boards Association.

ROLL CALL VOTE:                      Ayes 8                      Nayes 0

NJSBA Leg. Rep.                                Moved by Donna Golda and seconded by Lisa Marshall to appoint Lisa Marshall as Legislative Representative to the New Jersey School Boards Association.

ROLL CALL VOTE:                      Ayes 8                      Nayes 0

Minutes                                      Moved by Donna Golda and seconded by Kristin Fox to approve the Minutes of the Regular and Executive Session meetings of December 8, 2015.

Ayes 7                      Nayes 0  
Abstain 1 (Marshall)

Comm.                                      Communications:                      Mrs. Molinet received three letters of recommendation for the attorney in response to the RFP's.

Citizens Part                                Citizens Participation:

A number of parents attended and spoke in support of the wrestling team and the fact that alumni are no longer allowed in the room. Dr. Bowen will explain the policies to the alumni.

Karen Graf and Joe Armstead, Principal at Piscataway, presented the Board with articles made by students at Piscataway School.

Supt's  
Report

Superintendent's Report:

Superintendent's Report – Dr. Gary R. Bowen

**Good News and Progress**

- Congratulations to Justin Westley, for his outstanding performance on the ACT test by earning the highest possible ACT Composite score of 36!
- Congratulations to Alex Stoia for winning second place in a writing contest at the Garden State Scholarship Press Association's 36<sup>th</sup> Annual Press Day, held at Rutgers University!
- The Peer Leadership Program will be receiving an award from the Youth Coalition of New Jersey for outstanding prevention work to reduce the prevalence and occurrence of underage drinking. Their participation in the TIPS Program and Sticker Shock Program have led to their recognition at the annual luncheon to be held this month.
- Congratulations to our music and choral teachers/advisors at both the high school and middle school for the wonderful winter concerts that took place in December.
- Thank you to the middle school Builders Club and their advisor, Mary Kaye Bartek for collecting food items for the local food bank.
- Middle School students engaged in a variety of educational activities on the half day prior to the holiday break. Thank you to the 7<sup>th</sup> grade academy committee teachers for their efforts in organizing this event.
- Congratulations to over 50 middle school students selected for recognition for exhibiting the character pillar of caring during the holiday season.
- Thank you to our facilities manager for collecting a total of 61 lbs. of batteries at the high school which were sent to the Call2Recycle center.

Comm.  
Reports

Committee Reports:

Mrs. Marshall reported that Ed and Policy Committee met tonight.

Dr. Bowen will set up aggressive schedule of meeting.  
Committees will stay as is until Mr. Havrisko returns.

Dr. Bowen recommended all personnel items.

**I. PERSONNEL**

Appoint-  
ments

Moved by Daniel Brundage and seconded by Christopher Hamler to approve/accept the following appointments/adjustments/ resignations/ retirements:

Code No.	Name	Position	Deg/Step	Salary-Annual/ Per Diem Rate	Location	Date Effective	Date Terminated	Discussion
1	Hetrick, Patricia	MS Principal	N/A	N/A	Middle School	10/1/16	N/A	Retirement, with regret
2	Smith, David	Retired Ass't Principal	N/A	\$117,718, prorated one month - \$9,809	Middle School	7/1/15	7/31/15	Retroactive salary adjustment
3	Quigley, Arthur	Director of Resource Personnel	N/A	N/A	District	1/1/16	N/A	Retirement, with regret
4	Bracey, Elizabeth	Substitute teacher	N/A	\$85 per diem	District	1/6/16	6/30/16	Add to substitute teacher list
5	Cooney, Bernadette	Home Instructor	Math	\$41 per hour	District	1/6/16	6/30/16	Add to home instructor list
6	Duart, Joseph	Substitute School Resource	N/A	\$16 per hour	District	1/6/16	6/30/16	Add to school resource substitute list

ROLL CALL VOTE:                   Ayes 8           Nayes 0

Spring  
Coaches

Moved by Daniel Brundage and seconded by Christopher Hamler to approve the following Spring coaching staff appointments, tiers & salaries:

Code No.	Name	Coaching Position	Tier	Step	Stipend
1	Quinto, Michael	Head Baseball	3	4	\$8,720
2	Balas, Jeffrey	Ass't Baseball	3	4	\$3,441.50
3	Farrell, Michael	Ass't Baseball	3	4	\$3,441.50
4	Case, Jeffrey	Ass't Baseball	3	1	\$4,302
5	Blackford, Joseph	Ass't Baseball	3	4	\$6,883
6	Irzinski, Paul	MS Baseball	3	4	\$5,432
7	Kubbishun, Stanley	Head Boys Track	3	4	\$8,720
8	Carroll, Robert	Ass't Boys Track	3	1	\$4,302
9	Diveny, Daniel	MS Boys Track	3	4	\$5,432
10	Kurpat, Kenneth	Head Girls Track	3	4	\$8,720
11	Potter, Josephine	Ass't Girls Track	3	4	\$6,883
12	Kavcak, Kimberly	MS Head Girls Track	3	4	\$5,432
13	Feldman, Jennifer	MS Ass't Girls Track	3	1	\$3,000
14	Willis, Jeremy	Head Softball	3	4	\$8,720
15	Green, Craig	Ass't Softball	3	4	\$6,883
16	Smola, Renee	Ass't Softball	3	4	\$6,883
17	Manfra, Toni	Ass't Softball	3	1	\$4,302
18	Wintersteen, Patricia	MS Head Softball	3	4	\$5,432
19	Powers, Thomas	Head Boys Tennis	4	4	\$7,217
20	Henning, Julia	Ass't Boys Tennis	4	1	\$3,601
21	Schlessinger, James	Head Girls Lacrosse	3	1	\$5,772
22	Cavo, Jennifer	Ass't Girls Lacrosse	3	4	\$6,883
23	Kablis, Patrick	Head Boys Lacrosse	3	4	\$8,720
24	Besser, Joseph	Ass't Boys Lacrosse	4	4	\$6,883

ROLL CALL VOTE:                   Ayes 8           Nayes 0

Leave of  
Absence

Moved by Daniel Brundage and seconded by Lisa Marshall to approve the following Leave of Absence:

Code No.	Name	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	Okladek, Jill	Amend Maternity Leave	Science Teacher	High School	11/2/15	50	1/27/16	N/A	N/A	4/21/16	Dates adjusted by request

ROLL CALL VOTE:           Ayes 8           Nayes 0

## II. EDUCATION AND POLICY

Policies                       Moved by Lisa Marshall and seconded by Donna Golda to approve the second and final reading of the following revised policy and regulations for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- 1240 P&R**     Evaluation of Superintendent
- 2430 P&R**     Co-curricular Activities
- 3221 P&R**     Evaluation of Teachers
- 3222 P&R**     Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- 3223 P&R**     Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals
- 3224 P&R**     Evaluation of Principals, Vice-Principals, and Assistant Principals
- 3431.1 P**     Teaching Staff Members Family Leave
- 4431.1 P**     Support Staff Members Family Leave
- 5337 P**       Service Animals
- 5516**         Students Use of Electronic Communication and Recording Devices (ECD)
- 7490 P**       Animals on School Property

ROLL CALL VOTE:           Ayes 8           Nayes 0

HIB Case                     Moved by Lisa Marshall and seconded by Donna Golda to affirm the administrative decisions regarding the following HIB case:

- MS-15-16 – 007
- HS-15-16 – 005

ROLL CALL VOTE:           Ayes 8           Nayes 0

Travel & Conference       Moved by Lisa Marshall and seconded by Donna Golda to approve the following travel and conference requests.

NAME	TITLE	DATE and LOCATION	COST
Craig Green & Jeremy Willis	Softball Coaches Clinic	1/28 & 29/2016 – Atlantic City, NJ	\$125. Registration each + mileage
Elizabeth McKeown	“Revitalize Your Library Space”	1/11/2016 – Allentown, PA	\$239. Registration + mileage



Timothy Downs & Catherine O'Neal	Bullying Law Update	2/16/2016 – Monroe Township, NJ	\$150. Registration each + mileage
Cesar Mendes	FLENJ Annual Conference	2/26 & 2/17/2016 – New Brunswick, NJ	\$180. Registration + mileage
Peter Lubrecht	Director of Athletics Association of NJ 2016 Conference	3/22-3/25/2016	\$350. Registration + Membership Dues + mileage
Dawn Moore, Keith Dennison & Jeffrey Stele	“Preparing for PARCC – Year Two: Emerging Legal Issues”	1/22/2016 Morris County Jointure, Providence, NJ	\$150. Registration each + mileage

ROLL CALL VOTE:           Ayes 8           Nayes 0

Field Trip Requests

Moved by Lisa Marshall and seconded by Donna Golda to approve the following Field Trip Requests.

Requested by:	Trip	Location	Cost to District
Jennifer Giamoni	Peer Leadership Program to receive an award from The Youth Coalition of New Jersey	Hope, NJ	Substitute & transportation
Adam Slack	Archery Team to state competition	West Morris Central High School	Substitute & transportation

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 November, 2015 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 November, 2015; 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

Transfers

Moved by Donna Golda and seconded by Christopher Hamler to approve transfers for the month of November, 2015

ROLL CALL VOTE:           Ayes 8           Nayes 0

Tutoring Services

Moved by Donna Golda and seconded by Christopher Hamler to approve a contract with American Tutor, Inc. to provide tutoring services for Student #2017071 for the 2015-2016 school year, as needed, in the amount of \$58.00 per hour.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Tutoring Services

Moved by Donna Golda and seconded by Christopher Hamler to approve a contract with Brookfield Schools/For KEEPS Program to provide tutoring services for Student #2016017 for the 2015-2016 school year, as needed, at the rate of \$41.00 per hour.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Donation

Moved by Donna Golda and seconded by Christopher Hamler to accept a donation of basketball t-shirts in memory of Evan Murray in the amount of \$2,524.00 from the Warren Hills Regional Booster Club, pursuant to Policy 7230, GIFTS, GRANTS and DONATIONS.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Donation

Moved by Donna Golda and seconded by Christopher Hamler to accept the final project gift donation of plexiglass artwork on safe driving practices from the Nikhil Badlani Foundation with an estimated value of \$1,000, pursuant to Policy 7230, GIFTS, GRANTS and DONATIONS.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Citizens Part.

Citizens Participation:       None.

Executive Session

Moved by Donna Golda and seconded by Daniel Brundage to go into Executive Session as indicated by item **a., g., and h.** below:

The Board of Education of the Warren Hills Regional School District in the County of Warren will adjourn into a closed meeting to discuss the item (s) which falls within an exception of our open meetings policy and permits the Board to have a private discussion, since it deals with specific exceptions contained in N.J.S.A. 10:4-12 b.

**a. Matters rendered confidential by Federal Law, State Law or Court Rule**

- b. Individual privacy
- c. Collective bargaining agreements
- d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property

**g. Pending or anticipated litigation**

**h. Attorney-client privilege**

i. Personnel – employment matters affecting a specific prospective or current employee

Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in private session, have been adequately notified. Action is anticipated.

Ayes 8      Nays 0

The Board entered into Executive Session at 7:40 p.m.

Reconvene                      Moved by Donna Golda and seconded by Daniel Brundage to reconvene into open session at 9:55 p.m.

Ayes 8      Nays 0

HIB case                      Moved by Lisa Marshall and seconded by Linda Feller to affirm the administrative decision regarding the following HIB case:

HS – 15-16 – 003

ROLL CALL VOTE:              Ayes 8      Nays 0

Resolution                      Moved by Lisa Marshall and seconded by Donna Golda to adopt the following Resolution regarding Student #2020294:

“WHEREAS, the Warren Hills Regional Board of Education (hereinafter referred to as the “Board of Education”) provided the parent/guardian with notice of a disciplinary hearing on the continued suspension of student bearing identification number 2020294; and

WHEREAS, the parent/guardian has consented to the continuation of the suspension pending disposition of the criminal charges;

BE IT RESOLVED that the Board of Education here continues the suspension until a disciplinary hearing is conducted after the disposition of the criminal charges;

BE IT FURTHER RESOLVED that the student shall not be present on the Board of Education’s school campus before, during and after the regularly scheduled school day during the period of his/her suspension, unless specifically authorized by the Superintendent;

BE IT FURTHER RESOLVED that the student shall not be permitted to participate in any athletic, co-curricular and/or extra-curricular activities sponsored by the Board of Education and shall not be present for or attend any Board of Education sponsored activities, either on campus or in any school district where the Warren Hills Regional

School District is participating in the activities during the period of suspension;

BE IT FURTHER RESOLVED that an alternate education/home instruction shall be provided to the student during his/her suspension.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Special

Moved by Lisa Marshall and seconded by Donna Golda to approve a Special Meeting to be held on Thursday, January 14, 2016 at 5:00 p.m. for the purpose of conducting interview for professional services that submitted their RFP's.

ROLL CALL VOTE:           Ayes 8           Nayes 0

Adjournment

Moved by Christopher Hamler and seconded by Lisa Marshall to adjourn at 10:40 p.m.

Ayes 8           Nayes 0

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

dmg