

WARREN HILLS REGIONAL BOARD OF EDUCATION

July 17, 2018

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mrs. Lisa Marshall, President

B. Roll Call - Mr. John Boreman, Interim Business Administrator

Joseph Bodenschatz	Jennifer Knittel	Corey Piasecki
Christopher Cannavo	Lisa Marshall	Eric Walls
Christopher Hamler	Paula Merrill	Richard Young

C. Executive Session- 6:30 p.m. (If Necessary)

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*
- 4) *Student 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: 7:00 p.m.

(Motion_____Second_____)

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. Communications – Mr. John Boreman, Interim Business Administrator

F. Superintendent’s Report – Earl C. Clymer, III

G. Presenter(s)

H. Goals:

Warren Hills Regional School District Goals for 2017-2018 School Year

1. Research and assess strategies to improve student achievement for ALL students, including but not limited to Advanced Placement, Vocational Education, Gifted & Talented, General Education, and Special Education.
2. Support Phase II of the implementation of the PLCs.
3. Improve communication to the community at large, especially regarding District initiatives.

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. 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.

I. Committee Reports

Committee	Date	Discussion
Budget & Finance	July 12, 2018	By Chair: Mr. Young
Buildings & Grounds	No meeting held	By Chair: Mr. Hamler
Education & Policy	No meeting held	By Chair: Mrs. Marshall
Personnel	July 12, 2018	By Chair: Mrs. Knittel
Student Activities & Transportation	No meeting held	By Chair: Mrs. Merrill
Technology	No meeting held	By Chair: Mr. Young
Negotiations	July 9, 2018	By Chair: Mr. Young
Wall of Fame	monthly	By Chair: Mr. Walls

J. Old Business

K. New Business

L. Public Comment – concerning action items.

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy. Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

M. ACTION ITEMS

I. PERSONNEL

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Michele Stillman	Accept	Principal's Secretary	\$48,269	High School	8/10/18	8/10/18	Resignation
2	Kristina Polachak	Rescind	Guidance Counselor	\$52,112	High School	8/27/18	6/30/19	Rescind motion of 6/26/18 to amend degree status – Masters Conferred
3	Nicholas Tauriello	Rescind	Custodian –P/T	\$21.50/hour	District	N/A	N/A	Rescind motion of 5/8/18 – full time employment as of 7/1/18
4	Geri McKelvey	Approve	Health & PE Teacher	\$91,573, pending negotiations	Middle School	8/27/18	6/30/19	Tenured, certificated teaching staff – Step N, M+45

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
5	Robin Bloom	Approve	Mathematics Teacher	\$58,187, pending negotiations	Middle School	8/27/18	6/30/19	Step A, Masters – Replaces 35774603
6	Michele McGann	Approve	Special Education Teacher	\$82,441, pending negotiations	High School	8/27/18	6/30/19	Replaces 96844055
7	Michael Jones	Approve	Director of Athletics & Student Activities	\$110,000, prorated	District	As soon as practical	6/30/19	Replaces 52909736
8	Timothy Jackson	Approve	Maternity Replacement English Teacher	\$52,112, prorated	High School	8/27/18	On or about 1/25/19	Replaces #53033015 & 47567094
9	Genevieve DeBoer	Approve	Art Teacher	\$29,093.50 pending negotiations	High School	8/27/18	6/30/19	Step A, Masters- Part-time, replaces 53039061
10	Geri McKelvey	Approve	Assistant Field Hockey Coach	\$6,883, pending negotiations	High School	7/18/18	End of Season	Tier 3, Step 4
11	Nicholas Tauriello	Approve	Maintenance	\$1,100 Stipend	Middle School	7/1/18	6/30/19	Black Seal License
12	Tammy Mornick	Approve	Custodian	\$1,100 Stipend	High School	7/1/18	6/30/19	Black Seal License
13	Kathy Henry	Approve	Substitute Teacher	\$85/day	District	8/27/18	6/30/19	All paperwork complete & on file

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***2. Motion to approve/accept the following summer appointments:**

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Amanda Best	Rescind	ESY Teacher	\$45/hour	Middle School	7/3/18	7/3/18	Rescind motion of 6/26/18
2	Jennifer Jessen	Rescind	Curriculum Project Teacher	\$45/hour	High School	N/A	7/3/18	Rescind motion of 6/26/18
3	Michael Quinto	Approve	Curriculum Project Teacher	\$45/hour	High School	7/18/18	Upon completion	Additional 30 hours Special Education – BD Math, BD English & Pro-Social

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***3. Motion 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	Kristen Turner	Observation	12 hours	N/A	District	8/27/18	12/10/18	Drew University student under the direction of Keith Dennison
2	Emily Caspersen	Observation	12 hours	N/A	District	8/27/18	12/10/18	Drew University student under the direction of Keith Dennison

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
3	Antonio Arce	Observation	12 hours	N/A	District	8/27/18	12/10/18	Drew University student under the direction of Keith Dennison
4	Katrina Anan	Observation	12 hours	N/A	District	8/27/18	12/10/18	Drew University student under the direction of Keith Dennison

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to update the following mentors and stipends for the 2018-2019 school year:

Code No.	Mentor Name	Position	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Cynthia Bamford	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Special Education - TBD
2	Vittoria Busardo	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Genevieve deBoer
3	Jessica Cahill	New Mentor Teacher	\$440	Middle School	8/27/18	6/30/19	Mentoring Shawna Guikema
4	Theresa Chapman	New Mentor Teacher	\$440	Middle School	8/27/18	6/30/19	Mentoring Special Education - TBD
5	Courtney Flowers	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Tasjaana Miraglia
6	Heather Garcia	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Stephanie Jacobs
7	Alexandra Helle	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Patricia Smith
8	LeeAnn Kubbishun	New Mentor Teacher	\$440	Middle School	8/27/18	6/30/19	Mentoring Rebecca Billera
9	McKenzie Laubach	New Mentor Teacher	\$440	Middle School	8/27/18	6/30/19	Mentoring Robin Bloom
10	Cesar Mendes	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Raul Aguilar
11	Andrew Oakley	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Timothy Jackson
12	Patrick O'Brien	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Zachary Fisher
13	Catherine O'Neal	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Kristina Polachak
14	Lauren Voight	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Theater Teacher - TBD

Code No.	Mentor Name	Position	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
15	Cheryl Yanoff	New Mentor Teacher	\$440	High School	8/27/18	6/30/19	Mentoring Maternity Special Education -TBD

(Motion_____Second_____ /Yes_____No_____Abstain_____)

*5. Motion to approve the following teacher mentors for 2 hours of mentor refresher training at the rate of \$30.00 per hour:

Cynthia Bamford	Vittoria Busardo	Jessica Cahill
Theresa Chapman	Courtney Flowers	Heather Garcia
Alexandra Helle	LeeAnn Kubbishun	Cesar Mendes
Andrew Oakley	Patrick O'Brien	Catherine O'Neal
Lauren Voight	Cheryl Yanoff	McKenzie Laubach

(Motion_____Second_____ /Yes_____No_____Abstain_____)

II. Education and Policy

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

MS – 17-18 – None
 HS - 17-18 – None

(Motion_____Second_____ /Yes_____No_____Abstain_____)

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Jennifer Jessen	ESY Program to Shop-Rite	Transportation	N/A
2	Jennifer Jessen	ESY Program to Regal Cinema	Transportation + Theatre costs	N/A
3	Kimberly Yapaola	Varsity & JV Cheerleaders to Camp	N/A	Summer camp
4	Kimberly Yapaola	Varsity Cheerleaders to Competition	Transportation	Regional Championships
5	Jason Graf & Lauren Voight	WHR Band & Choir to competition	Substitutes & Transportation	Music in the Parks

(Motion_____Second_____ /Yes_____No_____Abstain_____)

*3. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Lisa Marshall, Jennifer Knittel & Paula Merrill	NJSBA Leadership Workshop	Parsippany, NJ	\$50.00 Registration each + Mileage	August 1, 2018
2	Daryl Detrick	Code.org state policy forum invitation	Denver, CO	Substitute	September 27 & 28, 2019
3	Debra Rokosny	NJCSS Annual Conference	Rutgers University	\$90. Registration + Mileage	October 22, 2018
4	Toni Manfra	Rutgers Speaker Series	Rutgers University	\$150. Registration + Mileage	January 15, 2019
5	Toni Manfra	Rutgers Speaker Series	Rutgers University	\$150. Registration + Mileage	February 27, 2019

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

III. BUDGET AND FINANCE

*1. Motion to approve the purchase order list dated June 1, 2018 through June 30, 2018 in the amount of \$295,909.99.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to approve the bill list for the period June 1, 2018 through June 30, 2018, including June, 2018 payrolls, in the amount of \$4,353,677.41.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to approve the following Special Education Tuition Contracts for the 2018-2019 extended and regular school year:

Student	School	Amount	Aide	Effective
5472980813	Montgomery Academy	\$60,942.60	N/A	9/6/18-6/30/19
9835780545	Bancroft	\$70,523.92	\$40,704.00	7/5/18-6/30/19
5164612461	Sage Day School	\$60,300.00	N/A	9/4/18-6/30/19

Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve the following Transportation Contract renewals for the 2018-2019 school year:

Snyder Bus Service, Inc.

<u>Route #</u>	<u>Amount</u>
102	\$ 136.16 per diem
103	\$13,136.52
25SP	\$40,238.80

23	\$25,526.52
01/F	\$41,539.38
02/KL	\$43,154.12
03/A	\$41,637.89
04/C	\$43,878.24
12/D	\$41,453.37
14/AB/IM	\$44,084.96
15AB/G	\$40,525.29
16AB/E	\$41,698.88
21/H	\$44,445.64
22/VAN 1	\$36,244.32
VAN2	\$40,518.36

GST Transport Corp.

<u>Route #</u>	<u>Amount</u>
62SP	\$98.57 / \$20.00 aide
3 SP	\$98.57 / \$20.00 aide
3MD	\$48.80 / \$14.00 aide
61SP	\$130.85 / \$24.00 aide
35	\$304.07 / \$65.00 aide

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to approve Joint Transportation Agreements with Washington Township to transport their elementary school students for the 2018-2019 school year as follows:

<u>Route</u>	<u>Cost</u>
01/F	\$18,878.87
02/KL	\$16,159.19
03/A	\$16,859.05
04/C	\$22,000.15
12/D	\$19,729.25
14AB/IM	\$21,614.53
15AB/G	\$15,540.59
16AB/E	\$23,877.07
21/H	\$21,857.27
22/VAN 1	\$17,932.74
VAN 2	\$40,518.37
3SP	\$21,345.13
3MD	\$11,306.95

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*6. Motion to approve a Joint Transportation Agreement with Franklin Township School District to transport their elementary school students for the 2018-2019 school year as follows:

<u>Route</u>	<u>Cost</u>
35/Yellow	\$83.99 per diem

(Motion_____Second_____/Yes_____No_____Abstain_____)

*7. Motion to approve a Joint Transportation Agreement with Mansfield Township School District for the 2018-2019 school year to transport our combined student population as follows:

<u>Route</u>	<u>WH Cost</u>
WH6	\$20,161.80
WH7	\$20,161.80
WH9	\$20,161.80
WH13	\$20,161.80
WH20	\$20,161.80
WH26	\$20,161.80
WH29	\$23,945.20
WH10	\$12,181.26
WH8	\$22,452.44
Shuttle	\$ 6,090.89

(Motion_____Second_____/Yes_____No_____Abstain_____)

*8. Motion to approve the renewal of the Student Accident Insurance for the period August 1, 2018 through July 31, 2019 in the amount of \$63,425.00.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*9. Motion to approve the contract for Dr. Jeffrey Merkle, School Physician, for the 2018-2019 school year, in the amount of \$4,000, effective July 1, 2018 through June 30, 2019.

(Motion_____Second_____/Yes_____No_____Abstain_____)

*10. Motion to approve the disposal of the following assets per district policy 7300,
Disposition of Property:

- 51 iMacs - Model Z0H60LL/A
- 26 Macbook Pro - Model MD509LL/A
- 267 Macbook Pro - Model BH117LL/A
- 45 Macbook Air - Model BJ378LL/A

(Motion_____Second_____/Yes_____No_____Abstain_____)

*11. Motion to approve the following Resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE WARREN HILLS REGIONAL SCHOOL DISTRICT IN THE COUNTY OF WARREN, NEW JERSEY APPOINTING A LESSOR RELATING TO THE LEASE PURCHASE OF TECHNOLOGY EQUIPMENT, A SCHOOL BUS, AND LASER ENGRAVER EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$648,932 AND DETERMINING RELATED MATTERS IN CONNECTION THEREWITH

WHEREAS, The Board of Education of the Warren Hills Regional School District in the County of Warren, New Jersey (the "Board") seeks to acquire technology equipment, a school bus, and laser engraver equipment (the "Project") at a cost not to exceed \$648,932; and

WHEREAS, the Board intends to finance such Project through a tax-exempt, lease purchase financing in an aggregate amount not exceeding \$648,932 (the "Lease Purchase Financing"); and

WHEREAS, the Board sought bids for such Lease Purchase Financing; and

WHEREAS, the Board, on June 13, 2018, received bids for the Lease Purchase Financing; and

WHEREAS, the bid of US Bancorp Government Leasing & Finance, Inc. ("US Bank") was the most advantageous bid to the Board; and

WHEREAS, the Board seeks to execute a lease purchase agreement (the "Lease") for the Lease Purchase Financing with US Bank in its capacity as lessor and in accordance with its bid as set forth below; and

WHEREAS, the Board desires to set forth the basic financial terms to be incorporated into the Lease and authorize the preparation, the execution and the delivery of the Lease and certain other agreements necessary or incidental to the transactions contemplated thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION THE WARREN HILLS REGIONAL SCHOOL DISTRICT IN THE COUNTY OF WARREN, NEW JERSEY, as follows:

SECTION 1. The Board hereby approves to finance the acquisition and installation of the Project and other related costs and hereby awards the financing to US Bank (as defined above). The interest rate per annum, the principal maturities and the other terms of the financing shall be as described in the Lease and shall be

consistent with the bid submitted by US Bank on June 13, 2018 (the "Bid"). In accordance with the Bid the interest rate shall be 3.0847% or as indexed in the Bid.

SECTION 2. The Board hereby authorizes (i) the execution and the delivery of the Lease and other related documents, including an Escrow Agreement, and (ii) the performance by the Board of its obligations under the Lease and the Escrow Agreement, both to be dated the date of respective closing. The Board further authorizes and directs the Board President (or in every instance where the Board President is authorized to execute a document under this Resolution the same such authority shall also be given to the Vice President), and the Business Administrator or Assistant Business Administrator to approve any non-material changes, additions or deletions to the Lease and the Escrow Agreement as may be necessary in the judgment of the Board's Bond Counsel. The Lease sets forth, among other things, the lease payments of the Board and their respective amounts. In all respects, the Lease shall be consistent with the terms of this Resolution.

SECTION 3. In exchange for its authorization and execution of the Lease, the Board will receive an aggregate amount not to exceed \$648,932, which will be used to finance the Project and other related costs. Lease payments under the Lease may occur on one or more dates, provided that the final lease payment shall not extend beyond five (5) years from the date of the Lease.

SECTION 4. The Board President and the Business Administrator and Assistant Business Administrator are hereby authorized and directed to execute and to deliver on behalf of the Board each of the agreements referred to in Section 2 of this Resolution and such other agreements and certificates as may be necessary to complete the transaction contemplated by the Lease and the Board President and Business Administrator and Assistant Business Administrator are hereby authorized and directed to take, on behalf of the Board, such other actions as shall be necessary and appropriate to accomplish the lease purchase financing of the Project in accordance with the terms of the Lease and this Resolution and pursuant to the terms of the agreements and the instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereof.

SECTION 5. The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease. The Lease will be designated as "qualified tax-exempt obligations" for purposes of section 265(b)(3)(B)(ii) of the Code.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

(Motion_____Second_____/Yes_____No_____Abstain_____)

N. Public Comment

O. Second Executive Session

EXECUTIVE SESSION (If Necessary)

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*
- 4) *Student 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.

(Motion_____Second_____)

P. Reconvene_____p.m.

(Motion_____Second_____)

Q. Adjourn_____p.m.

(Motion_____Second_____)

***Roll Call**