Warren Hills Regional  
Board of Education  
Regular Meeting  
June 20, 2017

The Warren Hills Regional Board of Education met in Regular Meeting on June 20, 2017 at 6:30 p.m. in the Board Meeting Room.

Call to Order  
The meeting was called to order by Lisa Marshall, President.

Oath of Office  
Administration of oath of office – Joseph Scott Bodenschatz

Roll Call  
Roll call was taken by Estrella Molinet. Members present were Joseph Bodenschatz, Christopher Hamler, Linda Feller, Kathleen Halpin, Richard Havrisko, Jennifer Knittel, Lisa Marshall, and Richard Young. Paula Merrill was late. Also present were Earl Clymer, Estrella Molinet and Dennis Mack.

Executive Session  
Moved by Kathleen Halpin and seconded by Jennifer Knittel 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. Action may be taken.

Ayes 8   Nayes 0

The Board entered into Executive Session at 6:35 p.m.

Paula Merrill arrived at 6:37 p.m.

Reconvene  
Moved by Paula Merrill and seconded by Christopher Hamler to reconvene into open session at 7:03 p.m.

Ayes 9   Nayes 0

Minutes June 20, 2017
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 by providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

Moved by Paula Merrill and seconded by Kathleen Halpin to approve the Minutes of the Regular and Executive Session meetings of June 6, 2017.

Ayes 8     Nayes 0
Abstain 1 (Bodenschatz)

Communications: Thank you card from Luanne Ferenci.

Public Comment: None.

Superintendent’s Report: Earl C. Clymer III

Middle School:

On Thursday, June 8th we had our Yearbook Signing Parties for both the 7th and 8th grade students. All the students were very excited for this opportunity and had a lot of fun signing each other’s yearbooks.

Mrs. Garcia invited Mr. Turkowski and Mr. Remondelli to her class on June 9th to participate in her end of year Book Club with her students. The administrators were able to discuss the books that the students had finished and enjoy some snacks. Some of the books the students discussed were Catching Fire, The Book Thief, The Boy in Striped Pajamas, to name a few. It was an amazing culminating activity!

Our 8th grade promotion ceremony was held on Thursday, June 15th. We were able to beat the heat in the HS gymnasium and had another amazing night to honor our students! We are very proud of our 8th graders and know they will make us proud at the high school!
High School:
On June 9th our students had a great Senior Prom at the Stroudmoor in PA. Our senior executive committee planned an awesome event and all of our students had a great time.

We had two track athletes participate in the NJSIAA Meet of Champions. Brian Spolarich ran his 3200m race (yes, that is 2 miles). Brian ran an awesome 3000m, but the last 200 were not what he expected. As he entered the second to last turn, his hamstrings cramped and he fell, picked himself up, and with two hamstrings completely cramped, he somehow finished. As Lexi stepped to the line, you could see the confidence. She commanded the race, winning by over 15 seconds, capturing the overall Meet of Championship for the 3200m event. Brian was also supposed to run in a relay event, but due to his injury, he and his team were not able to compete in their event. When speaking to his teammates, all they cared about was Brian, and how disappointed he must have been. They were selfless and it was genuine. The relay team Scott Ruskan, Taras McBrarian, and Billy Carroll, deserve credit for the character they displayed on Saturday the 10th.

Our Guidance Department hosted our annual Senior Awards and Scholarship program on June 11th. Our seniors were honored with over 100 awards and scholarships. Thank you to presenters, our sponsors and our guidance counselors for making the event possible.

Our graduation ceremony took place on June 16th. We were fortunate to be able to have our ceremony outside. This was a significant milestone for our community as it marked the 50th graduating class from Warren Hills Regional High School. Thank you to the secretaries in the main office and the maintenance staff for their hard work in getting our stadium ready for the ceremony, as it was 3pm when we made the decision to have the ceremony outside.

The closing of school was a very smooth process this year and our teachers did a great drive managing the students in the building and getting their classrooms ready for the summer. We adjusted the process a bit to use the technology we have and everything went smoothly.

A few of our students were recognized for the posters they designed for the Warren County Youth Coalition. The posters were focused on preventing underage drinking. Congratulations to these students who were honored at a reception on June 7th.

Our Peer Group hosted a follow up to their fall program, Dude Be Nice, and showed our student body they are all valued and they really did a lot to support our positive culture. The program included a Unity Walk. All of our students walked around our track once showing we are all one.
school, we are all Blue Streaks! Thank you to our Peer Program, Mrs. Giamoni and Mr. Downs for organizing.

Our annual Sing and Swing was a huge success. The evening showcased the talents of our students. There were plenty of our students work on display, students proudly talked about their work. Our community had the chance to see our band and chorus perform and view some of our students’ film work.

**Good News from Ms. Walters:**
Throughout the school year, Mrs. Archer-Cole has contacted various agencies that might be able to help support a family in a much needed wheelchair accessible ramp for one of our Blue Streaks. Not having a wheelchair ramp presented not only safety concerns for our student and the family but overall access to their home became an increasingly laborious task, which required more than one person to lift and maneuver the child and their equipment.

After several attempts, Mrs. Archer-Cole has learned that Habitat for Humanity has recently visited the child’s home to measure and determine appropriate place to build a ramp.

Special thanks to Mr. Daryl Detrick for his assistance and support in the application process. Always great seeing Blue Streak unity in support of our students and parents.

**Facilities Projects Update:**
Sidewalk construction from west side of high school to athletic complex underway.

Middle School gym floor renovation to begin this week.

Mr. Havrisko wants to thank Mr. Guth for the security at the graduation, the great flow of traffic and how smooth everything went that evening. Well done.

**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.,*
- *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*
Committee Reports:

Education and Policy Committee met tonight. They discussed policies for upcoming meetings and reviewing handbooks for consistency on policies.

Personnel Committee met on June 14th. Discussed during executive session.

Student Activities and Transportation Committee met on June 19th. A detailed report of clubs is in place. Several clubs will be added this year: Computer Science (has been a club for 15 years under different name), Culinary, Art, Sports Club, Bowling, and Winter Track. Will be starting a booster Club for Lacrosse.

Technology Committee is meeting tomorrow night.

Question: Mrs. Feller wants to know when we will be releasing Executive Session Minutes.

Answer: Mrs. Molinet spoke to Marc Zitomer (attorney) regarding the release of executive session minutes. We will be releasing the last two years when we go through them.

Question: Mrs. Marshall wants them the meeting before reorganization.

Old Business
Still working on switch plates.

New Business
New goals on August 15th.

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>Tracey Kral [O’Brien]</td>
<td>Amend</td>
<td>Maternity Replacement Teacher</td>
<td>$51,804, prorated</td>
<td>Middle School</td>
<td>5/22/17</td>
<td>6/30/17</td>
<td>Replacing 53019121</td>
</tr>
<tr>
<td>2</td>
<td>Tracey Kral [O’Brien]</td>
<td>Approve</td>
<td>Maternity Replacement Teacher</td>
<td>$52,112, prorated</td>
<td>Middle School</td>
<td>8/28/17</td>
<td>On or about 11/13/17</td>
<td>Replacing 53019121</td>
</tr>
<tr>
<td>Code No.</td>
<td>Name</td>
<td>Nature of Action</td>
<td>Position</td>
<td>Salary</td>
<td>Location</td>
<td>Date Effective</td>
<td>Date Terminated</td>
<td>Discussion</td>
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<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Marleen Tredy-O'Connor</td>
<td>Recind</td>
<td>Interim Director of Guidance</td>
<td>$90,000</td>
<td>High School</td>
<td>N/A</td>
<td>6/30/17</td>
<td>Rescind motion of May 9, 2017</td>
</tr>
<tr>
<td>4</td>
<td>Jeffrey Case</td>
<td>Accept</td>
<td>Biology Teacher</td>
<td>N/A</td>
<td>High School</td>
<td>6/30/17</td>
<td>N/A</td>
<td>Resignation</td>
</tr>
<tr>
<td>5</td>
<td>Timothy Jaw</td>
<td>Approve</td>
<td>Technology Coordinator</td>
<td>$98,000</td>
<td>District</td>
<td>As soon as practical</td>
<td>6/30/18</td>
<td>60 days' notice to current district</td>
</tr>
<tr>
<td>6</td>
<td>Alivya Ricci</td>
<td>Approve</td>
<td>English Teacher</td>
<td>$52,362</td>
<td>Middle School</td>
<td>8/28/17</td>
<td>6/30/18</td>
<td>Step B-2, BA, replaces Alissa Kring</td>
</tr>
<tr>
<td>7</td>
<td>Sarah Kaufman</td>
<td>Approve</td>
<td>Health &amp; Physical Education Teacher</td>
<td>$58,927</td>
<td>High School</td>
<td>8/28/17</td>
<td>6/30/18</td>
<td>Step D-4, M, replaces Luanne Ferenci</td>
</tr>
<tr>
<td>8</td>
<td>Kimberly Temasino</td>
<td>Approve</td>
<td>School Psychologist</td>
<td>$64,812</td>
<td>High School</td>
<td>8/28/17</td>
<td>6/30/18</td>
<td>Step F-6, M+30, replaces Terrence Dolan</td>
</tr>
<tr>
<td>9</td>
<td>Jill Hyman</td>
<td>Approve</td>
<td>Confidential Secretary to the Ass't Superintendent of Personnel &amp; Special Education</td>
<td>$49,000</td>
<td>High School</td>
<td>7/1/17</td>
<td>6/30/18</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>Wallace Tyburezy, Jr.</td>
<td>Approve</td>
<td>Paraprofessional</td>
<td>$30,336 + Mileage</td>
<td>DLC Off Campus</td>
<td>8/28/17</td>
<td>6/30/18</td>
<td>Out of District Placement</td>
</tr>
<tr>
<td>11</td>
<td>Jacelyn Olecki</td>
<td>Approve</td>
<td>Paraprofessional</td>
<td>$23.94/hour</td>
<td>Middle School</td>
<td>8/28/17</td>
<td>6/30/18</td>
<td>Hourly not to exceed 5 days per week, 5.75 hours per day</td>
</tr>
<tr>
<td>12</td>
<td>David Guth</td>
<td>Approve</td>
<td>School Security Program Director</td>
<td>$600 Stipend</td>
<td>High School</td>
<td>4/14/17</td>
<td>4/19/17</td>
<td>Installation of Security Lens System – Spring break</td>
</tr>
<tr>
<td>13</td>
<td>Bonita Duryea</td>
<td>Approve</td>
<td>School Nurse</td>
<td>$45/hour [1,035.00]</td>
<td>High School</td>
<td>2/23/17</td>
<td>4/15/17</td>
<td>Processed physicals, re-evaluations, input data &amp; telephone calls</td>
</tr>
<tr>
<td>14</td>
<td>Christina Comeroro-Pedge</td>
<td>Approve</td>
<td>District News &amp; Information Coordinator</td>
<td>$4,500</td>
<td>District</td>
<td>7/1/17</td>
<td>6/30/18</td>
<td>N/A</td>
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<tr>
<td>15</td>
<td>Kimberly Kavcak</td>
<td>Amend</td>
<td>Girls Cross Country Coach</td>
<td>$4,174</td>
<td>Middle School</td>
<td>2017-2018</td>
<td>6/30/18</td>
<td>Tier 4, Step 3, adjusted stipend</td>
</tr>
<tr>
<td>16</td>
<td>Paul Irzinski</td>
<td>Amend</td>
<td>Boys Cross Country Coach</td>
<td>$4,174</td>
<td>Middle School</td>
<td>2017-2018</td>
<td>6/30/18</td>
<td>Tier 4, Step 3, adjusted stipend</td>
</tr>
<tr>
<td>17</td>
<td>Bonita Duryea</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$3,600</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Summer</td>
</tr>
<tr>
<td>18</td>
<td>Michelle Gaffney</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$1,200</td>
<td>Middle School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Summer</td>
</tr>
<tr>
<td>19</td>
<td>Bonita Duryea</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$800</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Fall</td>
</tr>
<tr>
<td>20</td>
<td>Michelle Gaffney</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$300</td>
<td>Middle School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Fall</td>
</tr>
<tr>
<td>21</td>
<td>Bonita Duryea</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$800</td>
<td>High School</td>
<td>10/15/17</td>
<td>11/1/17</td>
<td>Winter</td>
</tr>
<tr>
<td>Code No.</td>
<td>Name</td>
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</tr>
<tr>
<td>22</td>
<td>Michelle Gaffney</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$300 Stipend</td>
<td>Middle School</td>
<td>10/15/17</td>
<td>11/1/17</td>
<td>Winter</td>
</tr>
<tr>
<td>23</td>
<td>Bonita Duryea</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$800 Stipend</td>
<td>High School</td>
<td>2/1/18</td>
<td>3/1/18</td>
<td>Spring</td>
</tr>
<tr>
<td>24</td>
<td>Michelle Gaffney</td>
<td>Approve</td>
<td>Nurse for Athletic Physical Clearances</td>
<td>$300 Stipend</td>
<td>Middle School</td>
<td>2/1/18</td>
<td>3/1/18</td>
<td>Spring</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE:  
Ayes 9  Nayes 0

Summer  Moved by Kathleen Halpin and seconded by Linda Feller to  Work approve/accept the following summer appointments:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
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<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Amy Kline</td>
<td>Approve</td>
<td>FFA Teacher</td>
<td>$30/hour</td>
<td>High School</td>
<td>6/22/17</td>
<td>8/7/17</td>
<td>FFA Officers’ Retreat + Warren Co. Farmers Fair – not to exceed 40 hours</td>
</tr>
<tr>
<td>2</td>
<td>Michael Perras</td>
<td>Approve</td>
<td>Gifted &amp; Talented Teacher</td>
<td>$30/hour</td>
<td>Middle School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Not to exceed 6 hours</td>
</tr>
<tr>
<td>3</td>
<td>Margaret Devine</td>
<td>Approve</td>
<td>Gifted &amp; Talented Teacher</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Not to exceed 6 hours</td>
</tr>
<tr>
<td>4</td>
<td>Elizabeth McKeown</td>
<td>Approve</td>
<td>Library Media Specialist</td>
<td>$45/hour</td>
<td>Middle School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Not to exceed 24 hours</td>
</tr>
<tr>
<td>5</td>
<td>Margaret Devine</td>
<td>Approve</td>
<td>Library Media Specialist</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Not to exceed 30 hours</td>
</tr>
<tr>
<td>6</td>
<td>Brittany Catalano</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>7</td>
<td>Meghan McGeehan</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>8</td>
<td>Teresa Fahy</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>9</td>
<td>Kimberly Roest</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>10</td>
<td>Jessica Morgan</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>11</td>
<td>Laura Blackwell</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>12</td>
<td>Toni Manfra</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>13</td>
<td>Carmello Chiara</td>
<td>Approve</td>
<td>Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/1/17</td>
<td>8/25/17</td>
<td>Freshman Academy preparation &amp; orientation, not to exceed a total of 5 hours</td>
</tr>
<tr>
<td>14</td>
<td>Cynthia Bamford</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>15</td>
<td>Joseph Bamford</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$45/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>Code No.</td>
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</tr>
<tr>
<td>16</td>
<td>Margaret Kennedy</td>
<td>Approve</td>
<td>Substitute Paraprofessional</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>17</td>
<td>Joseph Bamford</td>
<td>Approve</td>
<td>Substitute Paraprofessional</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>18</td>
<td>Georgina Dils</td>
<td>Approve</td>
<td>Substitute Paraprofessional</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>19</td>
<td>Maryann Higgins</td>
<td>Approve</td>
<td>Substitute Paraprofessional</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>20</td>
<td>Joelle Lucenti</td>
<td>Approve</td>
<td>Substitute Paraprofessional</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>21</td>
<td>Lauren Voight</td>
<td>Approve</td>
<td>Substitute Paraprofessional</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>22</td>
<td>Meena Vashi-Moore</td>
<td>Approve</td>
<td>Substitute Paraprofessional</td>
<td>$30/hour</td>
<td>High School</td>
<td>7/3/17</td>
<td>7/31/17</td>
<td>ESY Program</td>
</tr>
<tr>
<td>23</td>
<td>Robert Hom</td>
<td>Approve</td>
<td>Band Camp Instructor</td>
<td>$50/half day</td>
<td>High School</td>
<td>N/A</td>
<td>N/A</td>
<td>Summer band camp</td>
</tr>
<tr>
<td>24</td>
<td>Kline Kaufer</td>
<td>Approve</td>
<td>Band Camp Instructor</td>
<td>$50/half day</td>
<td>High School</td>
<td>N/A</td>
<td>N/A</td>
<td>Summer band camp</td>
</tr>
</tbody>
</table>

**ROLL CALL VOTE:** Ayes 9  Nayes 0

Leaves of Absence

Moved by Kathleen Halpin and seconded by Linda Feller to approve the following Leave of Absence:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Employee</th>
<th>Reason</th>
<th>Position</th>
<th>Location</th>
<th>Leave Start Date</th>
<th>Sick Days to be used</th>
<th>Unpaid FMLA Start Date</th>
<th>Unpaid 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>53018594</td>
<td>Maternity Leave</td>
<td>Biology Teacher</td>
<td>High School</td>
<td>10/12/17</td>
<td>50</td>
<td>1/4/18</td>
<td>1/4/18</td>
<td>N/A</td>
<td>On or about 3/1/18</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**ROLL CALL VOTE:** Ayes 9  Nayes 0

Curriculum Projects

Moved by Kathleen Halpin and seconded by Linda Feller to amend the Curriculum Improvement Projects for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Course</th>
<th>Hours</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS ELA</td>
<td>136</td>
<td>ELA Workshop</td>
<td>10 hours @ $45/hour</td>
<td>Theresa Wilson</td>
</tr>
<tr>
<td>HS ELA</td>
<td>136</td>
<td>ELA Workshop</td>
<td>10 hours @ $45/hour</td>
<td>Noelle Baldwin</td>
</tr>
<tr>
<td>MS World Language</td>
<td>205</td>
<td>Exploration Spanish</td>
<td>5 hours @ $45/hour</td>
<td>Jessica Cahill</td>
</tr>
<tr>
<td>MS World Language</td>
<td>205</td>
<td>Exploration Spanish</td>
<td>5 hours @ $45/hour</td>
<td>Louise Zamora</td>
</tr>
<tr>
<td>HS ELA</td>
<td>123</td>
<td>Honors English III</td>
<td>10 hours @ $45/hour</td>
<td>Heather Wight</td>
</tr>
<tr>
<td>MS ELA</td>
<td>1380</td>
<td>English Language Arts</td>
<td>10 hours @ $45/hour</td>
<td>Aliyya Ricci</td>
</tr>
<tr>
<td>HS Alternative History</td>
<td>N/A</td>
<td>US History II</td>
<td>20 hours @ $45/hour</td>
<td>Jeremy Lutz</td>
</tr>
</tbody>
</table>

Minutes June 20, 2017 8
ROLL CALL VOTE: Ayes 9 Nayes 0

Job Descriptions
Moved by Kathleen Halpin and seconded by Linda Feller to approve the following job descriptions as recommended by the Superintendent and Personnel Committee [Attachments A-E]:

Confidential Secretary to the Assistant Superintendent of Personnel & Special Education
Administrative Assistant to the Business Administrator
Benefits/Payroll Specialist
Personnel/Payroll Specialist
Assistant Athletic Director

ROLL CALL VOTE: Ayes 9 Nayes 0

Mentors
Moved by Kathleen Halpin and seconded by Linda Feller to approve the following mentors and stipends for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Mentor Name</th>
<th>Degree/Step # Hours</th>
<th>Position</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>Jessica Morgan</td>
<td>N/A</td>
<td>New Teacher Mentor</td>
<td>$440</td>
<td>Middle School</td>
<td>8/28/17</td>
<td>6/30/2018</td>
<td>Mentoring Kerryn Bakken, German Teacher</td>
</tr>
<tr>
<td>2</td>
<td>Tara Paulus</td>
<td>N/A</td>
<td>New Teacher Mentor</td>
<td>$440</td>
<td>Middle School</td>
<td>8/28/17</td>
<td>6/30/2018</td>
<td>Mentoring Alyvia Ricci, ELA Teacher</td>
</tr>
<tr>
<td>3</td>
<td>Theresa Ancenchiaro</td>
<td>N/A</td>
<td>New Teacher Mentor</td>
<td>$440</td>
<td>Middle School</td>
<td>8/28/17</td>
<td>6/30/2018</td>
<td>Mentoring Jessica Ramos, Special Education</td>
</tr>
<tr>
<td>4</td>
<td>Deborah Archer-Cole</td>
<td>N/A</td>
<td>New Teacher Mentor</td>
<td>$440</td>
<td>High School</td>
<td>8/28/17</td>
<td>6/30/2018</td>
<td>Mentoring Kimberly Tomasino, School Psychologist</td>
</tr>
<tr>
<td>5</td>
<td>Kim Eilenberger</td>
<td>N/A</td>
<td>New Teacher Mentor</td>
<td>$440</td>
<td>High School</td>
<td>8/28/17</td>
<td>6/30/2018</td>
<td>Mentoring Sarah Kaufman, Health &amp; PE Teacher</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 9 Nayes 0

Contracts
Moved by Kathleen Halpin and seconded by Linda Feller to authorize the Superintendent, Earl C. Clymer, III, to issue employment contracts on behalf of the Board of Education prior to the August 15, 2017 regular meeting.

ROLL CALL VOTE: Ayes 9 Nayes 0

Advisors/Coaches
Moved by Kathleen Halpin and seconded by Linda Feller to approve the attached list of advisors and coaches for the 2017-2018 school year. [Attachment F]

ROLL CALL VOTE: Ayes 9 Nayes 0
II. EDUCATION AND POLICY

Policies

Moved by Jennifer Knittel and seconded by Paula Merrill 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:

1240 P&R Evaluation of Superintendent
1511 P Board of Education Website Accessibility
3126 P&R District Mentoring Program
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
5620 P Expulsion
8505 P Local Wellness Policy/Nutrients Standards for Meals and Other Foods
8550 P Unpaid Meal Charges/Outstanding Food Service Charges
8860 P Memorials – ADMINISTRATIVELY WITHDRAWN

ROLL CALL VOTE: Ayes 9 Nayes 0

Policies

Moved by Jennifer Knittel and seconded by Paula Merrill 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 0000.02 Introduction
P 2320 Independent Study Programs – ABOLISHED
P 2415.06 Unsafe School Choice Options
P 2460 Special Education
R 2460.1 Special Education – Location, Identification and Referral
R 2460.8 Special Education – Free and Appropriate Public Education
R 2460.9 Special Education – Transition from Early Intervention Programs to Preschool Programs
R 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
R 2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students
P 2464 Education of Gifted and Talented
P 2467 Surrogate Parents and Foster Parents
P 2622  Student Assessment
P&R 3160  Physical Examination
P&R 4160  Physical Examination
P&R 5116  Education of Homeless Children
P 5460  High School Graduation
P 5465  Early Graduation – ABOLISHED
P 6162  Corporate/Local Business Sponsorships
P 6660  Student Activity Fund
P 7446  School Security Program
P 8350  Records Retention

ROLL CALL VOTE:   Ayes 9  Nayes 0

HIB
Moved by Jennifer Knittel and seconded by Paula Merrill to acknowledge the administrative decision regarding the following HIB cases:
MS – 16-17 – 014
HS – 16-17 – None

ROLL CALL VOTE:   Ayes 9  Nayes 0

Travel & Conference
Moved by Jennifer Knittel and seconded by Paula Merrill to approve the following travel and conference requests:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Cost/Mileage</th>
<th>Date and Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Amanda Brown</td>
<td>Achieve NJ Regional Conference</td>
<td>Flemington, NJ</td>
<td>Mileage</td>
<td>August 3, 2017</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE:   Ayes 9  Nayes 0

Field Trip Requests
Moved by Jennifer Knittel and seconded by Paula Merrill 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>Jason Graf</td>
<td>WHR Band to compete/perform</td>
<td>Transportation</td>
<td>Competitions</td>
</tr>
<tr>
<td>2</td>
<td>Jason Graf</td>
<td>WHR Band to perform/compete</td>
<td>N/A</td>
<td>All fees paid through fundraising</td>
</tr>
<tr>
<td>3</td>
<td>Mary Louise Rowlin</td>
<td>MS &amp; HS ESY Programs – Community Based Instruction</td>
<td>Transportation, Paraprofessionals &amp; Teacher</td>
<td>$11.00/student</td>
</tr>
<tr>
<td>4</td>
<td>Mary Louise Rowlin</td>
<td>MS &amp; HS ESY, MD, AU, SLE Programs – Community Based Instruction</td>
<td>Transportation &amp; Nurse</td>
<td>$10.00/student</td>
</tr>
<tr>
<td>5</td>
<td>Mary Louise Rowlin</td>
<td>MS &amp; HS ESY, MD, AU, SLE Programs – Community Based Instruction</td>
<td>Transportation &amp; Movie fee per adult</td>
<td>$8.00/student $18.00/adult fee</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE:   Ayes 9  Nayes 0
Moved by Jennifer Knittel and seconded by Paula Merrill to approve the Marzano Evaluation Model as the teacher evaluation instrument for the 2017-2018 school year.

ROLL CALL VOTE: Ayes 9   Nayes 0

III. BUDGET AND FINANCE

Financial Reports

Moved by Richard Young and seconded by Christopher Hamler to approve the May, 2017 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 May, 2017; 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 9   Nayes 0

Bills

Moved by Richard Young and seconded by Christopher Hamler to approve the bill list for the period May 1, 2017 through May 31, 2017, including May, 2017 payrolls, in the amount of $3,336,238.07.

ROLL CALL VOTE: Ayes 9   Nayes 0
Abstain 1 (Young – Delta Dental only)

Transfers

Moved by Richard Young and seconded by Christopher Hamler to approve transfers in the amount of $101,330.52 for the month of May, 2017.

ROLL CALL VOTE: Ayes 9   Nayes 0

Garbage Removal

Moved by Richard Young and seconded by Christopher Hamler to award the bid for Garbage Removal to Waste Management of New Jersey, Inc. for the 2017-2018 and 2018-2019 school years, in accordance with the bid opening on June 16, 2017.

ROLL CALL VOTE: Ayes 9   Nayes 0
Service Agreement
Moved by Richard Young and seconded by Christopher Hamler to approve the Annual Service Agreement with PQ Energy Services, Inc. for the period July 1, 2017 through June 30, 2018 at a cost of $11,556.00.

ROLL CALL VOTE: Ayes 9 Nayes 0

Tuition Contracts
Moved by Richard Young and seconded by Christopher Hamler to approve the following Special Education Tuition Contracts for the 2017-2018 extended and regular school year:

<table>
<thead>
<tr>
<th>Student</th>
<th>School</th>
<th>Amount</th>
<th>Aide</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>7156207513</td>
<td>Willowglen Academy</td>
<td>$80,175.90</td>
<td>$19,950.00</td>
<td>7/5/17-6/30/18</td>
</tr>
<tr>
<td>5447762741</td>
<td>Hunterdon Preparatory</td>
<td>$44,658.00</td>
<td>N/A</td>
<td>9/5/17-6/30/18</td>
</tr>
<tr>
<td>9835780545</td>
<td>Bancroft</td>
<td>$68,355.16</td>
<td>$39,008.00</td>
<td>7/7/17-6/30/18</td>
</tr>
<tr>
<td>8041576755</td>
<td>Hunterdon Preparatory</td>
<td>$44,658.00</td>
<td>N/A</td>
<td>9/5/17-6/30/18</td>
</tr>
<tr>
<td>6001523607</td>
<td>DCCF, LLC</td>
<td>$5,425.00</td>
<td>$2,250.00</td>
<td>7/10/17-8/9/17</td>
</tr>
<tr>
<td>6001523607</td>
<td>Celebrate the Children</td>
<td>$68,310.00</td>
<td>$27,000.00</td>
<td>9/7/17-6/30/18</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 9 Nayes 0

Tuition Contract
Moved by Richard Young and seconded by Christopher Hamler to approve Tuition Contract with Oxford Township School District to accept 94 regular education students to attend Warren Hills Regional High School for the 2017-2018 school year at a tuition rate of $14,616.00 per student.

ROLL CALL VOTE: Ayes 9 Nayes 0

Tuition Contracts
Moved by Richard Young and seconded by Christopher Hamler to approve Tuition Contracts with Oxford Township School District to accept the following students for the 2017-2018 extended and regular school year:

<table>
<thead>
<tr>
<th>Student</th>
<th>Program</th>
<th>Amount</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>9553159645</td>
<td>ESY MD Program</td>
<td>$3,268.80</td>
<td>7/3/17-7/31/17</td>
</tr>
<tr>
<td>9553159645</td>
<td>MD Program</td>
<td>$32,688.00</td>
<td>9/1/17-6/30/18</td>
</tr>
<tr>
<td>4356509214</td>
<td>LD Program</td>
<td>$24,580.00</td>
<td>9/1/17-6/30/18</td>
</tr>
<tr>
<td>6914335659</td>
<td>LD Program</td>
<td>$24,580.00</td>
<td>9/1/17-6/30/18</td>
</tr>
<tr>
<td>8493645549</td>
<td>LD Program</td>
<td>$24,580.00</td>
<td>9/1/17-6/30/18</td>
</tr>
<tr>
<td>8576034277</td>
<td>LD Program</td>
<td>$24,580.00</td>
<td>9/1/17-6/30/18</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 9 Nayes 0

Nursing Services
Moved by Richard Young and seconded by Christopher Hamler to approve a contract with Maxim Healthcare Services to provide nursing services for Student #2612772623 for the 2017-2018 school year, commencing July 1, 2017, in the amount of $50.00 per hour for LPN.

Minutes June 20, 2017
Services, not to exceed 8 hours per day, and $55.00 per hour for RN Services, not to exceed 8 hours per day, 5 days per week, except school holidays.

ROLL CALL VOTE: Ayes 9 Nayes 0

Nursing Services  Moved by Richard Young and seconded by Christopher Hamler to approve a contract with Maxim Healthcare Services to provide nursing services for Student #3548329147 for the 2017-2018 school year, commencing July 1, 2017, in the amount of $50.00 per hour for LPN Services, not to exceed 8 hours per day, and $55.00 per hour for RN Services, not to exceed 8 hours per day, 5 days per week, except school holidays.

ROLL CALL VOTE: Ayes 9 Nayes 0

Nursing Services  Moved by Richard Young and seconded by Christopher Hamler to approve a contract with Maxim Healthcare Services to provide nursing services for the 2017-2018 school year, as needed, commencing July 1, 2017, in the amount of $50.00 per hour for LPN Services, not to exceed 8 hours per day, and $55.00 per hour for RN Services, not to exceed 8 hours per day, 5 days per week, except school holidays.

ROLL CALL VOTE: Ayes 9 Nayes 0

Independent Agreement  Moved by Richard Young and seconded by Christopher Hamler to approve Independent Contractor Agreement with Kerri Bataille, Teacher of the Deaf and Hard of Hearing, to provide Teacher of the Deaf Services for the 2017-2018 school year, at the rate of $50.00 per hour.

ROLL CALL VOTE: Ayes 9 Nayes 0

Shared Services  Moved by Richard Young and seconded by Christopher Hamler to approve a Shared Services Transportation Agreement with Washington Township School District for the 2017-2018 school year, commencing July 1, 2017 and ending June 30, 2018, in the amount of $102,852.00.

ROLL CALL VOTE: Ayes 9 Nayes 0

Parent Contract  Moved by Richard Young and seconded by Christopher Hamler to approve a Parent Contract for Student Transportation for the 2017-2018 school year to transport Warren Hills Special Education Student #9922647153 to Stepping Stone School, commencing July 5, 2017, in the amount of $3,764.88.

ROLL CALL VOTE: Ayes 9 Nayes 0
Moved by Richard Young and seconded by Christopher Hamler to rescind the June 6, 2017 motion to approve contract with Advanced Athletic Services, a division of Bob Viersma and Sons, Inc., for the baseball field outfield/practice football field project in the amount of $29,650.00.

ROLL CALL VOTE:  
Ayes 9  Nayes 0

Moved by Richard Young and seconded by Christopher Hamler to approve a contract with Tri-County Property Maintenance for the baseball field outfield/practice football field and pipe drainage project in the amount of $35,778.50.

ROLL CALL VOTE:  
Ayes 9  Nayes 0

Moved by Richard Young and seconded by Christopher Hamler to approve a contract with Tri-County Property Maintenance for repairs to the three tennis courts at the high school in the amount of $37,995.00.

ROLL CALL VOTE:  
Ayes 9  Nayes 0

Moved by Richard Young and seconded by Christopher Hamler to approve a contract with Turnpike Electric, Inc. for the installation of LED lighting at the middle school, new electrical panel and new outlets at the middle school in the amount of $39,500.00.

ROLL CALL VOTE:  
Ayes 9  Nayes 0

Moved by Richard Young and seconded by Christopher Hamler to approve contract with P. Breslin Masonry for concrete walkway from the west side of the high school to Athletic Stadium in the amount of $31,000.00.

ROLL CALL VOTE:  
Ayes 9  Nayes 0

Moved by Richard Young and seconded by Christopher Hamler to approve contract with Lou Reda, Inc. for the installation of lockers and frames in the old boys’ locker room at the high school, in the amount of $39,887.00.

ROLL CALL VOTE:  
Ayes 9  Nayes 0

Moved by Richard Young and seconded by Christopher Hamler to approve contract with Robert B. Myers Co., Inc. for sanding, relining and refinishing the middle school gymnasium floor in the amount of $13,734.00.

ROLL CALL VOTE:  
Ayes 9  Nayes 0
Purchase Ventilators
Moved by Richard Young and seconded by Christopher Hamler to approve contract with Trane U.S. Inc. for the purchase of Unit Ventilators for the middle school in the amount of $53,530.00.

ROLL CALL VOTE: Ayes 9    Nayes 0

Install Ventilators
Moved by Richard Young and seconded by Christopher Hamler to approve contract with Link & Son for the installation of unit ventilators in the amount of $29,985.00.

ROLL CALL VOTE: Ayes 9    Nayes 0

Field House
Moved by Richard Young and seconded by Christopher Hamler to approve contract with Heavy Duty Home Improvement for repairs to the lower field house behind the high school in the amount of $10,800.00.

ROLL CALL VOTE: Ayes 9    Nayes 0

Gate Openers
Moved by Richard Young and seconded by Christopher Hamler to approve contract with National Fence Systems, Inc. for the installation of heavy duty gate operators at the athletic complex in the amount of $14,940.00.

ROLL CALL VOTE: Ayes 9    Nayes 0

Detection System
Moved by Richard Young and seconded by Christopher Hamler to approve contract with ThorGuard for the lightning detection system for the high school and middle school in the amount of $23,375.00.

ROLL CALL VOTE: Ayes 9    Nayes 0

Rescind Contract
Moved by Richard Young and seconded by Christopher Hamler to rescind April 25, 2017 motion to approve a contract with System Design Group, LLC, for fire alarm services, inspection and testing for the 2017-2018 school year.

ROLL CALL VOTE: Ayes 9    Nayes 0

Petty Cash
Moved by Richard Young and seconded by Christopher Hamler that the Business Administrator be authorized to close the Business Office petty cash accounts as of June 30, 2017 and reopen the Business Office petty cash accounts in the amount of $200.00 as of July 1, 2017.

ROLL CALL VOTE: Ayes 9    Nayes 0

Minutes June 20, 2017  16
Authorize Transfers
Moved by Richard Young and seconded by Christopher Hamler that the Business Administrator be authorized to do account transfers that may be needed to close the fiscal year with the Board confirmation at the next regular meeting.

ROLL CALL VOTE: Ayes 9 Nayes 0

Authorize Invoices
Moved by Richard Young and seconded by Christopher Hamler that the Business Administrator be authorized to process additional invoices for payment for the current fiscal year with Board confirmation at the next regular meeting.

ROLL CALL VOTE: Ayes 9 Nayes 0

Capital Reserve
Moved by Richard Young and seconded by Christopher Hamler to approve the following Resolution for Capital Reserve Account:

WHEREAS, N.J.S.A. 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and WHEREAS, the Warren Hills Regional Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve Account at year end, and WHEREAS, the Warren Hills Regional Board of Education has determined that up to $300,000 is available for such purpose of transfer,
NOW THEREFORE BE IT RESOLVED by the Warren Hills Regional Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

ROLL CALL VOTE: Ayes 9 Nayes 0

School Physician
Moved by Richard Young and seconded by Christopher Hamler to approve the contract for Dr. Jeffrey Merkle, School Physician, for the 2017-2018 school year, in the amount of $4,000.00, effective July 1, 2017 through June 30, 2018.

ROLL CALL VOTE: Ayes 9 Nayes 0

Public Comment
Public Comment:
Franklin Township resident asked about the concrete sidewalk work; question was regarding how come we are approving tonight when work was started already. Mrs. Molineu replied that the work to be done was approved by the Board back in January since the money was coming
out of the Maintenance Reserve Account and we approved the use of those funds then. The job was quoted out, several contractors were called into spec the job and the lowest reasonable price was picked as per state guidelines. The company doing the job is being approved tonight since the decision was made after the last board meeting and the vendor had the time slot available at this time.

Moved by Kathleen Halpin and seconded by Paula Merrill 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. Action may be taken.

Ayes 9    Nayes 0

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

Mrs. Molinet was asked to leave the meeting at 7:41 p.m.

Moved by Linda Feller and seconded by Jennifer Knittel to reconvene into open session at 9:42 p.m.

Ayes 9    Nayes 0

Moved by Paula Merrill and seconded by Christopher Hamler to adjourn at 9:44 p.m.

Ayes 9    Nayes 0

Estrella M. Molinet
Business Administrator/Bd. Sec’y.
WARREN HILLS REGIONAL

TITLE: Confidential Secretary to the Assistant Superintendent for Personnel and Special Education

REPORTS TO: Assistant Superintendent for Personnel and Special Education

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Experience with technology and software applications
4. Knowledge of automated office equipment and efficient office procedures
5. Ability to communicate effectively through written language and oral presentations
6. Required criminal history check and proof of U.S. citizenship or resident alien status

JOB GOAL: Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective special education department office that assists Special Education Administrator(s) and supervisor(s) in the performance of their responsibilities. Assists Assistant Superintendent of Personnel and Special Education in matters related to personnel.

PERFORMANCE RESPONSIBILITIES

1. Hold as confidential, all aspects of the job designated confidential by the Assistant Superintendent for Personnel & Special Education.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school district.
3. Be responsible for compilation of documents needed for special education programs, services, budget, planning and preparation.
4. Keep confidential all correspondences, reports and other documents relating to special education and district matters.
5. Demonstrate willingness to substitute for other confidential secretaries as needed and/or requested.
6. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
7. Ensure that all communications from the office meet proper written and oral English standards.
8. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
9. Maintain an efficient and well-organized electronic and paper data collection and filing systems, including confidential files.
10. Arrange appointments and maintain schedule for Assistant Superintendent for Personnel & Special Education.
11. Assist Assistant Superintendent of Personnel & Special Education in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.

12. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator’s responsibilities.

13. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.

14. Maintain financial records for the accounts and budgets assigned to the Special Education department, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.

15. Order and maintain office supplies and provide for the maintenance and repair of equipment.

16. Assist the administrator in handling interruptions and emergencies.

17. Process all administrator appointments and new hires.

18. Enroll them in the Special Education Medicaid Initiative (SEMI).

19. Run reports of Special Education accounts to justify spending and preventing any overage.

20. Process and prepare all petty cash for department and complete paperwork to substantiate spending and requests.

21. Process all non-tenured and tenured evaluations for all district employees.

22. Track all outgoing actions, memos and transfer requests that are either sent out or received from Assistant Superintendent for Personnel and Special Education.

23. Assist in other duties designated by the Superintendent and/or Assistant Superintendent of Personnel and Special Education.

24. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.

25. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.

26. Attend required staff meetings and serve, as appropriate, on staff committees.

27. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.

28. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.

29. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.

30. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
WARREN HILLS REGIONAL

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:16-1                 Officers and employees in general
N.J.S.A. 18A:16-2                 Physical examinations; requirements
N.J.A.C. 6A:32-6                  School employee physical Examinations

TITLE: ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements

2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge

3. Minimum experience as determined by the board

4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

5. Demonstrated organizational, communication and interpersonal skills

REPORTS TO: Business Administrator / Board Secretary

JOB GOAL:

To perform all requisite secretarial and clerical services concerned with the operation of the office of the Business Administrator including assistance to professional staff, non-professional staff and the public.

PERFORMANCE RESPONSIBILITIES:

Budget and Finance

1. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.

2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.

3. Assists the BA in auditing claims, invoices and demands against the board.

4. Assists the BA in collecting tuition fees and other moneys due to the board.

5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.

6. Assists in administering the district's insurance/risk management program.

7. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.

8. Assists in completing and filing annual reports in connection with the school lunch program. File monthly reports with the Department of Agriculture all in accordance with the new SNEARS program. Perform income verifications and file necessary state reports with the appropriate agencies.

9. Assists in management of Student Activities Accounts, make deposits, issue checks and reconcile monthly. Prepare required reports for board agenda and for schools.

10. Assists in maintaining scholarship accounts in collaboration with the guidance department including charts for miscellaneous scholarships. Prepare checks for colleges as needed.

11. Gather information and prepare E-Rate forms required for reimbursement.
Facilities and Operations

1. Assists in the efficient operation of the district’s food services program; ensures that procedures are in accordance with law and regulations.

2. Assists in the preparation of all transportation contracts with contractors, obtain signatures and file packets with county office. Prepare joint transportation contracts, as needed, with various municipalities and file same with the county office. Maintain charts of all transportation costs.

Record Keeping/Reporting

1. Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.

2. Maintains a log of general correspondence and drafts responses to inquiries.

3. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.

4. Assists in preparing and updating the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

5. Prior to the annual submission to the executive county superintendent, assists in checking that the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.

2. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.

3. Assists in preparing the list of the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.

Miscellaneous

1. Performs such other duties as may be assigned by the business administrator and/or superintendent.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

Note: Refer to Business Administrator/Board Secretary for a more comprehensive list

N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:12 School Ethics Act
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:17-1 Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.J.S.A. 18A:17-13</td>
<td>Assistant and acting secretaries; appointment, powers and duties</td>
</tr>
<tr>
<td>N.J.S.A. 18A:19</td>
<td>Expenditure of Funds; Audit and Payment of Claims</td>
</tr>
<tr>
<td>N.J.S.A. 18A:39</td>
<td>Transportation to and from schools</td>
</tr>
<tr>
<td>N.J.S.A. 19:60</td>
<td>School election</td>
</tr>
<tr>
<td>N.J.S.A. 47:1A</td>
<td>Public access to government records</td>
</tr>
<tr>
<td>N.J.A.C. 6A:9-12.7</td>
<td>School business administrator</td>
</tr>
<tr>
<td>N.J.A.C. 6A:23</td>
<td>Finance and business services</td>
</tr>
<tr>
<td>N.J.A.C. 6A:26</td>
<td>Educational facilities</td>
</tr>
<tr>
<td>N.J.A.C. 6A:26-2</td>
<td>Long range facilities plans</td>
</tr>
<tr>
<td>N.J.A.C. 6A:26-3</td>
<td>Capital project review</td>
</tr>
<tr>
<td>N.J.A.C. 6A:26A</td>
<td>District comprehensive maintenance plans</td>
</tr>
<tr>
<td>N.J.A.C. 6A:27</td>
<td>Student transportation</td>
</tr>
<tr>
<td>N.J.A.C. 6A:30</td>
<td>Evaluation of the performance of school districts</td>
</tr>
<tr>
<td>N.J.A.C. 6A:32</td>
<td>District operations</td>
</tr>
<tr>
<td>N.J.A.C. 6A:32-3.2</td>
<td>Requirements for the code of ethics for district board of education members and charter school board of trustees</td>
</tr>
</tbody>
</table>
TITLE: BENEFITS/PAYROLL SPECIALIST

QUALIFICATIONS:

1. High School diploma; supplemented by payroll, bookkeeping, accounting and general computer knowledge.
2. Minimum experience as determined by the board.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL:

To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

PERFORMANCE RESPONSIBILITIES:

1. Provide new employees with benefit forms and process same.
2. Process various applications pertaining to NJ pension systems such as enrollments, withdrawals, retirements, transfers, purchases, etc.
4. Determine eligibility of employee benefit enrollment changes, terminations and monthly bill payments.
5. Using federal guidelines determine COBRA eligibility, send information to eligible dependent and process enrollments.
6. Promote the "Waiver of Health Benefits" option and maintain eligibility and payment schedule.
7. Run open enrollment period each year.
8. Annually notify employees per federal/state requirements.
9. Act as liaison between employee and insurance consultant. Field and investigate claim problems and refer when necessary.
10. Participate in new teacher orientation activities by scheduling representatives to speak about benefits. Attend such meetings to answer employee questions.
11. Workers Compensation reporting, maintain records, prepare and distribute 1095C forms.
12. Track part-time employees' hours for ACA compliance.
13. Position control roster.
15. Performs such other duties as may be assigned by the business administrator and/or superintendent.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:4-14, -14.1 Uniform system of bookkeeping for school districts
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
N.J.A.C. 6A:23-2 Double-entry bookkeeping and GAAP accounting in local school districts
N.J.A.C. 6A:32-6 School employee physical examinations

TITLE: PERSONNEL/PAYROLL SPECIALIST

QUALIFICATIONS:

1. High School diploma; supplemented by payroll, bookkeeping, accounting and general computer knowledge.
2. Minimum experience as determined by the board.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL:

To assist in the administration of the district's payroll program, with a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient administration of the payroll program.

PERFORMANCE RESPONSIBILITIES:

1. Check Board minutes for salary change authorization.
2. Enter personnel and payroll information into the in-house computer system.
3. Receive, check and calculate timesheets for payroll and prepare same including verification of budget codes.
4. Process payroll checks and distribute checks to employees.
5. Set up and maintain direct deposit system. Transfer information to ACH dept. at bank.
6. Maintain employee attendance system (calculate employee allotments, process employee absence requests, maintain comp time records, annual employee notifications and personal and sick day payments.
7. Maintain sick bank records and send forms annually to encourage new enrollments.
8. Maintain separate Quicken database for deposit and payment records for all agency accounts (approx. 25).
9. Prepare quarterly reports for PA State, PA Local and BZ-Multiple worksite report.
10. Department of Labor data collection.
11. New Jersey SMARTS
12. Student Information System (SMID and employee information).
14. Provide new employees with employment forms.
15. Prepare various materials such as letters, records and reports.
16. Open and respond to routine correspondence associated with duties.
17. Report newly hired employees, in a timely fashion, through NJ new hire website.
18. Complete verification of employment forms as requested and authorized.
19. Verify bank schedule versus employee pay dates and prepare fiscal year pay schedules for timesheet submission.
20. Update and maintain various forms. Keep inventory of all forms ordered through outside sources.
21. Review personnel section of board agenda prior to board meetings.
22. Performs such other duties as may be assigned by the

TERMS OF
EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL
EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:4-14, -14.1 Uniform system of bookkeeping for school districts
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
N.J.A.C. 6A:23-2 Double-entry bookkeeping and GAAP accounting in local school districts
N.J.A.C. 6A:32-6 School employee physical examinations

TITLE: ASSISTANT TO THE ATHLETIC DIRECTOR

REPORTS TO: Director of Athletics and Student Activities

JOB GOAL: Assist the Director of Athletics and Student Activities with various responsibilities related to the development and management of the athletic department.

QUALIFICATIONS:

Bachelor’s degree is required.
Coaching experience preferred.

PERFORMANCE RESPONSIBILITIES;

1. Monitoring student athletes with Academic Eligibility status at the high school and middle school.
2. Ensuring student athletes at the high school are in compliance with NCAA rules and regulations.
3. Oversight of reconditioning of equipment, shipping and receiving.
4. Collection and monitoring of sports equipment obligations.
5. Site Manager responsibilities for high school and middle school sports.
6. Purchasing of equipment (price comparison and quality of equipment)
7. Scheduling layout of all conference and independent games.
8. Award Ceremonies for fall & spring seasons.

School Year Seasonal Assignment

Salary: Stipend as determined by the Board of Education.

Adopted:
<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Position</th>
<th>Club/Sport</th>
<th>Tier</th>
<th>Step</th>
<th>Stipend</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Kevin Horn</td>
<td>Co-Advisor</td>
<td>Gay/Straight Alliance</td>
<td>4</td>
<td>N/A</td>
<td>$1,450.00</td>
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<td>Margaret Devine</td>
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<td>Gay/Straight Alliance</td>
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<td>Mark Smith</td>
<td>Co-Advisor</td>
<td>TSA</td>
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<td>4</td>
<td>Timothy Zavacki</td>
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<td>TSA</td>
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<td>Cynthia Bamford</td>
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<td>Key Club</td>
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<td>6</td>
<td>Kristen Chiara</td>
<td>Co-Advisor</td>
<td>Key Club</td>
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<tr>
<td>7</td>
<td>Deana Marie Turner</td>
<td>Co-Advisor</td>
<td>NHS</td>
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<td>8</td>
<td>Carmello Chiara</td>
<td>Co-Advisor</td>
<td>NHS</td>
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<td>$1,650.00</td>
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<tr>
<td>9</td>
<td>Jessica Morgan</td>
<td>Co-Advisor</td>
<td>Blue Streak Nation</td>
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<td>10</td>
<td>Kimberly Roost</td>
<td>Co-Advisor</td>
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<td>$1,750.00</td>
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<td>11</td>
<td>Emily Kablis</td>
<td>Advisor</td>
<td>Student Council Ass't</td>
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<td>12</td>
<td>Lisa Weisenstein</td>
<td>Advisor</td>
<td>Freshman Class</td>
<td>5</td>
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<td>13</td>
<td>Lourdes Garcia</td>
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<td>Toni Manfra</td>
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<td>Sophomore Class</td>
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<td>15</td>
<td>Daryl Detrick</td>
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<tr>
<td>16</td>
<td>Debra Rokosny</td>
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<td>17</td>
<td>Jennifer Cagnassola</td>
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<td>18</td>
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<td>Margaret Devine</td>
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<td>Horizon</td>
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<td>20</td>
<td>Kimberly Eilenberger</td>
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<td>H.O.T.T. Club</td>
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<td>21</td>
<td>Jason Graf</td>
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<td>22</td>
<td>Jesse O'Neil</td>
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<td>S.A.V.E. Club</td>
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<tr>
<td>23</td>
<td>Jessica Morgan</td>
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<td>Yearbook Business</td>
<td>3</td>
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<tr>
<td>24</td>
<td>Adam Slack</td>
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<tr>
<td>25</td>
<td>Alison Frey</td>
<td>Advisor</td>
<td>FBLA/DECA</td>
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<tr>
<td>26</td>
<td>Cedric Hickerson</td>
<td>Advisor</td>
<td>Junior Class</td>
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<tr>
<td>27</td>
<td>Sharon Fretz</td>
<td>Advisor</td>
<td>Outdoor Unlimited</td>
<td>2</td>
<td>N/A</td>
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<tr>
<td>28</td>
<td>Jennifer Giannoni</td>
<td>Advisor</td>
<td>Debate Club</td>
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<tr>
<td>29</td>
<td>Clifford Platt</td>
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<td>Drama Club</td>
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<tr>
<td>30</td>
<td>Amy Kline</td>
<td>Advisor</td>
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<td>N/A</td>
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<tr>
<td>31</td>
<td>Mary Ann McKinney</td>
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<td>Newspaper</td>
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<td>32</td>
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<td>33</td>
<td>Heather Wight</td>
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<td>34</td>
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<td>Student Council</td>
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<td>35</td>
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<td>Advisor</td>
<td>Yearbook</td>
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