

**Warren Hills Regional
Board of Education
Regular Meeting
March 18, 2014**

The Warren Hills Regional Board of Education met in Regular Meeting on March 18, 2014 at 7:00 p.m. in the Board Meeting Room.

Call to Order

The meeting was called to order by Donna Golda, President.

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.

Roll Call

Roll call was taken by Maureen Joyce. Members present were John Bell, Daniel Brundage, Linda Feller, Kristin Fox, Donna Golda, Kathleen Halpin, Richard Havrisko and Lisa Marshall. Also present were Thomas Altonjy and Maureen Joyce.

Minutes

Moved by John Bell and seconded by Linda Feller to approve the Minutes of the Regular and Executive Session meetings of March 4, 2014.

Ayes 7 Nays 0
Abstain 1 (Feller)

Comm.

Communications: None.

Citizens Part

Citizens Participation: None.

Supt's Report

Superintendent's Report:

Dr. Altonjy reported on the following:

1. The middle school is proud to recognize over fifth (50) students who earned the **Character Pillar Award** for February for the character trait of “caring.”
2. Congratulations to everyone involved in the **Middle School Drama Club’s** production of *The Reluctant Dragon*. The show was performed on both Thursday and Friday, 6 & 7 March and it was a real delight for the many who attended (over 95 attended on Thursday and 120 on Friday). Special thanks to Mrs. Best, Mrs. Paulus and our students for all of their hard work, which was especially difficult this year due to the inconsistency in rehearsal time as a result of the many weather related delays and cancellations! And thank you to Mrs. Zamora and students in the International Club for running the intermission fundraiser and supplying snacks and bouquets of flowers for the student performers.
3. Congratulations to middle school 7th grader, Jason Teets, for earning a “Silver Key Award” from the **Scholastic Art and Writing Competition for the Northwest New Jersey Region** for his poem entitled, “Fear.” This Alliance for Young Artists and Writers was founded to bring the exceptional artistic and literary talent of teens like Jason to a national audience and we are very proud of his efforts.
4. Congratulations to the **“Staffulty Spotlight”** recipients for March/April: Mrs. Courtney Flowers and Mrs. Lee Ann Kubbishun. Did you know that Mrs. Flowers has a passion and talent for interior design and that Mrs. Kubbishun attended both Warren Hills Regional Middle School and High School as a student herself?!
5. The middle school staff and students raised \$150.00 dollars for the **“Caps for Kids”** program to help give children with cancer caps signed by celebrities. Thank you to Ms. Hollenbeck and the Peer Leaders for organizing this fundraiser.
6. Congratulations to John Duane Torkos for earning an award of merit in the category of Visual Arts at the state level in the **PTSA Reflections** program. His work will be on display at the State PTA convention later this month and he will also be honored at a reception in May. Congratulations, also, to John General for receiving the PTSA State Award of Excellence for his film entry. John’s film will be moving forward to the National PTA for judging.
7. The **2014 Governor's Teacher Recognition Program/Education Support Professionals Program** Selection Panel is proud to announce the nominee award winners for the middle school and the high school. The Warren Hills Middle School recipient is Courtney Hoffman, Mathematics Teacher, and the Warren Hills Regional High School recipient is Daryl Detrick, Mathematics Teacher. The award winners will be attending the 2 May 2014 Warren County Recognition Luncheon at Hawk Pointe. We

will honor our recipients at the next Board of Education meeting on 8 April 2014. Congratulations are extended to both Courtney and Daryl.

8. The **2014 NJ State Teacher of the Year** Selection Panel is proud to announce Maggie Devine as the 2014 District Teacher of the Year. Ms. Devine's application packet has been forwarded to the Warren County Office of the NJDOE, and she will represent our district as she competes with other applicants across the county. Congratulations to Maggie and good luck!

9. Mrs. Moore has prepared a **cluster articulation** meeting calendar to facilitate articulation with the cluster schools in all content areas. These will be occurring in March, April, and May, and the focus will be on preparation for the PARCC and the Model Content Frameworks, along with other topics for discussion. Ms. Brown, Mr. DeBoer, Mr. Dennison, and Mr. Steele will be facilitating these meetings with the cluster schools. Feedback from the cluster has been extremely positive and appreciated!

10. Thank you to Maggie Devine, Beth McKeown, Nancy Nelson, and Debbie Post, who collaborated with Mrs. Moore and Mrs. Hetrick, in the planning of the first **Family Literacy Night** to be held Tuesday, 25 March 2014, 7:00-8:30PM at Warren Hills Middle School. All 6th graders have been invited to attend, along with the Warren Hills Middle School students. The evening will include reading and writing activities, a Story Room for younger family members, a book swap, and the creation of a family quilt.

11. Our interim Theatre Arts teacher, Dr. Peter Lubrecht, featured Rachel Stern, a **guest artist in the afternoon theatre classes** on 7 March 2014. Ms. Stern is an actress and performer, known for her work in Broadway's *Shrek the Musical*, *Tarzan*, and *High Fidelity*, and also has been featured on *Law and Order*, *Louie*, and *The Jimmy Show*. Ms. Stern shared her experiences in theatre in an open Q & A session, and she stayed for Warren Hills' musical rehearsal for the upcoming spring musical, *Once Upon A Mattress*, to provide feedback and support to our student actors.

12. We are pleased to announce that six films from the film design program have been selected to screen at the **Kent Place Film Festival** on 28 March 2014. The following twelve filmmakers were involved in producing these films and will be recognized at this event. Best wishes to these students and their teacher, Mr. Richard Patricia:

Broke and Famous (John General)

Sparks (Kevin Kapral and Alan Helimsky)

The Letter (Sarah Brouhle, Joe Misener, Fahad Syed)

Enola (Tom Fama)

Speechless (John General and Wyatt Mayes)

Far From the Tree (Peter Despres, Phil Koskoff, Carrie Callahan, Julianne Kimble).

13. Our **High School February Students of the Month** are:

Erica Schaumberg
Peter Quelly
Tyler Henning
Jenika Wimmer.

14. Our **Ninth Grade Academy February Students of the Month** are:

Male: Aydan Flowers
Female: Sarah Wiessler
Athlete: Julia Watts
Artist: Cassie Gelpke
Pillar: Jianna Almeida.

15. Eleven (11) Warren Hills Regional High School Students participated in the **DECA state competition** this week in Cherry Hill, NJ. Our students competed against hundreds of students from around the state. The students completed a business test and participated in a business ‘role play’ situation. Four of our students placed in the Top 3 and were recognized for their accomplishments. Those students are:

Adesola Sanusi - 1st Place Overall, Accounting Applications
John General – Top 10, State Finalist, Principals of Marketing
David Maxon – Top 10, State Finalist, Service Marketing
Kelly McLaughlin – Top 3 Role Play, Marketing Management.

16. The following students passed the **Microsoft Office Specialist Certification Testing**. This unit is on the PowerPoint application. The students are:

Melanie Loth	David Read	Diana Krasny
Megan McPhillips	Miranda Vargo	Brittany Creedon
Sint VanSolkema	Amanda Riccardi	Cindy Dominguez-
Simran Patel	Kaitlyn Sargent	Henriquez
Sarah Palermo	Sarah McMekin	Emily Schwalb
Casey Polera	Angela Matthews	
Gwen Colucci	Amanda Leather	

17. On Tuesday, 4 March, three members from the **American Conference on Diversity** presented to our 12th grade students. Their one-hour program was filled with scenarios, role-plays and skits that were presented to show the importance of respect. The actors were convincing and presented real-world examples of how our comments and actions impact others. This program was an integral part of our continuing effort to improve the climate and culture of our school community.

18. Congratulations to wrestlers Maxwell Nauta and Andrew Pacheco for their performances in the **NJSIAA Wrestling Tournament**. Maxwell placed 2nd in Region 1 at 132 lbs while Andrew was the Champion at 285

lbs defeating a previously unbeaten wrestler to win the title. In the state finals in Atlantic City Andrew placed 6th in New Jersey at 285 lbs while wrestling before a crowd of close to 10,000 people at Boardwalk Hall.

19. The March **HSPA** administration for Juniors has been completed. This marks the last administration to an entire Junior class. However, the HSPA will be administered next year to those Seniors who did not pass the HSPA. Next year is a transition year to the PARCC testing model. However, students in grade 8 will still be required to take the NJASK 8 Science test, as well as, high school students being required to take the New Jersey Biology Competency Test (NJBCT).

20. Ms. Russo and Mr. DeBoer have been working collaboratively and diligently with one another, as well as, with other administrators, including School Test Coordinators, and teachers to prepare for the **PARCC field test** being administered to randomly selected students in both the middle school and high school. A letter has been sent home to parents of randomly selected students to inform them of the field test and the importance of their child's participation. Counselors, Child Study Team members, and teachers of the randomly selected classes being testing will be the facilitators of the field test. A required training for these staff members will take place tomorrow. The testing window is from Monday, 24 March – Friday, 11 April.

21. As of last Wednesday, 12 March, sixty-five (65) students have been tested via the **Random Mandatory Drug Testing Program** at the high school. Only one student has tested positive. Two additional test dates are scheduled for the month of March.

22. An **SAT preparation class** will be offered to students for a five-week period leading up to the 3 May SAT administration at the high school. Mrs. Nunnenkamp and Mrs. Chiara will be conducting the classes. Classes will meet on Tuesdays and Wednesdays for one hour after school. This will provide participating students with five hours of math preparation and five hours of Language Arts preparation leading up to the administration of the SAT.

23. The **master scheduling** process continues. High school counselors continue to work tirelessly to meet with the approximately 250 students assigned to them which they began in mid-February. Their goal is to finish meeting with all of their students by this Friday. The next phase begins the last week of March and involves all administrators and supervisors. The middle school counselors are working diligently to input all student requests for their students and incoming 7th graders as well.

24. The following is an update regarding the number of incidences of **Harassment, Intimidation, and Bullying** this school year. Each month I will

provide a comparison from the previous month and a cumulative summary for the year in progress. The following is the information for February:

Cases	January 2014		February 2014		Total District Cases 2013-2014
	MS	HS	MS	HS	
Total Cases Investigated	4	4	1	5	34
Cases resulting in: NO HIB	1	3	0	2	17 (50%)
Cases resulting in: HIB	3	1	1	3	17 (50%)

25. Recently, the New Jersey Department of Education released the first annual **District and School Grade Report determined under the *Anti-Bullying Bill of Rights Act (ABR)***. The reported grade for both the middle school and the high school, as well as the district, is posted on the district website as required.

The following information is offered in order to better understand the grades reported:

- According to the NJDOE, "...the department issued grade is not represented as a letter grade. The Department is not issuing any associated value or ranking for the raw and average scores. The raw and average scores reflect the school district's degree of compliance with the *Anti-Bullying Bill of Rights Act (ABR)*, as determined primarily through each school's self-assessment of its implementation of the ABR."
- There were eight (8) specific areas that were self-assessed. The eight (8) areas self-assessed were:
 - ✓ HIB programs, approaches, or other initiatives
 - ✓ Training on the BOE-approved HIB policy
 - ✓ Other staff instruction and training programs
 - ✓ Curriculum and instruction on HIB and related information and skills
 - ✓ HIB personnel
 - ✓ School-level HIB incident reporting procedure
 - ✓ HIB investigative procedure
 - ✓ HIB reporting.
- Each of these areas were composed of various indicators [twenty-five (25) in total] that could be rated using a scale of:
 - ✓ 0 → Does not meet the requirements of ABR
 - ✓ 1 → Partially meets the requirements of ABR
 - ✓ 2 → Meets all the requirements of ABR
 - ✓ 3 → Exceeds the requirements of ABR.

- If a school/district self-assessed itself as *meeting all the requirements* of ABR, the grade would be 50. The maximum grade that a school or district could receive is 75 (achieved by rating *exceeds the requirements* for every indicator).
- Our middle school and high school each received a grade of **63** and therefore, mathematically, the district grade is also **63**. **This means that Warren Hills Regional Middle School and High School both met all the requirements of the 25 indicators and exceeded the requirements in 13 of those 25 indicators!**
- Beginning with the September 2011-2012 school year, our school district has conscientiously implemented the requirements found in the *Anti-Bullying Bill of Rights Act*. While completing the self-assessment, we learned that our district has demonstrated strengths in the following areas:
 - ✓ We annually establish HIB programs, approaches, and initiatives, including Seventh and Ninth Grade Academies, peer leadership discussion groups, school safety teams, inclusion of HIB in curriculum scope and sequence, Week of Respect in October, Mix It Up Day, grade level class meetings, Ninth Grade Academy Awards program, *Ryan's Story* program for students and parents, Rachel's Challenge Club, faculty meeting discussions, pod casts in homeroom, Bionic Day, and ongoing consulting and collaboration with local law enforcement and the county prosecutor's office.
 - ✓ Our HIB policy training includes instruction on preventing HIB on the basis of protected categories enumerated in the ABR and other distinguishing characteristics that may incite incidents of discrimination or HIB. Faculty, substitute teachers, and a variety of support personnel all participate.
 - ✓ Our HIB policy is discussed with students in a variety of venues including written processes for peer leadership discussions, class meetings, staff assignments, Seventh and Ninth Grade Academies, library materials, and Theatre Arts classes assisting in designing scripts for Bionic Day.
 - ✓ The schools' anti-bullying specialists (ABS) are given time during the usual school schedule to participate in various ongoing training activities to serve as effective ABSs. This includes meeting with the Board Attorney, meetings with the Anti-Bullying Coordinator (ABC), revising job descriptions, and articulation meetings between the high school and middle school along with the appropriate administrators.
 - ✓ Our HIB investigation procedures followed the delegated mandate, including notification to parents of alleged offenders and victims in each reported HIB incident, completion of the investigation within ten (10) school days of the written incident report, preparation of a written report on the findings of each HIB investigation, and results of the investigation reported to

the Superintendent within two (2) days of completion of the investigation.

- The self-assessment helped our district to identify areas for improvement. During the upcoming year we will be working towards improving the following:
 - ✓ We will annually assess HIB programs, approaches, or other initiatives and seek additional alternatives if necessary.
 - ✓ Our School Safety Teams will review cases closely to identify patterns of HIB and review school climate and school policies for the betterment of the students.
 - ✓ We will continue to research training ideas for all staff members and contracted service providers to our district.
 - ✓ Warren Hills Regional Middle and High Schools will provide ongoing, age appropriate instruction on preventing HIB in conjunction with the Common Core State Standards.
 - ✓ The school district will implement an evidence-based program in the middle school and high school to ensure appropriate data collection.

26. Finally, tonight I am joined by members of the administrative team, as we present the 2014-2015 proposed tentative budget. This presentation will be posted on the district website and Mrs. Joyce and I will provide another budget overview at the public hearing on Tuesday, 29 April.

Comm.
Reports

Committee Reports:

Mrs. Golda reported that Personnel met and minutes are provided.

Mrs. Halpin reported that she attended with staff and students an American Conference on Diversity.

Mrs. Marshall reported that she attended a workshop on “Analyzing and Constructing Salary Guides.”

Several board members also attended a NJ School Board meeting on Achieve NJ.

Dr. Altonjy recommended all personnel items.

I. PERSONNEL

Change
Leave

Moved by Kathleen Halpin and seconded by John Bell to approve a change in the maternity disability leave for Mrs. Amanda Best to reflect her effective date as 3/11/2014 through 3/20/2014 and a Family Leave of Absence, without pay, for the period 3/21/2014 through 5/30/2014. Amanda plans to return to WHR on June 2, 2014.

ROLL CALL VOTE: Ayes 8 Nayes 0

Home Moved by Kathleen Halpin and seconded by John Bell to approve
Instructor employment of Ms. Lydia Fulse for addition to our Home Instructor list
for the 2013-2014 school year.

ROLL CALL VOTE: Ayes 8 Nayes 0

Volunteer Moved by Kathleen Halpin and seconded by John Bell to approve
Assistant Mr. Anthony Bonelli and Mr. Michael Bloom as Volunteer assistant base-
Coaches ball coaches for the 2013-2014 spring season.

ROLL CALL VOTE: Ayes 8 Nayes 0

Volunteer Moved by Kathleen Halpin and seconded by John Bell to approve
Assistant Mr. Todd Solecitto as a Volunteer assistant golf coach for the 2013-2014
Coach spring season.

ROLL CALL VOTE: Ayes 8 Nayes 0

II. **EDUCATION AND POLICY**

Policies Moved by Linda Feller and seconded by Lisa Marshall to approve
the first reading of the following new and revised selected policies for
inclusion in the district's policy manual, as endorsed by the superintendent
and Education and Policy Committee:

- 2431** Athletic Competition – Regulations only
- 3218** Substance Abuse + Regulations
- 4218** Substance Abuse + Regulations
- 4250** Hours and Days of Work
- 4352** Sexual Harassment + Regulations
- 4425.1** Modified Duty Early Return to Work Program + Regulations

ROLL CALL VOTE: Ayes 8 Nayes 0

Policies Moved by Linda Feller and seconded by Lisa Marshall to approve
the second and final reading of the following new and revised selected
policies for inclusion in the district's policy manual, as endorsed by the
superintendent and Education and Policy Committee:

- 3160** Physical Examination + Regulations
- 4123** Probationary Period
- 4130** Assignment and Transfer
- 4150** Discipline
- 4152** Freezing or Reducing Wages
- 4160** Physical Examination + Regulations
- 4211** Attendance

4215 Code of Ethics
4340 Grievance

ROLL CALL VOTE: Ayes 8 Nayes 0

HIB Moved by Linda Feller and seconded by Lisa Marshall to affirm
Cases the administrative decision regarding the following HIB cases for the
 2013-2014 school year:

MS-13-14 – 012
HS-13-14 – 018-021

ROLL CALL VOTE: Ayes 8 Nayes 0

Field Trip Moved by Linda Feller and seconded by Lisa Marshall to approve
Requests the following Field Trip Requests.

Requested by:	Trip	Location
Barbara Russo	Chorus & Jazz Clubs to competition	Allentown, PA
Nicole Silvis	8 th Grade Alternative class	Camp Mohican, Blirstown, NJ
Penny Giamoni	Debate Team & AP English classes – Moot Court Tournament	Princeton University
Jill Okladek	Alternative Education classes to Museum of Natural History	New York, NY
Laura Muroski	8 th grade classes to Math/ Science Learning Day	Dorney Park, Allentown, PA
Heather Heslin	MD classes for Community Based Instruction	Mansfield, NJ
Heather Heslin	MD classes for Community Based Instruction	Easton, PA
Hope Hollenbeck	7 th Grade Alternative classes for volunteer work	Broadway, NJ
Daryl Detrick	Girls in Computer Science to workshop	Philadelphia, PA
Shannon McDowell	Best Buddies end of year picnic	Meadowbreeze Park, Washington, NJ

ROLL CALL VOTE: Ayes 8 Nayes 0

Travel & Moved by Linda Feller and seconded by Lisa Marshall to approve
Conference the following Travel and Conference Requests.

NAME	TITLE	LOCATION	COST
Dr. Thomas J. Altonjy	NJASA Spring Conference	Atlantic City, NJ	\$450. Registration, lodging, mileage & incidentals
Cynthia Laws	Precalculus Conference	Rutgers University	\$165. Regist. + Mileage

ROLL CALL VOTE: Ayes 8 Nayes 0

III. BUDGET AND FINANCE

Financial Reports Moved by John Bell and seconded by Kristin Fox to approve the January and February, 2014 Board Secretary and Treasurer’s Reports 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 these reports, 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 reports of the Secretary and the Treasurer for the months of January and February, 2014; 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 John Bell and seconded by Kristin Fox to approve transfers.

ROLL CALL VOTE: Ayes 8 Nayes 0

Bills Moved by John Bell and seconded by Kristin Fox to approve the regular lists of bills.

ROLL CALL VOTE: Ayes 8 Nayes 0

Student Activities Moved by John Bell and seconded by Kristin Fox to approve Student Activity Transactions for the month of February, 2014.

ROLL CALL VOTE: Ayes 8 Nayes 0

Budget

Moved by John Bell and seconded by Kristin Fox to approve submittal of the preliminary tentative 2014/2015 budget to the Executive County Superintendent for advertising and compliance review with QSAC and Core Content Standards as follows:

	Budget	Local Tax Levy
Current Expenses	\$33,428,352	\$19,412,253
Capital Outlay	\$ 1,099,048	
Special Revenue	\$ 483,500	
Debt Service	<u>\$ 2,081,647</u>	
Total Base Budget	\$37,092,547	

ROLL CALL VOTE: Ayes 8 Nays 0

Citizens
Part.

Citizens Participation:

Geri McKelvey asked whether all retiring staff positions are being replaced in the budget. Mrs. Joyce affirmed that all positions have been budgeted.

Richard Young of Mansfield also commented on the last line of the Special Education slide regarding effectiveness.

Mr. DiFeo commented on the conduct of a teacher in a classroom and on the playing field. He asked for a copy of the Board policy regarding teacher's code of conduct.

Executive
Session

Moved by John Bell and seconded by Lisa Marshall to go into Executive Session as indicated by item **a.** 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 not anticipated.

Ayes 8 Nays 0

The Board entered into Executive Session at 8:19 p.m.

Reconvene Moved by John Bell and seconded by Daniel Brundage to reconvene into open session at 8:45 p.m.

Ayes 8 Nays 0

There was discussion regarding reporting of citizens participation in the minutes.

Adjournment Moved by Richard Havrisko and seconded by John Bell to adjourn at 8:55 p.m.

Ayes 8 Nays 0

Maureen Joyce
Business Administrator/Bd. Sec'y.

dmg