Warren Hills Regional
Board of Education
Regular Meeting
November 1, 2016

The Warren Hills Regional Board of Education met in Regular
Meeting on November 1, 2016 at 6:30 p.m. in the Board Meeting Room.

Call to
Order

The meeting was called to order by Kathleen Halpin, Vice-
President

Roll Call

Roll call was taken by Estrella Molinet. Members present were
Linda Feller, Donna Golda, Kathleen Halpin, Jennifer Knittel, Lisa
Marshall, Patrick O’Malley and Richard Young. Christopher Hamler was
absent and Richard Havrisko arrived at 7:00 p.m. Also present were Earl
C. Clymer and Estrella Molinet.

Executive
Session

Moved by Patrick O’Malley and seconded by Donna Golda to
go into Executive Session as indicated below:

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the
board of education to meet in closed session to discuss certain matters.
BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board
of Education adjourns to closed session to discuss:
1) Matters rendered confidential by Federal Law, State Law, or Court
Rule
2) Pending Litigation
3) Personnel Matters

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of
Education reserves the right to discuss such other matters rendered
confidential by law should the need arise; and
BE IT FURTHER RESOLVED, the minutes of this closed session be
made public when the need for confidentiality no longer exists.

Ayes 7    Nayes 0

The Board entered into Executive Session at 6:32 p.m.

Reconvene

Moved by Kathleen Halpin and seconded by Lisa Marshall to
reconvene into open session at 7:00 p.m.

Ayes 7    Nayes 0

President’s Announcement: Adequate notice of this meeting in
accordance with the Open Public Meeting Act has been given by posting
one copy of a Notice of Meeting in the Warren Hills Regional Board of
Education Office, by mailing copies to “The Express-Times”, “The

**Our Mission Statement**

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment providing academic and co-curricular opportunities to become successful, productive members of the global community.

**Pledge of Allegiance**

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Moved by Donna Golda and seconded by Patrick O’Malley to approve the Minutes of the Regular and Executive Session meetings of October 18, 2016.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ayes 8 Nayes 0</td>
</tr>
</tbody>
</table>

**Comm.**

**Communications:** None.

**Citizens**

**Citizens Participation:** None.

**Student**

**Student Report** – Student Council Representatives:

**Middle School:**

Student Representative Abbey Rock

- The MS Field Hockey team won their league championship for the second year in a row and did not give up a goal all season.
- The MS held their Mock Election voting on Tuesday 11/1. They will compare their results with the official Presidential election votes next week.
- The Student of the Month program has started at the MS. Each month students will be recognized for Academic, Athletic, Art, recognition and Perseverance.
- Red Ribbon and Spirit Week were combined last week. Activities culminated with a Pink Out on Friday.
- The Salute to Veteran’s program will be held on Friday 11/4. Over 40 veterans will be in attendance.
- MS students collected over 400 items for the Rolling Thunder organization.
- The MS helping hands fundraiser activity raised $109.00.
- The Student Council raised over $750.00 during the pink out. All proceeds will be donated to the cancer society’s Lucy Fund.
High School:
Student Reps
- Sarah Fontana
- Sarvani Sutaria
- Peter Warsen

The above student representatives reported on:
- The theme for this week’s Red Ribbon and week of Respect is “Dude be Nice!”
- Our Driver’s Ed classes participated in a golf cart DUI simulation sponsored by the Washington Township Police Department.
- The Key Club Tailgate was held on Friday 10/22 and was a great success. The Homecoming Dance was held on Saturday night. The Homecoming Queen was Aubrey Holzman and the King was Kyle McShea.
- The Field Hockey team placed second in the H/W/S tournament.
- The Boys and Girls Cross-country teams capped very successful seasons. Lexie Westley placed 10th for the girls and Brian Spolarich placed 5th for the boys.
- This week is Spirit week at the HS capped by the Pep Rally and Football game against Hackettstown on Friday night.
- The Livestock team of our FFA took a Bronze at the nationals.
- Our Varsity Cheerleaders took first place at both the Hunterdon Central tournament and the North Hunterdon competition.
- The “Stuff the Bus” food drive sponsored by Streak Nation was a great success. The food will be donated to the Washington Food Pantry.
- Warren Hills Alum, Ed Winter, facilitated a library showcase for all film design students.

Supt’s Report

Superintendent’s Report: Earl C. Clymer, III

District News and Information:

From the office of Curriculum:
Program of Studies: The first draft has been provided to the Ed & Policy committee for their review. Thanks to Mrs. Moore, Mrs. Buhowski, Principals and Supervisors for their efforts.

QSAC: There is a motion to approve the 2016-2017 QSAC SOA. This is a progress review year for us in regard to QSAC monitoring. Our scores mirror the QSAC submission from 2015-16 when we completed the full QSAC review including a site visit from the Warren County Office of Education. The QSAC scoring chart is located at your seat and was reviewed by the Ed & Policy Committee this afternoon. The SOA must be submitted electronically no later than November 15.

Auditor’s Report: A copy of the final auditor’s report is at your seat. Bill
Schroeder from our auditing firm, Nisovaccia, will present the findings at our next regular BOE meeting on November 15.

**Discipline Reports:**
MS & HS monthly reports

**Facilities – Update**
Pictures of:
- HS Dust Collector
- MS Field Electrical Box
- New MS gym floor
- Bus Garage Roof
- MS & HS Toilet room renovations

**Professional Learning Communities (PLC’s)**
CORE Team –
Our next meeting is scheduled for the end of November.
Out of State Travel Request approved by the Executive County Superintendent on 10/27.

**Board Goals**
**Board of Education Goals** for the 2016-2017 School Year

- *Research and assess strategies to improve student achievement for ALL students, e.g. Advanced Placement, Vocational Education, Special Education, Gifted & Talented, General Education, etc.,*
  - Supplemented by Center for Public Education flyer.

- *Improve communication from the Board of Education to the community at large, specifically educating stakeholders on Board roles, responsibilities, and limitations*

- *Establish a two-pronged Board of Education training plan,*
  - For each newly elected or appointed member, see Policy 0144 – Board Member Orientation and Training, and
  - For the full Board of Education with the objectives of 2.a) earning additional certifications and 2.b) improved understanding of financial operations for all members

Lisa Marshall attended a workshop regarding Board Goals and stated we need an action plan. Diane Morris from School Boards is doing an audit towards our certification. We need 18 credits for Board to be certified. We will discuss Board Goals and Action Plan at next meeting.

**Committee Reports:**
Education and Policy met with Marc Zitomer regarding several items. He requested a copy of the paperwork for Project Graduation and Drug Testing Policy. The committee also discussed the following:
• New policy in place by December 10th – “Stability in Education for Children in Foster Care”. They recommended that it be put in books from Strauss Esmay.
• Program of Studies changes
• ALC – 7-12 grades for next year. Goal is for December 6th agenda approval.

Personnel Committee will meet on November 7th.

Recap of the convention by Board Members.

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>Kay Dominquez</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/2/16</td>
<td>6/30/17</td>
<td>All paperwork complete and on file</td>
</tr>
<tr>
<td>2</td>
<td>James Ward</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/2/16</td>
<td>6/30/17</td>
<td>All paperwork complete and on file</td>
</tr>
<tr>
<td>3</td>
<td>Catherine McPherson</td>
<td>Approve</td>
<td>Substitute Teacher</td>
<td>$85/day</td>
<td>District</td>
<td>11/2/16</td>
<td>6/30/17</td>
<td>All paperwork complete and on file</td>
</tr>
<tr>
<td>4</td>
<td>Debra Vannatta</td>
<td>Approve</td>
<td>Event Security</td>
<td>$40/hour</td>
<td>District</td>
<td>11/2/16</td>
<td>6/30/17</td>
<td>Currently on substitute security list</td>
</tr>
<tr>
<td>5</td>
<td>Kevin Petto</td>
<td>Approve</td>
<td>Swimming Volunteer</td>
<td>N/A</td>
<td>High School</td>
<td>11/2/16</td>
<td>End of Season</td>
<td>Background check complete &amp; on file</td>
</tr>
<tr>
<td>6</td>
<td>Anthony Bonelli</td>
<td>Approve</td>
<td>Basketball Volunteer</td>
<td>N/A</td>
<td>High School</td>
<td>11/2/16</td>
<td>End of Season</td>
<td>Background check complete &amp; on file</td>
</tr>
<tr>
<td>7</td>
<td>Daryl Detrick</td>
<td>Approve</td>
<td>Wrestling Volunteer &amp; Robotics Club</td>
<td>N/A</td>
<td>High School</td>
<td>11/2/16</td>
<td>End of Season</td>
<td>N/A</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 8 Nayes 0

II. EDUCATION AND POLICY

Moved by Lisa Marshall and seconded by Patrick O’Malley to acknowledge the administrative decision regarding the following HIB case:

MS – 16-17 – 004 & 005
HS – 16-17 – None

ROLL CALL VOTE: Ayes 7 Nayes 0 Abstain 1 (Knittel)
Policies

Moved by Lisa Marshall and seconded by Patrick O’Malley to approve the first reading of the following revised policies and regulations for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

P-1220 Employment of Chief School Administrator
P-1310 Employment of School Business Administrator / Board Secretary
P-1523 Comprehensive Equity Plan
P&R-1530 Equal Employment Opportunities
P&R-2200 Curriculum Content
P-2260 Affirmative Action Program For School and Classroom Practices
P&R-2411 Guidance Counseling
P&R-2423 Bilingual and ESL Education
P-2610 Educational Program Evaluation
P-2622 Student Assessment
P-3124 Employment Contract
P-3125 Employment of Teaching Staff Members
P-3125.2 Employment of Substitute Teachers
P-3141 Resignation
P-3144 Certification of Tenure Charges
P-3159 Teaching Staff Member / School District Reporting Responsibilities
P-3231 Outside Employment As Athletic Coach
P&R-3240 Professional Development For Teachers and School Leaders
P-3244 In-Service Training – ABOLISHED
P-4159 Support Staff Member / School District Reporting Responsibilities
P-5305 Health Services Personnel
P-5339 Screening for Dyslexia
P&R-5350 Student Suicide Prevention
P-5750 Equal Educational Opportunity
P-5755 Equity in Educational Programs and Services
P-7481 Unmanned Aircraft Systems (UAS also known as DRONES)
P&R-8441 Care of Injured and Ill Persons
P-8454 Management of Pediculosis
P&R-8462 Reporting Potentially Missing or Abused Children
P-8550 Outstanding Food Service Charges
P&R-8630 Bus Driver / Bus Aide Responsibility
P-9541 Student Teachers/Interns

ROLL CALL VOTE: Ayes 8 Nayes 0
Policies

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

P-5460 High School Graduation

ROLL CALL VOTE: Ayes 8 Nayes 0

Travel & Conference

Moved by Lisa Marshall and seconded by Patrick O’Malley 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>Craig Green</td>
<td>Be the Best Coaches Conference</td>
<td>Atlantic City, NJ</td>
<td>N/A</td>
<td>1/26 &amp; 27/2017</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 8 Nayes 0

Field Trip Requests

Moved by Lisa Marshall and seconded by Patrick O’Malley 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>Sharon Fretz</td>
<td>Outdoors Unlimited Club to Camelback Ski Area</td>
<td>N/A</td>
<td>Annually Approved Field Trip List [AAFTL] - $100/student</td>
</tr>
<tr>
<td>2</td>
<td>Heather Heslin</td>
<td>MD classes for Community Based Instruction</td>
<td>Transportation</td>
<td>AAFTL – Various dates to ShopRite</td>
</tr>
<tr>
<td>3</td>
<td>Heather Heslin</td>
<td>MS classes for Community Based Instruction</td>
<td>Nurse</td>
<td>AAFTL – Various dates to walk downtown Washington</td>
</tr>
<tr>
<td>4</td>
<td>Nicole Silvis</td>
<td>7th &amp; 8th ALC classes to hike &amp; build community skills</td>
<td>Transportation</td>
<td>AAFTL – Camp Mohican</td>
</tr>
<tr>
<td>5</td>
<td>Heather Heslin</td>
<td>MD classes for Community Based Instruction</td>
<td>Transportation &amp; Nurse</td>
<td>AAFTL – Trade Zone</td>
</tr>
<tr>
<td>6</td>
<td>Heather Heslin</td>
<td>MD classes for Community Based Instruction</td>
<td>Transportation &amp; Nurse</td>
<td>AAFTL – Lehigh Valley Mall - $10/student</td>
</tr>
<tr>
<td>7</td>
<td>Margaret Devine</td>
<td>HS Horizons to writing workshop</td>
<td>Transportation</td>
<td>AAFTL – Voorhees High School</td>
</tr>
<tr>
<td>8</td>
<td>LeeAnn Kubbishun</td>
<td>Alternative 7th &amp; 8th Grade incentive trip</td>
<td>Transportation</td>
<td>AAFTL – Oakwood Lanes</td>
</tr>
<tr>
<td>9</td>
<td>Michael Perruso</td>
<td>Interdisciplinary Enrichment Class to Martin Guitar tour</td>
<td>Transportation</td>
<td>$10. Per student</td>
</tr>
<tr>
<td>10</td>
<td>Mary Kaye Bartek</td>
<td>MS Builders Club to Food Pantry</td>
<td>N/A</td>
<td>Transportation paid by club</td>
</tr>
<tr>
<td>11</td>
<td>Amy Kline</td>
<td>FFA to Leadership Conference</td>
<td>N/A</td>
<td>Rutgers University</td>
</tr>
</tbody>
</table>

ROLL CALL VOTE: Ayes 8 Nayes 0

Statement of Assurance

Moved by Lisa Marshall and seconded by Patrick O’Malley to approve the submission of the NJQSAC Statement of Assurance (SOA) responses for the 2016-2017 school year and the District Performance Review (DPR) for the 2015-2016 school year to the New Jersey Department of Education.
ROLL CALL VOTE:  Ayes 8  Nayes 0

III.  BUDGET AND FINANCE

Maintenance Plan  Moved by Donna Golda and seconded by Linda Feller to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2016-2017 Comprehensive Maintenance Plan.

ROLL CALL VOTE:  Ayes 8  Nayes 0

IDEA  Moved by Donna Golda and seconded by Linda Feller to approve the submission of the IDEA final reports for the 2015-2016 school year.

ROLL CALL VOTE:  Ayes 8  Nayes 0

Tuition Student  Moved by Donna Golda and seconded by Linda Feller to accept a Hackettstown student [SID-2462154084] to the Warren Hills Regional High School BD Program for the 2016-2017 school year at a tuition rate of $21,000.00.

ROLL CALL VOTE:  Ayes 8  Nayes 0

Placement Change  Moved by Donna Golda and seconded by Linda Feller to approve a change in placement for Special Education Student 19-17 from Hackettstown School District to Marie H. Katzenbach School for the 2016-2017 school year, commencing October 17, 2016 in the amount of $43,122.00, prorated.

ROLL CALL VOTE:  Ayes 8  Nayes 0

Instruction Services  Moved by Donna Golda and seconded by Linda Feller to approve Professional Education Services, Inc. to perform educational instruction services for Student #2020027, commencing October 18, 2016 and continuing for approximately 4-6 weeks, at the rate of $41.00 per hour, not to exceed a total of 2 hours per day.

ROLL CALL VOTE:  Ayes 8  Nayes 0

Educational Services Contract  Moved by Donna Golda and seconded by Linda Feller to approve Educational Services Contract Agreement with the State of New Jersey, Department of Children and Families for Student #2022302, wherein the state will pay Warren Hills the sum of $331.49 per day for tuition from September 6, 2016 through October 20, 2016 [32 days x $331.49 = $10,607.68].

ROLL CALL VOTE:  Ayes 8  Nayes 0
Educational Services

Moved by Donna Golda and seconded by Linda Feller to approve Educational Services for Student #2018235 at Daytop Village of New Jersey, commencing October 6, 2016 for approximately 4-6 months, at the rate of $120.00 per day which covers 2 hours of instruction per day, not to exceed 10 hours per week.

ROLL CALL VOTE: Ayes 8 Nayes 0

Change Order

Moved by Donna Golda and seconded by Linda Feller to approve Change Order No. 2 with Salmon Bros., Inc. in connection with the trench drain for a decrease in the amount of $1,500.00 for the unused allowance.

ROLL CALL VOTE: Ayes 8 Nayes 0

Citizens Participation:

Mrs. McGeehan spoke to the Board regarding injury prevention workout for students started by Mr. Call.

Adjournment

Moved by Kathleen Halpin and seconded by Donna Golda to adjourn at 8:00 p.m.

Ayes 8 Nayes 0

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

dmg