

**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            Nays 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            Nays 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

Warren-Reporter,” “The 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 providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

Minutes                    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.

Ayes 8            Nays 0

Comm.                    Communications:    None.

Citizens                    Citizens Participation: None.  
Part

Student                    Student Report – Student Council Representatives:  
Report

**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 proceed 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 10<sup>th</sup> for the girls and Brian Spolarich placed 5<sup>th</sup> 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.

Comm.  
Reports

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 10<sup>th</sup> – “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 6<sup>th</sup> agenda approval.

Personnel Committee will meet on November 7<sup>th</sup>.

Recap of the convention by Board Members.

Mr. Clymer recommended all personnel items.

## I. PERSONNEL

Appoint- Moved by Kathleen Halpin and seconded by Linda Feller to  
ments approve/accept the following appointments/adjustments/resignations/  
retirements:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Kay Dominquez	Approve	Substitute Teacher	\$85/day	District	11/2/16	6/30/17	All paperwork complete and on file
2	James Ward	Approve	Substitute Teacher	\$85/day	District	11/2/16	6/30/17	All paperwork complete and on file
3	Catherine McPherson	Approve	Substitute Teacher	\$85/day	District	11/2/16	6/30/17	All paperwork complete and on file
4	Debra Vannatta	Approve	Event Security	\$40/hour	District	11/2/16	6/30/17	Currently on substitute security list
5	Kevin Petto	Approve	Swimming Volunteer	N/A	High School	11/2/16	End of Season	Background check complete & on file
6	Anthony Bonelli	Approve	Basketball Volunteer	N/A	High School	11/2/16	End of Season	Background check complete & on file
7	Daryl Detrick	Approve	Wrestling Volunteer & Robotics Club	N/A	High School	11/2/16	End of Season	N/A

ROLL CALL VOTE: Ayes 8 Nays 0

## II. EDUCATION AND POLICY

HIB 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 Nays 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-1550** Affirmative Action Program for Employment & Contract Practices
- 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 Nays 0

Travel & Conference Moved by Lisa Marshall and seconded by Patrick O'Malley to approve the following travel and conference requests:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Craig Green	Be the Best Coaches Conference	Atlantic City, NJ	N/A	1/26 & 27/2017

ROLL CALL VOTE: Ayes 8 Nays 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:

Code	Requested by:	Trip	Board of Education cost	Discussion/Destination
1	Sharon Fretz	Outdoors Unlimited Club to Camelback Ski Area	N/A	Annually Approved Field Trip List [AAFTL] - \$100/student
2	Heather Heslin	MD classes for Community Based Instruction	Transportation	AAFTL – Various dates to Shop-Rite
3	Heather Heslin	MS classes for Community Based Instruction	Nurse	AAFTL – Various dates to walk downtown Washington
4	Nicole Silvis	7 <sup>th</sup> & 8 <sup>th</sup> ALC classes to hike & build community skills	Transportation	AAFTL – Camp Mohican
5	Heather Heslin	MD classes for Community Based Instruction	Transportation & Nurse	AAFTL – Trade Zone
6	Heather Heslin	MD classes for Community Based Instruction	Transportation & Nurse	AAFTL – Lehigh Valley Mall - \$10/student
7	Margaret Devine	HS Horizons to writing workshop	Transportation	AAFTL – Voorhees High School
8	LeeAnn Kubbishun	Alternative 7 <sup>th</sup> & 8 <sup>th</sup> Grade incentive trip	Transportation	AAFTL – Oakwood Lanes
9	Michael Perruso	Interdisciplinary Enrichment Class to Martin Guitar tour	Transportation	\$10. Per student
10	Mary Kaye Bartek	MS Builders Club to Food Pantry	N/A	Transportation paid by club
11	Amy Kline	FFA to Leadership Conference	N/A	Rutgers University

ROLL CALL VOTE: Ayes 8 Nays 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



