

**Warren Hills Regional  
Board of Education  
Regular Meeting  
November 15, 2016**

The Warren Hills Regional Board of Education met in Regular Meeting on November 15, 2016 at 6:30 p.m. in the Board Meeting Room.

Call to Order                      The meeting was called to order by Richard Havrisko, President

Roll Call                        Roll call was taken by Michele Sbriscia. Members present were Linda Feller, Donna Golda, Kathleen Halpin, Christopher Hamler, Richard Havrisko, Jennifer Knittel, Lisa Marshall, Patrick O'Malley and Richard Young. Also present were Earl C. Clymer, Dennis Mack and Michele Sbriscia.

Executive Session              Moved by Kathleen Halpin 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 9              Nays 0

The Board entered into Executive Session at 6:30 p.m.

Reconvene                      Moved by Kathleen Halpin and seconded by Donna Golda to reconvene into open session at 7:03 p.m.

Ayes 9              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 by providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

Minutes                    Moved by Patrick O’Malley and seconded by Donna Golda to approve the Minutes of the Regular and Executive Session meetings of November 1, 2016.

Ayes 9            Nays 0

Comm.                    Communications:    None.

Citizens                    Citizens Participation: None.  
Part

Student                    Student Report – Student Council Representatives:  
Report

**Middle School:**

Student Representative Shawn Cleary

- Mrs. Giamoni, Mrs. Tyburczy and Peer Leaders are initiating a program similar to Big Brothers/Big Sisters for middle school students who are not involved in any extra-curricular activities to participate in bonding activities twice a month from 2:30 to 3:30 p.m. The students are referred by the staff and the initial meeting is at the end of the month.
- Amanda Best and Jessica Rader continue their work with the “Donate” program and the Celebration Walk will be held June 3, 2017.
- The Prosecutor’s office will make a presentation tomorrow on Cyber Safety.
- The middle school talent show will be held November 16, 2016 @ 7:00 p.m. in the middle school cafeteria.
- The Guidance Department is spreading Holiday Cheer to local families by holding a “Jeans Day” to raise money for their cause.
- Ms. Smola finished her RAD self-defense class and it was a big success.

### **High School:**

#### Student Reps

- Amanda Lepp
- Grace Gleba

The above student representatives reported on:

- Guidance Office held FESFA / Financial Aide nights to help parents with the application process.
- The National Honor Society inducted 10 new members. The fall design class made the boutonnieres.
- The Pep Rally was a success and received positive feedback.
- S.A.F.E. Club has been donating their time picking up trash, doing road-side cleanup and clearing trails in the Pohatcong Native Arboritium.
- Congratulations to John Ike Smith and Samuel Teets who were honored at a luncheon on November 6<sup>th</sup> for the *Complete Athlete* scholarship.
- The high school Drama Club will be presenting *Arsenic and Old Lace* with 3 shows scheduled.
- Congratulation to our field hockey team who are the NJSIAA runner up for defeating Freehold.
- Our cheerleaders continue to dominate competitions by placing in the Skyland Conference Competition on November 6<sup>th</sup> and have received bids to compete in the National Competition.
- Congratulations to Lexie Westley and Brian Spolarich for their successful Cross Country seasons. They will compete in the Meet of Champions this week.
- Congratulations to our football team for winning their last two games against Hackettstown and Mt. Olive. Matthew Duffner and Ryan Gill were honored at a luncheon at Centenary College.
- Seniors were honored as they signed their intent letters to compete in college.

Supt's  
Report

Superintendent's Report: Earl C. Clymer, III

### **District News and Information:**

#### **QSAC:**

I received confirmation from the County Office of Education on 11/14 that our QSAC submission was received by the state.

#### **Auditor's Report:**

Bill Schroeder from Nisovaccia will present the auditor's report on December 6<sup>th</sup>.

#### **Facilities – Update**

Per Mr. Sbriscia, the toilet room renovation final inspections will occur this week.

### **National Signing Day:**

4 HS students participated in the National Letter of Intent Signing Day this morning at the HS. Family and friends of our student-athletes were present for the signing and a photo-op. Our signees are:

Jenna Henderson – Fairleigh Dickinson University – Bowling

Dani Profita – Fairfield University – Field Hockey

Brie Schwab – Kutztown University – Field Hockey

Brian Spolarich – University of Pittsburgh – Cross-Country

Thanks to Mrs. McKelvey and the athletic office staff for arranging the signing day opportunity.

### **Rotary luncheon – WH/Hackettstown Football Game**

The Offensive player of the game, Ryan Gill and Defensive player of the game Matt Dufner were honored by the Rotary clubs of Washington and Hackettstown. The event was held at Presidents Hall on the campus of Centenary University.

### **Warren Hills is on Facebook –**

[www.facebook.com/WHRHighSchool/](http://www.facebook.com/WHRHighSchool/)

[www.facebook.com/WHRMiddleSchool/](http://www.facebook.com/WHRMiddleSchool/)

FFA presentation about their competition in Indianapolis. Brittany Smith made the presentation along with her advisor, Amy Kline. They thanked the board for all of their support.

Richard Havrisko introduced the new board member from Washington Borough, Paula Merrill.

The Board discussed the District Goals.

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 Checklist*
- *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*

Comm.  
Reports

Committee Reports:

Education and Policy met on November 8<sup>th</sup> regarding the Program of Studies. The questions and corrections were passed on to Dawn Moore. Lisa thanked Dawn and there will be a motion on the December 6<sup>th</sup> agenda.

Education and Policy also met on November 15<sup>th</sup>. The Board Attorney was present to review the Random Student Substance Testing policy written inclusive with regulations. It will be reviewed in an open public hearing on December 6<sup>th</sup>. The Booster Club policy was also reviewed with the attorney and revised concerning Project Graduation issues.

Personnel Committee met on November 7<sup>th</sup>. Coaching changes were discussed and several job descriptions were reviewed.

Student Activities Committee will meet on December 6, 2016 and Finance Committee will meet on either November 28<sup>th</sup> or 29<sup>th</sup>.

Mr. O'Malley commented that he attended Governance portion of NJSBA workshop. Ms. Knittel will be attending January 6, 7 and 8, 2017.

Mr. Clymer recommended all personnel items.

**I. PERSONNEL**

Appoint-  
ments

Moved by Kathleen Halpin and seconded by Lisa Marshall to approve/accept the following appointments/adjustments/resignations/retirements:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Robin Fohr-Quimby	Accept	Health/PE Teacher	N/A	High School	2/1/17	N/A	Retirement
2	Fred Werner	Approve	Leave Replacement Teacher	\$259.02/diem	High School	11/21/16	On or about 1/3/17	Replacing Sharyn Setzer
3	Jennifer Giamoni	Approve	Peer Leader Advisor	\$45/hour	High School	8/29/16	N/A	Five additional hours required for Freshman Orientation
4	Linda Katstra	Approve	School Nurse	\$45/hour	High School	8/12/16	N/A	Training for free & reduced lunch program – 2 hours
5	Lourdes Garcia	Approve	Tutoring for ESL Students	\$45/hour	Middle & High Schools	11/3/16	6/30/17	Funds paid through Title III
6	Arnold Epstein	Approve	Substitute teacher	\$85/day	District	11/16/16	6/30/17	All paperwork complete and on file
7	Sarah Bowbliss	Approve	Substitute teacher	\$85/day	District	11/16/16	6/30/17	All paperwork complete and on file

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
8	William Brannick III	Approve	Substitute teacher	\$85/day	District	11/16/16	6/30/17	All paperwork complete and on file
9	Joseph Duart	Approve	Event Security	\$40/hour	District	10/7/16	6/30/17	All paperwork complete and on file
10	Christopher Schultz	Approve	Student teacher placement	N/A	High School	1/23/17	5/5/17	Fairleigh Dickinson University – under the direction of Mr. Kavcak
11	Ian Kirkpatrick	Approve	Centenary University Student	N/A	High School	11/16/16	N/A	Centenary University – 3 hrs of observation-under direction of Mr. Kavcak
12	Timothy Zavacki	Approve	Volunteer TSA & Robotics	N/A	High School	11/16/16	6/30/17	N/A
13	Megan Bublitz	Approve	Volunteer Girls Basketball	N/A	Middle School	11/16/16	End of season	N/A
14	Keith Wanamaker	Approve	Volunteer Wrestling	N/A	High School	11/16/16	End of season	Pending receipt of Background check
15	Christopher Greenwald	Approve	Volunteer Wrestling	N/A	High School	11/16/16	End of season	Pending receipt of Background check

ROLL CALL VOTE: Ayes 9 Nays 0

Stipends Moved by Kathleen Halpin and seconded by Lisa Marshall to approve the following adjustments, stipends:

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Mary Romond	Accompanist	N/A	Not to exceed \$6,150	Middle & High School	11/16/16	6/30/17	Budgeted through Fine Arts
2	Robert Hom	Percussion Instructor	N/A	Not to exceed \$1,950	Middle & High School	11/16/16	6/30/17	Budgeted through Fine Arts
3	Cedric Hickerson	FBLA/DECA Advisor for 2016-2017	N/A	N/A	High School	11/16/16	N/A	Resignation
4	Joseph Blackford	Assistant Girls Basketball Coach	N/A	N/A	High School	11/16/16	N/A	Rescind motion of September 6, 2016, No. 29
5	Joseph Blackford	Assistant Girls Basketball Coach	N/A	TBD	TBD	11/16/16	End of Season	Position dependent upon need with stipend to be determined by Director of Athletics & Student Activities

ROLL CALL VOTE: Ayes 9 Nays 0

Job Descriptions Moved by Kathleen Halpin and seconded by Lisa Marshall to approve the following job description as recommended by the Superintendent and Personnel Committee:

District Network Manager  
Secretary to the Director of Curriculum & Instruction [S2]

Secretary to the Director of Guidance [S2]  
Advisor Extra-Curricular Activity  
Event Security Staff

ROLL CALL VOTE:           Ayes 9           Nayes 0

## II. EDUCATION AND POLICY

Policies                   Moved by Lisa Marshall and seconded by Patrick O'Malley to approve the **first 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-0174           Legal Services  
P-2415.30       Title I – Educational Stability for Children in Foster Care

ROLL CALL VOTE:           Ayes 9           Nayes 0

Policies                   Moved by Lisa Marshall and seconded by Patrick O'Malley to approve the **second and final 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 9           Nayes 0

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

- MS – 16-17 – None
- HS – 16-17 – 001

ROLL CALL VOTE:           Ayes 9           Nayes 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	Michael Perruso	2016 Gifted & Talented Conference	Rutgers University	\$189. Registration + Mileage	11/18/2016

ROLL CALL VOTE:           Ayes 9           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:

Code	Requested by:	Trip	Board of Education cost	Discussion/Destination
1	Nicole Silvis	8 <sup>th</sup> Grade Alternative Learning Classes for confidence building and problem solving	Transportation	Approved via AAFTL - \$15. Per student for lunch
2	Amy Kline	FFA to Ag Recruitment Conference	N/A	Fees paid by FFA
3	Amy Kline	FFA to Alumni Association Annual 5K	N/A	Fees paid by FFA
4	Hope Ranalli	7 <sup>th</sup> Grade ALC Program for confidence building & leadership	Transportation	Trip rescheduled – no school nurse available for pervious trip



ROLL CALL VOTE:           Ayes 9           Nayes 0

**III. BUDGET AND FINANCE**

Financial                    Moved by Donna Golda and seconded by Christopher Hamler to  
Reports                    approve the September, 2016 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 September, 2016; 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 Donna Golda and seconded by Christopher Hamler to  
                                  approve the bill list for the period October 1, 2016 through October 31,  
                                  2016, including October 2016 payrolls, in the amount of \$3,568,342.54.

ROLL CALL VOTE:           Ayes 9           Nayes 0  
                                  Abstain 1 (Young – Delta Dental only)  
                                  Abstain 1 (Marshall – Sussex County  
  Regional Cooperative for non-  
  public transportation only)

Transfers                   Moved by Donna Golda and seconded by Christopher Hamler to  
                                  approve transfers in the amount of \$1,052,212.87 for the month of  
                                  September, 2016.

ROLL CALL VOTE:           Ayes 9           Nays 0

Parent                      Moved by Donna Golda and seconded by Christopher Hamler to  
Contract                    approve a Parent Contract #WHMS16-17 for student transportation for the  
                                  2016-2017 school year to transport Warren Hills student #2022175 to the  
                                  Middle School, commencing September 6, 2016 in the amount of  
                                  \$1,039.00.

ROLL CALL VOTE:           Ayes 9           Nayes 0

Audit Report

Moved by Donna Golda and seconded by Christopher Hamler to approve and accept the 2015-2016 Comprehensive Annual Financial Report (CAFR) and the Management Report for the 2015-2016 school year, and that the following Corrective Action Plan be implemented. There were two audit recommendations. The Corrective Action Plan is attached.

ROLL CALL VOTE:           Ayes 9           Nayes 0

Memorandum Understanding

Moved by Donna Golda and seconded by Christopher Hamler to approve a Memorandum of Understanding dated November 1, 2016, between the Borough of Washington and Warren Hills Board of Education to complete the storm drain system upgrade by the Middle School.

ROLL CALL VOTE:           Ayes 9           Nayes 0

Settlement Agreement

Moved by Donna Golda and seconded by Christopher Hamler to approve a settlement agreement and release between Warren Hills Regional Board of Education and Student #2018460, effective November 15, 2016, in the amount of \$4,500 for legal fees.

ROLL CALL VOTE:           Ayes 9           Nayes 0

Insurance Rider

Moved by Donna Golda and seconded by Christopher Hamler to approve the following resolution:

BE IT RESOLVED that the Warren Hills Regional Board of Education put forth a motion to approve a rider to increase insurance coverage to cover Project Graduation as per Brown & Brown, the district's insurance broker.

ROLL CALL VOTE:           Ayes 9           Nayes 0

Citizens Part.

Citizens Participation:           None.

Adjournment

Moved by Patrick O'Malley and seconded by Kathleen Halpin to adjourn at 8:02 p.m.

Ayes 9           Nayes 0

Michele Sbriscia,  
Admin. Assistant to Superintendent

dmg