

**Warren Hills Regional Board of Education  
Regular Meeting  
November 28, 2017**

The Warren Hills regional Board of Education met in Regular Meeting on November 28, 2017 at 6:35 p.m. in the Board Meeting Room.

**A. Call to Order**

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

**B. Certified Election Results**

<b><u>District</u></b>	<b><u>Candidate</u></b>	<b><u># of Votes</u></b>	<b><u>Term</u></b>
Franklin Township	Christopher Hamler	337	1/1/18 – 12/31/20
Mansfield Township	No Candidate	N/A	1/1/18 – 12/31/20
Washington Borough	Christopher Cannavo	609	1/1/18 – 12/31/20
Washington Township	Lisa Marshall	812	1/1/18 – 12/31/20
Washington Township	Jennifer Knittel	983	1/1/18 – 12/31/18
Washington Township	Joseph Bodenschatz	954	1/1/18 – 12/31/19
Public Question	N/A	Yes 1934	
		No 3754	

**C. Roll Call - Mrs. Estrella Molinet**

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

**D. Executive Session**

Moved by Kathleen Halpin and seconded by Jennifer Knittel to go into Executive Session at 6:35 p.m.

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.

**E. Reconvene:** 7:00 p.m.

Moved by Kathleen Halpin and seconded by Eric Walls to reconvene into open session at 7:01 p.m

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*, *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

**F. Motion by Kathleen Halpin and seconded by Christopher Hamler to approve the Minutes of the November 14, 2017, Regular and Executive Session meetings.**

MOTION: Kathleen Halpin		SECOND: Christopher Hamler		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

**G. Communications** – Mrs. Molinet read the letter of retirement from Mrs. Gogal.

**H. Public Comment** – None.

**I. Annual Audit Presentation** – William Schroeder, Nisivoccia and Co., Auditor of Record

**J. Superintendent's Report** – Earl C. Clymer, III

**Middle School:** Jack Meyer – 8<sup>th</sup> Grade NJHS

- On November 16<sup>th</sup>, the MS students saw two separate presentations from Keith Deltano on the effects of Bullying and Mary Jo Harris from Family Guidance on the impact of vaping and drug abuse.
- The MS Guidance department is partnering with DCP&P to provide gift cards to needy families in our community. The Jeans Day Fundraiser raised \$175 which was donated in the form of gift cards to those families.

- The MS Nurse's, in conjunction with Helping Hands, facilitated a fundraiser that earned \$170 that was donated to four (4) families in our community for the Thanksgiving Holiday.
- The Pillars of Character Awards will be presented to MS students on Friday December 1<sup>st</sup>. Students selected for the Award will be recognized in the cafeteria by the Principals and members of the MS staff.

**High School:** NHS President, Savana Uhrig and VP, Joe Basile

- The National Honor Society participated in several community service activities including but not limited to a food drive for the local food pantry, habitat for humanity and for the local animal shelter.
- Our FFA competed in Land Judging, Fruit and Vegetable Identification, and Milk Quality and Products on November 16 at Rutgers. Our Students did a great job
  - 4th Place in NJ for our Fruit and Vegetable Identification team! Sarah Chaplain 7th, Owen Donnelly 9th, Catherine Hammond 36th, and Robbie Hult 39th out of 82 individuals!
  - Our Land Judging team placed 5th in NJ! Alex Ward placed 14th, Robert Farmer placed 20th, Beth Wheelan placed 22nd, and Matthew Fletcher placed 36th out of 40 competitors.
  - Our Milk Quality and Products team placed 6th in NJ. Brittany Smith placed 5th, Ian Hale placed 10th, Devon Meshach placed 30th, and Samantha Killian placed 46th out of 49 competitors!
- We hosted two different student assemblies on November 16<sup>th</sup>, giving our teachers a chance to work together. Students had the opportunity to listen to the message of Keith Delano and learned how to set themselves up for success in a presentation by the United States Military.
- Our Drama Club had a very successful Fall Drama Performance. The three shows were well attended and the students did a great job in the comedy. The play showcased the wide range of talent we have within our Drama Club. Great job to all of our actors, our crew, and our director, Mr. Platt.
- Congratulations to Lexi Westley for her 6<sup>th</sup> place finish at the New Jersey Meet of Champions. This makes her the 6<sup>th</sup> fastest Cross-Country runner in the state of NJ. This concluded another successful season for Lexi, which included many personal best races, and setting the course record at the Sectional Championship.
- We honored our Students of the Month for October. These students were nominated by their teachers and selected by a committee of teachers for their academic accomplishments and their character in the classroom. Congratulations to Jada DosSantos, Alyssa Appleby, Melanie Dowling and Aiden Aschoff.
- Congratulations to our Freshman Academy Students of the Month for the month of October. These students are being honored for their varied of accomplishments,

both in the classroom and for their athletic accomplishments. October's Recipients are Emaan Abdelmeguid, Ashley Moskal, Robert Delghiaccio, Justin Kelly and Stephanie Sturm.

- Marking Period 1 has concluded and report cards were opened on our Genesis Portal on Friday November 17<sup>th</sup>. At the high school, 115 students earned Principal's Honor Roll, 216 earned High Honor Roll, and 139 earned Honor Roll. Congratulations to all of our Honor Roll students!
- Our Health 12 students experienced a collaboration between the Washington Township Police Department and our district in reaching out to our students about the perils of opioid and heroin. Students were active participants in this three-day program which was presented by WTPD officers and culminated in the visit by two guest speakers whose lives were personally touched by this dangerous epidemic. The program was covered by WFMZ and was featured in a news story. Special thanks to the Health 12 teachers, Kim Eilenberger, Ken Kurpat, and Elise Tooker, for their enthusiastic cooperation and for the support of our SAC, Tim Downs. Also, thank you to Amanda Brown and Dawn Moore for coordinating with the Washington Township PD to bring this program to our students.
- Our NHS sponsored a food drive in conjunction with our FFA. The food donated benefited the local food pantry. NHS also had an animal food drive to benefit common sense for animals and members volunteered to help the staff after bringing the food. The members also volunteered at Habitat for Humanity to aid the staff.

Letter to Oxford from Dr. Lamonte - > 10% needed for representation

The PARCC upload into Pearson has been completed with no errors.

#### **K. Goals:**

#### **Warren Hills Regional Board of Education Goals for 2017-2018 School Year**

1. Gain a better understanding of all line item transfers and the monthly Board Secretary and Treasurer of School Monies financial reports.
2. Develop a Resolution for one of the next two New Jersey School Boards Association Delegate Assemblies that addresses controls on out-of-district expenses to school districts according to NJSBA next year's schedule.
3. 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.

- Each member listed training attended – Lisa Marshall, Paula Merrill, Joseph Bodenschatz, Richard Young and Jennifer Knittel.

**L. Committee Reports**

Education and Policy Committee met tonight. They discussed whether corrections can be made to policies after first read. The next meeting will be held after the reorganization meeting in January.

Wall of Fame will meet after the reorganization meeting also.

**M. Old Business**

1. Crosswalk buttons

**N. New Business**

**O. ACTION ITEMS**

**I. PERSONNEL**

Motion by Kathleen Halpin and seconded by Richard Young to accept the recommendation of the Superintendent to approve and adopt motion **I.1**, as described below:

1. Motion to approve/accept the following appointments / resignations / retirements:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Nancy Terhune	Accept	Language Arts teacher	\$81,448	Middle School	6/30/18	6/30/18	Retirement
2	Diane Gogal	Accept	Administrative Assistant to the Business Administrator	\$67,749	District	6/30/18	6/30/18	Retirement
3	Jacqueline Arguello	Approve	Special Services Secretary	\$36,361, prorated	Middle School	12/11/17	6/30/18	Pending receipt of background check
4	Penelope Atkinson	Approve	Paraprofessional	\$23.94/hour	Middle School	11/29/17	6/30/18	Hourly not to exceed 5 days per week, 5.75 hours per day
5	Barbara Nelson	Approve	Paraprofessional	\$22.42/hour	High School	As soon as practical	6/30/18	Hourly not to exceed 5 days per week, 4 hours per day
6	Theresa Chapman	Approve	Testing Coordinator	\$5,000	High School	11/29/17	6/30/18	PARCC & NJ Student Learning Assessment - Science
7	LeeAnn Kubbishun	Approve	Testing Coordinator Split Position	\$1,250	Middle School	11/29/17	6/30/18	PARCC & NJ Student Learning Assessment - Science
8	Hope Ranalli	Approve	Testing Coordinator Split Position	\$1,250	Middle School	11/29/17	6/30/18	PARCC & NJ Student Learning Assessment - Science

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
9	Christopher Greenwald	Amend	Assistant Wrestling Coach – Split	\$2,268	High School	11/29/17	End of Season	Change stipend & middle school to high school assistant coach – Tier 2, Step 1
10	Zachary Fisher	Amend	Assistant Wrestling Coach - Split	\$2,268	High School	11/29/17	End of Season	Stipend Change to high school assistant – Tier 2, Step 1
11	Adam Zimmer	Approve	Substitute Teacher	\$85/day	District	11/29/17	6/30/18	All paperwork complete & on file
12	Maci Parr	Approve	Substitute Teacher	\$85/day	District	11/29/17	6/30/18	All paperwork complete & on file
13	Samantha Anastasio	Approve	Substitute Teacher	\$85/day	District	11/29/17	6/30/18	All paperwork complete & on file
14	Deborah Archer-Cole	Approve	Home Instructor	\$41/hour	District	11/29/17	6/30/18	N/A
15	Patrick O'Brien	Approve	Teacher Mentor	\$440, prorated	High School	11/15/17	On or about 2/15/18	Mentoring Zachary Fisher – Social Studies
16	Brandon Soden	Approve	Observation	N/A	High School	11/28/17	12/18/17	Centenary College student – 10 hours under the direction of Christopher Kavcak

MOTION: Kathleen Halpin		SECOND: Richard Young		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

## II. EDUCATION AND POLICY

Motion by Jennifer Knittel and seconded by Kathleen Halpin to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.7**, as described below:

1. Motion to approve the annual **Memorandum of Agreement** between law enforcement officials and education for the school year 2017-2018.

2. Motion 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:

- 2360 P** Use of Technology
- 3283 P&R** Electronic Communication Between Teaching Staff Members and Students
- 3431 P** Uncompensated Leave

**4410 P** Compensation  
**4283 P & R** Electronic Communication Between Support Staff Members and Students

- Robotic Telepresence Parent Agreement

3. Motion to affirm the administrative decision regarding the following HIB cases:

MS – 17-18 – 009  
 HS - 17-18 – 007

4. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Barbara Russo, Kathleen Morgan & Michael Perruso	MS Chorus & Jazz Band to compete in Music in the Parks	Substitutes	\$70/student
2	Elizabeth Horvath	HS Cheerleading Team to National Competition in Orlando, Florida	Transportation to/from Newark Airport	National Cheerleading Competition
3	Mary Kaye Bartek	Builders Club to Food Pantry	N/A	Paid through Builders Club
4	Mary Kaye Bartek	MS Ski Club	N/A	\$100/student

5. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Jeremy Willis	Dual Enrollment Observation	Pascack Valley High School	Substitute	11/14/17
2	David Guth	Synthetic Drug Safety Conference	Rider University	Mileage	11/30/17
3	David Guth	Street Gangs, Sextortion & Internet Safety	New Providence, NJ	Mileage	12/1/17
4	Dawn Moore	Legal One Training	Annandale, NJ	Mileage	12/15/17

6. Motion to approve the revised *Five-Year Curriculum Renewal Plan 2016-2021*.

7. Motion to approve an appeal for student #1895499637 to complete the required credits for graduation through the 2017-2018 school year.

MOTION: Jennifer Knittel		SECOND: Kathleen Halpin		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

### **III. BUDGET AND FINANCE**

Motion by Richard Young and seconded by Paula Merrill to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.6**, as described below:

1. The Warren Hills Regional Board of Education approves the October, 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 October, 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.

2. Motion to approve the bill list for the period October 1, 2017 through October 31, 2017, including October, 2017 payrolls, in the amount of \$3,572,589.23.

3. Motion to approve transfers in the amount of \$6,533.59 for the month of October, 2017.

4. Motion to approve a Request for Education Services with Saint Clare's Hospital for Student #3297983725, commencing November 17, 2017, and continuing until further notice, for one hour per day at the rate of \$55.00 per hour.

5. Motion to approve Professional Education Services, Inc. to provide educational instruction services for student #3314035814 currently at High Focus Centers, commencing November 27, 2017, and continuing until further notice, at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

6. Motion that the Board approve and accept the Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report (AMR) for the year ending June 30, 2017, as prepared by Nisivoccia and Company, per N.J.S.A. 18A:23-5 with the following recommendations:

- a. 2017-002A - District must obtain County Superintendent approval for any general fund appropriation that cumulatively exceeds 10% of the amount of the account included in the budget certified for taxes. N.J.A.C. 6A:23A-13.3(g) and for Capital Outlay other than equipment as per N.J.A.C.6A:23A-13.3(h) and obtain Commissioner approval for withdrawals from the Emergency Reserve.
- b. 2017-002B - District must obtain 90% return rate of parental consent forms for all Medicaid eligible students as per N.J.A.C.6A:23A-5.3(e).



MOTION: Richard Young		SECOND: Paula Merrill		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X		As to Verizon	
Richard Young	X		As to Delta Dental and Ability to Work	

Motion by Richard Young and seconded by Paula Merrill to approve and adopt motion **III.7**, as described below:

7. Motion to adopt Board rate of \$36 for up to 3 hours or \$12 per hour per day for support of students before/after school hours for 1:1 aid.

MOTION: Richard Young		SECOND: Paula Merrill		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

**P. Public Comment**

Sherry Anderson from Mansfield spoke about seeing Mrs. Nancy Terhune’s retirement.

Mr. Cannavo asked questions about auditor’s presentation on excess surplus.

A resolution was read honoring Mr. Havrisko’s 12 years of service as a Board Member.

A resolution was read honoring Kathleen Halpin’s 11 years of service as a Board Member.

**Q. Second Executive Session**

Moved by Kathleen Halpin and seconded by Jennifer Knittel to go into Executive Session at 8:25 p.m. 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.

**R. Reconvene**

Moved by Paula Merrill and seconded by Kathleen Halpin to reconvene into open session at 9:10 p.m.

**S. Adjourn**

Moved by Paula Merrill and seconded by Richard Havrisko to adjourn at 9:12 p.m.

Respectfully submitted,

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

dmg