

**Warren Hills Regional
Board of Education
Regular Meeting
October 3, 2017**

The Warren Hills Regional Board of Education met in Regular Meeting on October 3, 2017 at 6:30 p.m. in the Board Meeting Room.

A. Call to Order

The meeting was called to order by Lisa Marshall, President

B. Roll Call

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

C. Executive Session

Motion by Paula Merrill 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.

D. Reconvene:

Motion by Paula Merrill and seconded by Jennifer Knittel to reconvene into open session at 7:02 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

E. Motion by Kathleen Halpin and seconded by Jennifer Knittel to table the motion to approve Eric Walls as a new Board Member from Mansfield Township until after the Second Executive Session.

F. Motion by Paula Merrill and seconded by Jennifer Knittel to table the motion to approve the Minutes of the September 19, 2017, Regular and Executive Session meetings until the October 17th meeting.

G. Communications – None.

H. Public Comment – None.

I. Superintendent's Report – Earl C. Clymer, III

Middle School:

Madelyn Morgan, NJHS President

Christopher Haytaian, NJHS Treasurer

- The MS Back To School Night was held on September 27th. 60% of the MS student population was represented by at least one parent or guardian.
- The Student Council Kick-Off Festival was attended by more than 120 students who participated in games and activities.
- The MS math teachers have created an on-line sign up for students needing additional tutoring. The students will sign up on-line and then be placed in specific time slots by their guidance counselor and the math teacher.
- The MS is facilitating morning and lunch announcements throughout this week as part of their Week of Respect activities.
- The MS is beginning the "I Spy Kindness" program. Students and faculty will have the opportunity to recognize students who they view performing an act of kindness.
- This Friday will be the first "cross-age" activity day at the Boro schools. Our MS Peer leaders and their advisor, Mrs. Tyburczy, will meet with students at the Boro schools.
- The MS is planning Students vs. Staff activities as part of Hurricane Relief donations. Planned activities are not yet finalized but the MS is planning the activity for November.

High School:

Guilia Keane – Student Council President

- The Community Day Celebration on Saturday, September 30, 2017 was a great success. Athletic events, music, food, club activities and a video showcasing the

- 50 years of Warren Hills Regional High School were part of the festivities.
- The HS students have facilitated Hurricane relief activities. A group has provided pet supplies and other donated goods to support efforts related to the natural disasters.
 - The Peer Leaders have themed the Week of Respect “Color Me Respectful.” Other groups, SAVE, Gay-Straight Alliance and Peer are sponsoring a guest speaker to highlight the importance of respect and kindness.
 - The PSAT test will be offered to students in the HS on October 11, 2017.
 - The senior field hockey players were honored prior to their game on Saturday, September 30, 2017.
 - Student Council members and their advisor will take part in the annual New Jersey Student Councils fall meeting in Jackson, NJ later this month.
 - The HS has planned Spirit Week for the week of October 23 – 27. They will hold their pep rally on Friday afternoon.

Superintendent’s Report:

- PARCC Score Report by Mrs. Moore:
 - PARCC results just a snapshot of student achievement, college and career readiness
 - 2010 – 24 PARCC states
 - 2017 – 4 PARCC states
 - Significant increase in scores from 2015
 - Teacher and parent feedback on how students are doing
 - Meeting/exceeding expectations
- HS H/PE Teacher and RAD Coordinator Mrs. Eilenberger has provided the following information regarding WH’s place in regard to other schools offering the RAD program throughout the country.
- WHRSD- 1st High School in the United States to offer R.A.D. Weapons Defense Systems
- WHRSD- 3rd High School in the United States and 1st in state of New Jersey to offer R.A.D. Keychain Defense Options
- WHRSD-1st High School in the state of New Jersey to offer R.A.D. Basic Physical Defense
- When you look at the schools on the Seal of Bi-literacy NJDOE website, we are the ONLY school in Warren County listed!
- Separate Proposal Meetings –
 - WH PTSA
 - Mayor Klingel
 - Washington Rotary Club

Discipline/Suspension Reports:

MS – 1 - ISD

HS – 12 – ISD; 6 - OSS

J. 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.
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.

K. Committee Reports

Education and Policy Committee met tonight. They discussed the following:

- Program of Studies
- Technology Policies
- Booster Club Policy
- Parent Contract

Wall of Fame – application period closed. Banquet is May 19th at 4:00 at Belvidere Manor. Inductees list came out.

L. Old Business

1. District Goals
2. Crosswalk buttons

M. New Business - None

N. ACTION ITEMS – Mr. Clymer recommended all personnel items.

I. PERSONNEL

Motion by Kathleen Halpin and seconded by Paula Merrill, to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3**, as described below:

1. Motion to amend/rescind the following appointments / adjustments:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	John Bruce	Amend	Counseling Internship	N/A	Middle School and High School	9/2017	12/2017	Centenary University student to include Middle School

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Rylie Howey	Approve	WCCC student observation	N/A	High School	10/5/17	12/15/17	Five hours of observation for her EDU/PSY under the direction of Christopher Kavcak
2	Lauren Arico	Approve	WCCC student observation	N/A	High School	10/5/17	12/15/17	20 hours of observation for Foundation of Education Class under the direction of Christopher Kavcak
3	Nicholas Sarlo	Approve	Teacher	N/A	High School	9/17/17	12/17/17	Complete his Administrative Internship for Centenary College under the direction of Christopher Kavcak
4	Dawn Peluso	Approve	Felician University student	N/A	Middle School	10/24/17	12/12/17	Conduct Student observation/ teaching on her scheduled days off under the direction of Annette Walters
5	Marie Zengel	Accept	Paraprofessional	N/A	High School	10/6/17	10/6/17	Resignation
6	Ashley Turkowski	Approve	Paraprofessional	\$21.41/hour	High School	10/4/17	6/30/18	Hourly not to exceed 5 days per week, 4 hours per day
7	Andrea Biasi	Approve	Paraprofessional	\$23.94/hour	High School	10/4/17	6/30/18	Hourly not to exceed 5 days per week, 4 hours per day
8	Salvatore Barillari	Approve	Assistant Boys Soccer Coach	\$6,883, prorated	High School	9/18/17	9/29/17	Tier 3, Step 4
9	Salvatore Barillari	Accept	Assistant Boys Soccer Coach	N/A	High School	9/29/17	N/A	Resignation

***3. Motion to approve the following Resolution:**

WHEREAS, the Administration was advised of allegations of improper conduct involving employee No. 23446974 relating to an incident that occurred on September 28, 2017; and

WHEREAS, on September 29, 2017, the Superintendent administratively suspended employee with pay pursuant to NJSA 18A:6-8.3, pending further investigation;

NOW, THEREFORE, BE IT RESOLVED that upon the recommendation of the Superintendent, the suspension with pay of employee is hereby ratified and continued pending further investigation; and

BE IT FURTHER RESOLVED, that pending the outcome to the investigation and further notice, the employee shall not be on school property or at any school events.

MOTION: Kathleen Halpin		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			
Richard Young				X

II. EDUCATION AND POLICY

Motion by Jennifer Knittel and seconded by Paula Merrill, to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.8**, as described below:

1. 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:

1100 P District Organization

2. Motion to approve the **first 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:

- 2700 P** Services to Non-Public School Students
- 7100 P&R** Long-Range Facilities Planning
- 7101 P&R** Educational Adequacy of Capital Projects
- 7102 P&R** Site Selection and Acquisition
- 7130 P** School Closing
- 7300 P** Disposition of Property
- 7300.1 R** ABOLISHED Disposition of Instructional Property
- 7300.2 R** Disposition of Land
- 7300.3 R** Disposition of Personal Property
- 7300.4 R** Disposition of Federal Property

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

- MS - 17-18 – 002
- HS - 17-18 – 002

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Cynthia Bamford	Key Club to Six Flags, Jackson NJ	None	Transportation & tickets paid by club
2	Nicole Silvis and Vittoria Busardo	NJ Association of Student Council Fall Conference, The College of NJ	None	Transportation & substitute paid by club
3	Jennifer Giamoni	Princeton University Moot Court Competition	Transportation & Substitute	Debate Team Competition
4	Debra Rokosny and Laura Blackwell	The Institute for Holocaust and Genocide Studies, Raritan Valley Community College	Substitutes	Raritan Valley Community College paying one-half transportation, club will pay other half - curriculum
5	MaryAnn Strohl-McKinney, Andrew Oakley and Kimberly Roost	Garden State Scholastic Press Association [GSSPA] Fall Conference, Rutgers University	Substitutes (3)	Transportation paid by club - curriculum
6	Amy Kline	Career Development Events, Rutgers University	Transportation & Substitute	Competition
7	Lauren Voight	Advanced Choir to participate at Choralpalooza, Ridge High School	None	Transportation paid by club
8	Amy Kline	Leadership Development Conference, Rutgers University	None	Transportation & substitute paid by FFA
9	Nicole Silvis and Vittoria Bussardo	New Jersey Association of Student Council [NJASC] Winter Convention, The College of NJ	None	Transportation & substitute paid by club
10	Amy Kline	State Officer Candidacy School [place TBD]	None	Transportation & substitute paid by FFA
11	Amy Kline	Advocacy and Legislative Leadership Day, The College of NJ	None	Transportation & substitute paid by FFA
12	Amy Kline	NJ Youth Institute – The World Food Prize, Rutgers University	None	Transportation & substitute paid by FFA
13	Amy Kline	NJ Horticulture Expo, Mercer County Community College	Transportation & Substitute	Competition
14	Amy Kline	Eastern PA Spring Career Development Events [CDE], Lebanon, PA	Transportation & Substitute	Competition
15	Amy Kline	Spring Career Development Events, Rutgers University	Transportation & Substitute	Competition
16	Amy Kline	NJ FFA Convention, Long Branch, NJ	None	Transportation & substitute paid by FFA
17	Jessica Morgan and Kimberly Roost	High School to Middle School shuttle for Color Run	Transportation	Transportation paid by Community Day budget account
18	Christine Tyburczy	Memorial School, Washington Borough	None	Peer leader program

5. Motion to approve the following resolution for school bus emergency evacuation drills pursuant to the New Jersey Administrative Code (N.J.A.C. 6A:27-11.2):

WHEREAS, school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and;

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills, and;

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity, and;

WHEREAS, drills shall be documented in the minutes of the local Board of Education at the first board meeting following the completion of the emergency exit drill;

So be it resolved that the Board of Education acknowledges that a school bus emergency evacuation drill was held on September 20, 2017 between 7:15 a.m. – 7:30 a.m. at the Warren Hills Regional Middle and High Schools. This drill was supervised by Nick Remondelli, Warren Hills Regional Middle School Assistant Principal, and Susan Rader, Warren Hills Regional High School Assistant Principal, and included the following bus routes: GST bus routes 1, 2, 5, 11, 17, 18, 19, 35, 40, 61SP, 62SP and 3SP; Snyder Bus routes Sh2, Sh3, Sh4, Sh6, Sh7, 1, 2, 3, 4, 6, 7, 9, 12, 13, 14AB, 15AB, 16, 20, 21, 22, 23, and 25SP; First Student routes WH10, WH29 & WH8.

6. Motion to approve the Nursing Services Plan for the 2017-2018 school year as per N.J.A.C. 6A:16-2.18(B).

7. Motion to approve the Doctor’s Standing Orders for the 2017-2018 school year.

8. Motion to approve the Warren Hills Community Appreciation Essay Writing Scholarship for students in grades 9-12 supported by community resident Mr. Cagnassola, per Board of Education Policy #9700. Essay award is \$6,000 per year for each year the student is in college.

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

III. BUDGET AND FINANCE

Motion by Paula Merrill and seconded by Kathleen Halpin, to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.10**, as described below:

1. Motion to approve the purchase order list dated September 30, 2017 in the amount of \$ 182,202.15.

2. Motion to approve the following Resolution regarding cost reimbursement for Food Service Management Services:

Resolution
Cost Reimbursement for Food Service Management Services works best for
Warren Hills Regional School District

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

Whereas, the Warren Hills Regional Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

Whereas, the Warren Hills Regional Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

Whereas, the Warren Hills Regional Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

Whereas, the Warren Hills Regional Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

Whereas, the Warren Hills Regional Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Warren Hills Regional Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Warren Hills Regional Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby

the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

Now Therefore be it Resolved, that the Warren Hills Regional Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative, a “Fixed Price” procurement method, and

Be It Further Resolved, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators
NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA.

3. Motion to approve a change of placement for Student #2279738870 from Hunterdon Preparatory School to New Jersey Project Teach/Tech: Warren Campus, retroactive to September 18, 2017.
4. Motion to approve placement for Student #9851822475 from Warren Hills Home Instruction to New Jersey Project Teach/Tech: Warren Campus, effective October 2, 2017.
5. Motion to approve placement for Student #9212246340 from Warren Hills High School to New Jersey Project Teach/Tech: Warren Campus, effective October 26, 2017.
6. Motion to approve opening a Scholarship Account in the name of Greg Rottengen to be maintained at Investors Bank, Washington Office. The authorized signers will be Estrella M. Molinet, Business Administrator and Judith Favino, Treasurer.
7. Motion to move the following scholarship accounts from PNC Bank to Investors Bank:

Mary Beavers	Robert Mayer (2)
Andrew Engborg (5)	William Miller
John Lee	Pence Skinner
Earl Lunger	Wilford Styer
Susan Lynah	Washington Borough Teachers
8. Motion to approve agreement with Inspired Instruction, LLC to conduct a training session/workshop entitled “Targeted and Effective PARCC Strategies for Math” and “Targeted and Effective PARCC Strategies for English Language Arts” on October 18, 2017 in the amount of \$4,400.00, to be paid from Account #20-271-200-580-0000-01 [Title II Funds].

9. Motion to approve the agreement with Keith Deltano from Freedom Entertainment to conduct an Anti-Bullying Assembly for the students at the middle school and high school on November 16, 2017 in the amount of \$1,700.00, to be paid from Account #20-281-200-320-0000-01 [Title IV].

10. Motion to approve quote from Russell Reid, Inc. for septic work at the high school, in the amount of \$8,000.00.

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

O. Public Comment

Ms. Georgette Miller from Oxford Township asked:

- What are goals to control expenses
- Why Oxford doesn't get a seat on the Board

P. Second Executive Session

Motion by Paula Merrill and seconded by Kathleen Halpin to go into Executive Session at 8:00 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.

Q. Reconvene

Motion by Kathleen Halpin and seconded by Paula Merrill to reconvene into open session at 8:20 p.m.

Motion by Jennifer Knittel and seconded by Joseph Bodenschatz to approve Eric Walls as a new Board Member from Mansfield Township.

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

Motion by Paula Merrill and seconded by Kathleen Halpin to prepare an RFP for Insurance.

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

R. Adjourn

Motion by Paula Merrill and seconded by Richard Havrisko to adjourn at 8:24 p.m.

Respectfully submitted,

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

dmg