

**Warren Hills Regional
Board of Education
Regular Meeting
October 4, 2016**

The Warren Hills Regional Board of Education met in Regular Meeting on October 4, 2016 at 6:35 p.m. in the Board Meeting Room.

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

Oath of Office Administration of Oath of Office – Jennifer Knittel

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

Executive Session Moved by Kathleen Halpin and seconded by Patrick O'Malley 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 8 Nays 0

The Board entered into Executive Session at 6:40 p.m.

Reconvene Moved by Linda Feller and seconded by Patrick O'Malley to reconvene into open session at 7:04 p.m.

Ayes 8 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 Lisa Marshall to approve the Minutes of the Regular and Executive Session meetings of September 20, 2016.

Ayes 6 Nays 0
Abstain 2 (Feller and Knittel)

Comm. Communications: None.

Citizens Part Citizens Participation: None.

Student Report Student Report – Student Council Representatives:

Middle School:

Student Reps

- Maggie Alder
- Connor Ferris

The above student representatives reported on:

- A 68% participation rate for their Back To School Night on 9/22
- Held its welcome back dance, now known as Streak Fest, on 9/23
- The Peer leaders and their advisors have been working with the "newcomers club" new students to our district, to help with their transition
- The MS Week of Respect was held during the week of 10/3 with morning announcements and additional activities with Peer Leaders to focus on respecting one another. A specific activity is the "Good Deeds Envelopes" held during 10/6 & 10/7

High School:

Student Reps

- Sarah Fontana

- Sarvani Sutaria
- Peter Warsen

The above student representatives reported on:

- Week of Respect and Red Ribbon Week will be combined with multiple activities beginning the week of 10/17
- Peer homeroom mentoring has expanded to include grades 9 & 10
- Upcoming Peer hockey tournament – additional information to follow
- Successful Community Day/Color Run
- Girls Coding With Girls will have a fall session using Scratch from MIT
- Streak Nation is hosting Seniors (citizens) using technology on set nights at the HS
- The HS guidance department hosted a college fair with over 40 colleges and universities in attendance
- The Debate Team will be participating in the Princeton Moot Court Program
- Members of the Key Club will be attending the Fall Rally at Six Flags
- Students have been participating in the Library Resources activity to become more familiar with the opportunities for research in the library
- The FFA is participating in activities hosted by Common Sense for Animals
- The Key Club is hosting a tailgate competition for students prior to the homecoming football game on 10/21
- Homecoming Dance will be held on 10/22 at the HS
- Girls Soccer and Field Hockey advanced in the H/W/S county tournaments
- Boys and Girls Cross-Country teams are having successful seasons

Supt's
Report

Superintendent's Report:

Superintendent's Report - Earl C. Clymer, III

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*

District News and Information:

Mandated PARCC Score Reporting – PPT Presentation

Professional Learning Communities (PLC's)

Vision –

Collaboration

Common Assessment

Deep and Thorough Data Analysis – “Strengthen the Weakness”

CORE Team –

Purpose

Make-up

Summit – CORE Team – Phoenix, AZ – February 22-24, 2017

Turn-Key

Networking

Title II Funds & State Aid specifically designated for PLC Development

NJDOE & NJASA – Specific focus on implementation of PLC's state-wide

Toilet Room Renovations – Middle School and High School

Construction meeting update – October 4, 2016

Middle School renovations are projected to be completed the week of October 24th and the High School project completion is set for the first week in November.

Mrs. Moore gave PARCC Presentation.

Comm.
Reports

Committee Reports:

Buildings and Grounds met on October 3, 2016 and discussed the projects at both schools.

Education and Policy met tonight and discussed the following:

- Athletic Competition
- NJSIAA rules for Middle School
- Transgender students
- Mrs. Marshall spoke on the policies the committee was working on
- Health Care

Personnel met tonight and discussed various investigations and Medical Leave.

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	Dawn Peluso	Approve	Paraprofessional	\$22.39/hour	Middle School	10/19/16	6/30/17	Hourly not to exceed 5 days per week 4 hours per day
2	Patricia Ross	Approve	Paraprofessional	\$23.88/hour	High School	10/5/16	6/30/17	Hourly not to exceed 5 days per week 4 hours per day
3	Kyle Marcinkowski	Approve	Paraprofessional	\$23.88/hour	Middle School	10/5/16	6/30/17	Hourly not to exceed 5 days per week 5.75 hours per day
4	Laura Smorto	Approve	Substitute	\$85/day	District	10/5/16	6/30/17	All paperwork complete and on file
5	Richard Patricia	Rescind	Independent Study Advisor	N/A	High School	10/3/16	N/A	Rescind board motion of 9/6/16, Personnel #18

ROLL CALL VOTE: Ayes 8 Nays 0

Adjustments Moved by Kathleen Halpin and seconded by Linda Feller to
approve the following adjustments, stipends.

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Mark Smith	Assistant Archery Advisor	N/A	\$3,500	High School	N/A	N/A	Rescind Personnel 2. #11 motion of September 20/2016
2	LeeAnn Kubbishun	Testing Coordinator	N/A	\$2,500	Middle School	10/20/16	6/30/17	PARCC & NJ ASK
3	Theresa Chapman	Testing Coordinator	N/A	\$5,000	High School	10/20/16	6/30/17	PARCC & EOY Biology
4	Sharon Fretz	Co-Advisor Outdoors Unlimited	N/A	\$1,750	High School	9/1/16	6/30/17	Stipends adjusted as per Student Activities/ Transportation Comm. Meeting held 9/8/16
5	Shannon McDowell	Co-Advisor Outdoors Unlimited	N/A	\$1,750	High School	9/1/16	6/30/17	Stipends adjusted as per Student Activities/ Transportation Comm. Meeting held 9/8/16
6	David Rader	Head Boys Swimming Coach	Tier 3, Step 4	\$8,720	High School			Winter Season
7	Elise Tooker	Head Girls Swimming Coach	Tier 3, Step 1	\$5,772	High School			Winter Season
8	Jennifer Cavo	Assistant Boys & Girls Swimming Coach	Tier 3, Step 1	\$4,302	High School			Winter Season

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
9	Mark Smith	TSA Advisor	Tier 4	\$2,900	High School	9/1/16	6/30/17	As per Student Activities/ Transportation Comm. Meeting held 9/8/16
10	Richard Patricia	TV Show The Storm	Tier 4	\$2,900	High School	9/1/16	6/30/17	As per Student Activities/Transportation Comm. Meeting held 9/8/16
11	Josephine Potter	Student Council Advisor	Tier 1	\$4,100	High School	9/1/16	6/30/17	
12	Vittoria Bussardo	Assistant Advisor Student Council	Tier 1	\$2,000	High School	9/1/16	6/30/17	As per Student Activities/Transportation Comm. Meeting held 9/8/16
13	Adam Slack	Volunteer Advisor TSA	N/A	N/A	High School	9/1/16	6/30/17	
14	Kimberly Eilenberger	H.O.T.T. Club Advisor	Tier 3	\$3,300	High School	9/1/16	6/30/17	Stipend amount [\$2,700] incorrect on 9/6/2016 agenda
15	Amy Alpaugh	1 classroom observation	N/A	N/A	Middle School	10/5/16	N/A	Montclair State University student under the direction of Mr. Turkowski
16	Stasha Heinrich	9 hours observation	NA	N/A	High School	10/5/16	N/A	East Stroudsburg University student under the direction of Mr. Kavcak
17	Jessica McKeown	9 hours observation	N/A	N/A	Middle School	10/5/16	N/A	East Stroudsburg University student under the direction of Mr. Turkowski

ROLL CALL VOTE: Ayes 8 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 policies and regulations for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- P-1140** Affirmative Action Program
- P&R-2431** Athletic Competition
- P-3351** Healthy Workplace Environment
- P-4351** Healthy Workplace Environment
- P&R-5111** Eligibility of Resident/Nonresident Students
- P&R-5701** Academic Integrity/Plagiarism
- P-5756** Transgender Students

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 policies and regulations for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- P-1110** Organizational Chart
- P-2320** Independent Study
- P-6660** Student Activity Fund
- P-8660** Transportation by Private Vehicle

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	Christal Barr, Luanne Ferenci, Shannon Klinder & Courtney Flowers	EBD Professional Day	High School	N/A	October 4, 2016 – MSA Webinar for Mid-Term Review May, 2017
2	Margaret Devine	New Jersey Association of School Librarians Fall Conference	Long Branch, NJ	\$150. Registration + Mileage	November 17 & 18, 2016
3	Lyandra Ross	NJ Council for Social Studies Annual Conf.	Rutgers University	\$80. Registration + Mileage	October 25, 2016
4	Dawn Moore & Jeffrey Steele	Uses of PARCC Data Presentation	Lenape Valley High School	Mileage	October 7, 2016
5	Jesse O'Neill	Rutgers Center for Historical Analysis	Rutgers University	\$35. Registration + Mileage	November 18, 2016
6	Jesse O'Neill	Rutgers Center for Historical Analysis	Rutgers University	\$35. Registration + Mileage	March 10, 2017
7	Mark Smith	TSA Advisor Boot Camp	TCNJ Center for Excellence, Ewing, NJ	Mileage	October 6, 2016
8	Mark Smith	NJTEEA iStem Conference and Expo	William Patterson University	\$150. Registration + Mileage	October 21, 2016
9	Jeremy Willis	NJTEEA iStem Conference and Expo	William Patterson University	\$150. Registration + Mileage	October 21, 2016
10	Jennifer Giamoni	High School Mock Trial Teachers' Workshop	New Brunswick, NJ	Mileage	October 27, 2016
11	Earl Clymer	NJASA Legal Workshop Series	Trenton, NJ	\$400. Registration + Mileage	October 13, 2016, January 24, 2017 & March 13, 2017
12	Mark Smith	National Archery in the Schools Program	Califon, NJ	Mileage	October 10, 2016
13	Toni Manfra	Be the Best Coaches Convention	Atlantic City, NJ	\$129. Registration	January 26 & 27, 2017
14	Renee Smola	Be the Best Coaches Convention	Atlantic City, NJ	\$129. Registration + Mileage	January 26 & 27, 2017
15	Jeremy Willis	Be the Best Coaches Convention	Atlantic City, NJ	N/A	January 26 & 27, 2017
16	Estrella Molinet	NJASBO Professional Development	Rockaway, NJ	\$75. Registration per program + Mileage	October 19, November 17, December 13, 2016 & March 16 & April 25, 2017

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
17	Earl Clymer, Christopher Kavcak, Lee Turkowski, Amanda Brown & Keith Dennison	The Summit on Professional Learning Communities at Work	Phoenix, Arizona	\$729. Registration each, transportation, hotel + incidentals	February 22-24, 2017 – Other faculty members to be approved on 10/18/17
18	Justin Latham	AP European Workshop	Norwalk, CT	\$225. Registration + Mileage	December 5, 2016
19	Earl Clymer, Dennis Mack & 7 board members	NJ School Boards Annual Workshop	Atlantic City, NJ	\$1400. Registration, hotel & incidentals	October 24, 25, 26 & 27, 2016
20	Dawn Moore, Annette Walters, Keith Dennison & Marleen O'Connor	NJ Tiered System of Supports	Monroe, NJ	\$600. Registration + Mileage	October 18, 2016, December 6, 2016 & January 13, 2017
21	Jerry Bamford	Calibration, Mixing & Measuring of Pesticides	Rutgers University	\$195. Registration + Mileage	October 26, 2016

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:

Code	Requested by:	Trip	Board of Education cost	Discussion/Destination
1	Mary Louise Rowlin & Jennifer Rohrbach	AU/MD classes Community Based Instruction	Transportation	Shop-Rite, Washington, NJ
2	Jennifer Giamoni	Debate Team to Princeton University Moot Court Fall Tournament	Transportation	\$150. per student, Princeton, NJ
3	Mary Ann McKinney	Garden State Scholastic Press Association Press Day	Transportation	\$15. per student + lunch money, Rutgers University
4	Cynthia Bamford & Kristen Chiara	NJ Key Club Rally	Transportation	Six Flags Great Adventure, Jackson, NJ
5	LeeAnn Kubbishun, John Heine, Nicole Silvis & Hope Ranalli	MS Alternative Classes to Mackey's Orchard Tour	Transportation	\$11. per student, Belvidere, NJ
6	Daryl Detrick & Trisha Nunnencamp	Computer Science Classes to Engineering Day	Transportation	New Jersey Institute of Technology, Newark, NJ
7	Adam Slack	Archery Team to national competition	Transportation, Hotel + Mileage	Louisville, Kentucky
8	Margaret Devine	HS Horizons to Poetry Festival	Transportation	NJ Performing Arts Center, Newark, NJ

ROLL CALL VOTE: Ayes 8 Nayes 0

Nursing Plan Moved by Lisa Marshall and seconded by Patrick O'Malley to approve the Nursing Services Plan for the 2016-2017 school year as per N.J.A.C. 6A:16-2.18 (B).

ROLL CALL VOTE: Ayes 8 Nayes 0

Evacuation Drill Moved by Lisa Marshall and seconded by Patrick O'Malley to accept a School Bus Emergency Evacuation Drill report dated September 28, 2016.

ROLL CALL VOTE: Ayes 8 Nayes 0

III. BUDGET AND FINANCE

BCBA Supervision Moved by Donna Golda and seconded by Linda Feller to approve a contract with Hybridge Learning Group to provide BCBA Supervision/ Consultation, for the period September 1, 2016 through June 30, 2017, at the rate of \$135.00 per hour, not to exceed 6 hours per month.

ROLL CALL VOTE: Ayes 8 Nayes 0

Tuition Contracts Moved by Donna Golda and seconded by Linda Feller to approve the following Special Education Tuition Contract for the 2016-2017 extended and regular school year:

Student	School	Amount	Aide	Effective
28-17	Stepping Stone School	\$44,175.60	\$40,500.00	9/19/16 – 6/30/17
29-17	Burlington County Special Services School District	\$3,670.00	\$4,900.00	7/1/16 – 7/29/16
29-17	Burlington County Special Services School District	\$46,854.00	N/A	9/6/16 – 6/16/17
30-17	Somerset County ESC	\$51,877.00	N/A	9/7/16 – 6/30/17

ROLL CALL VOTE: Ayes 8 Nayes 0

Parent Contract Moved by Donna Golda and seconded by Linda Feller to approve a Parent Contract for Student Transportation for the 2016-2017 school year to transport Warren Hills Student 2022715 to the middle school, commencing September 6, 2016, in the amount of \$1,039.00.

ROLL CALL VOTE: Ayes 8 Nayes 0

Joint Transportation Moved by Donna Golda and seconded by Linda Feller to approve a Joint Transportation Agreement with Delaware Valley Regional High School for the 2016-2017 school year to provide various field/athletic trips at the rate of \$69.35 per hour for the first four hours, then \$40.60 per hour for each additional hour billed in quarter hour increments, plus tolls and parking where applicable.

ROLL CALL VOTE: Ayes 8 Nayes 0

Safety Grant Moved by Donna Golda and seconded by Linda Feller to approve the digital submission of the application for the Safety Grant Program through the New Jersey School Insurance Group for the purposes described in the application, in the amount of \$1,000 for the July 1, 2014 through the June 30, 2015 program period.

ROLL CALL VOTE: Ayes 8 Nayes 0

Corrective Action Plan Moved by Donna Golda and seconded by Linda Feller to approve the Corrective Action Plan for the state aid audit conducted by the Office of Fiscal Accountability & Compliance for the 2014-2015 school year, with correction. [attached]

ROLL CALL VOTE: Ayes 8 Nays 0

Citizens Part. Citizens Participation: None.

Executive Session Moved by Lisa Marshall and seconded by Donna Golda to go into Executive Session.
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) 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 8 Nays 0

The Board entered into Executive Session at 8:14 p.m.

Reconvene Moved by Kathleen Halpin and seconded by Linda Feller to reconvene into open session at 8:40 p.m.

Ayes 8 Nays 0

Adjournment Moved by Kathleen Halpin and seconded by Linda Feller to adjourn at 8:41 p.m.

Ayes 8 Nays 0

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

dmg

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT : WARREN HILLS REGIONAL BOARD OF EDUCATION

COUNTY : WARREN

AUDIT REVIEWS OF 10/15/14 APPLICATION FOR STATESCHOOL AID - DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS AND FY 2014-2015 EXAID, CHAPTER A 192/193

DATE OF BOARD MEETING : Tuesday October 4, 2016

CONTACT PERSON : Earl C. Clymer III

TELEPHONE NUMBER : 908-689-3143 x 1001

FAX NUMBER : 908-689-4814

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Recommendation # 1 ASSA	The District will cross reference the student low income enrollment numbers with the school register, student information system , the MASTER Eligibility List and the NISMART data.	Implementation of Genesis Student Information Program for the 16-17 year will facilitate that all students are accounted for. The interaction between Genesis and Horizon softwares on a daily basis will assure that the numbers compare to the actual meal applications and Master Eligibility Lists. Workpapers will be used to reconcile every grade and tie to the ASSA reports.	Diane Gogal, Assistant to the Business Admin / Estrella M. Molinet Business Administrator	October 15, 2016. State report for the 2016-2017 school year.

	<p>The District should report all special education students using the DTRRS designation 'S-1' for all middle school students and 'S-2' for all high school students, based on the classified status consistent with each students' IEP.</p>	<p>The District will designate 'S-1' for all middle school students and 'S-2' for all high school students, based on the classified status consistent with each students' IEP.</p>	<p>Peggy Edminston, Transportation Supervisor</p>	<p>October 31, 2016 DTRRS Submission deadline</p>
<p><i>Recommendation # 2 DTRRS</i></p>	<p>The District should review the master listing of students sent to other districts or private schools to ensure accuracy and avoid duplication of reporting.</p>	<p>Review Genesis Software list of students sent to other districts or private schools and compare to student contracts in place to ensure accuracy.</p>	<p>Annette Walters, Director of Special Services / Estrella M. Molinet Business Administrator</p>	<p>October 15, 2016. State report for the 2016-2017 school year.</p>
<p><i>Recommendation # 3 ASSA</i></p>	<p>The District should review the on roll status of transported students as of October 15 each year.</p>	<p>Transported Students on roll status to be reviewed as of October 15 each year.</p>	<p>Peggy Edminston, Transportation</p>	<p>October 31, 2016 DTRRS Submission deadline</p>
<p><i>Recommendation # 4 DTRRS</i></p>	<p>The District should review the calculation of in-district classroom costs so as to apply a consistent methodology to the EXAID submission.</p>	<p>Devise method of calculating in-district costs, so as to apply a consistent methodology to the EXAID submission.</p>	<p>Annette Walters, Director of Special Services / Estrella M. Molinet Business Administrator</p>	<p>May 2017 (EXAID application deadline)</p>
<p><i>Recommendation # 5 EXAID</i></p>	<p>The District will appeal the recommendation for supporting documentation from education service providers as the district has been requesting all year long from WCESC for the supporting documentation and it was not forthcoming.</p>	<p>District contracted with other vendors for services.</p>	<p>Annette Walters, Director of Special Services / Estrella M. Molinet Business Administrator</p>	<p>July 1, 2016 beginning of new year.</p>
<p><i>Recommendation # 6 EXAID</i></p>				

Superintendent of Schools

Date



10/4/16

Board Secretary/School Business Administrator

Date



10/4/16