WARREN HILLS REGIONAL BOARD OF EDUCATION

DRAFT

September 19, 2017

DRAFT

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order  -  Mrs. Lisa Marshall

B. Roll Call  -  Mrs. Estrella Molinet

<table>
<thead>
<tr>
<th>Joseph Bodenschatz</th>
<th>Richard Havrisko</th>
<th>Paula Merrill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Halpin</td>
<td>Jennifer Knittel</td>
<td>Richard Young</td>
</tr>
<tr>
<td>Christopher Hamler</td>
<td>Lisa Marshall</td>
<td></td>
</tr>
</tbody>
</table>

C. EXECUTIVE SESSION- 6:30 p.m.  (If Necessary)

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. RECONVENED:  7:00 p.m.

(Motion________________ Second________________)

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

September 19, 2017  1
E. Motion to approve the Minutes of the August 15, 2017 and September 5, 2017, Regular and Executive Session meetings.

(Motion________________ Second_________________ /Yes_____ No_____ Abstain____)

F. Communications – Mrs. Estrella Molinet

G. Public Comment – concerning action items.

H. Superintendent’s Report – Earl C. Clymer, III

I. 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.

J. Committee Reports

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Finance</td>
<td>September 11, 2017</td>
<td>By Chair: Mr. Young</td>
</tr>
<tr>
<td>Buildings &amp; Grounds</td>
<td>No meeting held</td>
<td>By Chair: Mr. Havrisko</td>
</tr>
<tr>
<td>Education &amp; Policy</td>
<td>September 19, 2017</td>
<td>By Chair: Mrs. Marshall</td>
</tr>
<tr>
<td>Personnel</td>
<td>September 13, 2017</td>
<td>By Chair: Mrs. Halpin</td>
</tr>
<tr>
<td>Student Activities &amp; Transportation</td>
<td>No meeting held</td>
<td>By Chair: Mr. Hamler</td>
</tr>
<tr>
<td>Technology</td>
<td>No meeting held</td>
<td>By Chair: Mr. Young</td>
</tr>
<tr>
<td>Negotiations</td>
<td>September 18, 2017</td>
<td>By Chair: Mr. Young</td>
</tr>
</tbody>
</table>

K. Old Business

1. ADA Door Access
2. Crosswalk buttons
3. Meetings with Legislators
4. District Goals

L. New Business

September 19, 2017
M. **ACTION ITEMS**

I. **PERSONNEL**

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
<th>Salary</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salvatore Barillari</td>
<td>Rescind</td>
<td>Head Boys Soccer Coach</td>
<td>$8,720</td>
<td>High School</td>
<td>Fall Season</td>
<td>End of Season</td>
<td>Recind June 6, 2017 Board Motion</td>
</tr>
<tr>
<td>2</td>
<td>Michael Quinto</td>
<td>Rescind</td>
<td>Assistant Boys Soccer Coach</td>
<td>$6,883</td>
<td>High School</td>
<td>Fall Season</td>
<td>End of Season</td>
<td>Recind June 6, 2017 Board Motion</td>
</tr>
<tr>
<td>3</td>
<td>Robert Carroll</td>
<td>Rescind</td>
<td>Assistant Girls Cross Country Coach</td>
<td>$5,756</td>
<td>High School</td>
<td>Fall Season</td>
<td>End of Season</td>
<td>Recind June 6, 2017 Board Motion</td>
</tr>
<tr>
<td>4</td>
<td>Greg Rottengen</td>
<td>Rescind</td>
<td>Head Boys &amp; Girls Bowling Coach</td>
<td>$7,217</td>
<td>High School</td>
<td>Fall Season</td>
<td>End of Season</td>
<td>Recind June 6, 2017 Board Motion</td>
</tr>
<tr>
<td>5</td>
<td>Renee Smola</td>
<td>Amend</td>
<td>7th Grade Academy Planner for September and December</td>
<td>$45/hour</td>
<td>Middle School</td>
<td>8/24/17</td>
<td>8/24/17</td>
<td>Summer hours not to exceed 6 hours</td>
</tr>
</tbody>
</table>

(Motion ___________________  Second ___________________  /Yes____ No____ Abstain____)

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
<th>Salary</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Margaret Kennedy</td>
<td>Accept</td>
<td>Paraprofessional</td>
<td>$23.94/hour</td>
<td>High School</td>
<td>9/15/17</td>
<td>9/15/17</td>
<td>Resignation</td>
</tr>
<tr>
<td>2</td>
<td>Kathy Staples</td>
<td>Accept</td>
<td>School Resource Personnel</td>
<td>$36,235</td>
<td>High School</td>
<td>11/1/17</td>
<td>11/1/17</td>
<td>Retirement</td>
</tr>
<tr>
<td>3</td>
<td>Amanda Orenstein</td>
<td>Approve</td>
<td>Maternity Replacement Biology Teacher</td>
<td>$52,112, prorated</td>
<td>High School</td>
<td>On or about 10/12/17</td>
<td>On or about 3/1/18</td>
<td>53018594</td>
</tr>
<tr>
<td>4</td>
<td>Evan Moran</td>
<td>Approve</td>
<td>Paraprofessional</td>
<td>$23.94/hour</td>
<td>Middle School</td>
<td>On or about 9/20/17</td>
<td>6/30/2018</td>
<td>Title I Grant Funded – (Acct #20-231-100-101-1411-02) Hourly not to exceed 5 days per week, 5.75 hours per day</td>
</tr>
<tr>
<td>5</td>
<td>Ari Eisner</td>
<td>Approve</td>
<td>WHREA President</td>
<td>$14,249.67</td>
<td>District</td>
<td>9/1/17</td>
<td>6/30/18</td>
<td>Loss of preparation period</td>
</tr>
<tr>
<td>6</td>
<td>Mary Louise Rowlin</td>
<td>Approve</td>
<td>New Mentor Teacher</td>
<td>$440</td>
<td>High School</td>
<td>9/6/17</td>
<td>6/30/18</td>
<td>Mentoring Crystal Donovan Special Education</td>
</tr>
<tr>
<td>7</td>
<td>Lauren Voight</td>
<td>Approve</td>
<td>Music Teacher</td>
<td>$1,300/per semester</td>
<td>High School</td>
<td>9/1/17</td>
<td>6/30/18</td>
<td>5th Preparation Period</td>
</tr>
<tr>
<td>8</td>
<td>Michael Quinto</td>
<td>Approve</td>
<td>Head Boys Soccer Coach</td>
<td>$8,720</td>
<td>High School</td>
<td>Fall Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>9</td>
<td>Meghan McGeechan</td>
<td>Approve</td>
<td>Assistant Boys Soccer Coach</td>
<td>$5,444, prorated</td>
<td>High School</td>
<td>Fall Season</td>
<td>End of Season</td>
<td>Tier 3, Step 3 (paid by timesheet)</td>
</tr>
</tbody>
</table>

September 19, 2017
<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
<th>Salary</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Robert Carroll</td>
<td>Approve</td>
<td>Head Girls Cross Country Coach</td>
<td>$7,217</td>
<td>High School</td>
<td>Fall Season</td>
<td>End of Season</td>
<td>Tier 4, Step 4</td>
</tr>
<tr>
<td>11</td>
<td>Patrick Kablis</td>
<td>Approve</td>
<td>Head Boys Lacrosse Coach</td>
<td>$8,720</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>12</td>
<td>Robert Carroll</td>
<td>Approve</td>
<td>Head Boys Track Coach</td>
<td>$7,404</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 3</td>
</tr>
<tr>
<td>13</td>
<td>Kenneth Kurpat</td>
<td>Approve</td>
<td>Head Girls Track Coach</td>
<td>$8,720</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>14</td>
<td>Todd Sollecito</td>
<td>Approve</td>
<td>Head Golf Coach</td>
<td>$5,419</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 4, Step 2</td>
</tr>
<tr>
<td>15</td>
<td>Jodi Longo</td>
<td>Approve</td>
<td>Head Softball Coach</td>
<td>$6,588</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 2</td>
</tr>
<tr>
<td>16</td>
<td>Joseph Blackford</td>
<td>Approve</td>
<td>Head Baseball Coach</td>
<td>$8,720</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 3, Step 4</td>
</tr>
<tr>
<td>17</td>
<td>Julia Henning</td>
<td>Approve</td>
<td>Head Boys Tennis Coach</td>
<td>$7,217</td>
<td>High School</td>
<td>Spring Season</td>
<td>End of Season</td>
<td>Tier 4, Step 4</td>
</tr>
<tr>
<td>18</td>
<td>Sandra Young</td>
<td>Approve</td>
<td>Tutoring Coordinator</td>
<td>$45/hour</td>
<td>High School</td>
<td>2017-2018 school year</td>
<td>6/30/18</td>
<td>Tuesdays/Thursdays, not to exceed 2 coordinators per session. Acc’t #11-150-100-110-2600-03</td>
</tr>
<tr>
<td>19</td>
<td>Diane DeVivo</td>
<td>Approve</td>
<td>Tutoring Coordinator</td>
<td>$45/hour</td>
<td>High School</td>
<td>2017-2018 school year</td>
<td>6/30/18</td>
<td>Tuesdays/Thursdays, not to exceed 2 coordinators per session. Acc’t #11-150-100-110-2600-03</td>
</tr>
<tr>
<td>20</td>
<td>Danielle Miksch</td>
<td>Approve</td>
<td>Tutoring Coordinator</td>
<td>$45/hour</td>
<td>High School</td>
<td>2017-2018 school year</td>
<td>6/30/18</td>
<td>Tuesdays/Thursdays, not to exceed 2 coordinators per session. Acc’t #11-150-100-110-2600-03</td>
</tr>
<tr>
<td>21</td>
<td>Meghan Santewasso</td>
<td>Approve</td>
<td>Substitute Custodian</td>
<td>$14.25/hour</td>
<td>District</td>
<td>9/20/17</td>
<td>6/30/18</td>
<td>Pending receipt of background check approval</td>
</tr>
<tr>
<td>22</td>
<td>Nicole Hilliker</td>
<td>Approve</td>
<td>WCCC School Nurse Student Observation</td>
<td>N/A</td>
<td>Middle School</td>
<td>10/26/17</td>
<td>10/26/17</td>
<td>One full day observation under direction of M. Gaffney</td>
</tr>
<tr>
<td>23</td>
<td>Michelle Gaffney</td>
<td>Approve</td>
<td>School Nurse</td>
<td>$45/hour</td>
<td>Middle School</td>
<td>8/1/17</td>
<td>8/25/17</td>
<td>Non-Athletic Nursing Responsibilities – not to exceed 12 hours</td>
</tr>
<tr>
<td>24</td>
<td>Bonita Duryea</td>
<td>Approve</td>
<td>School Nurse</td>
<td>$45/hour</td>
<td>High School</td>
<td>8/1/17</td>
<td>8/25/17</td>
<td>Non-Athletic Nursing Responsibilities – not to exceed 25 hours</td>
</tr>
<tr>
<td>25</td>
<td>Kristyn Sbriscia</td>
<td>Approve</td>
<td>School Nurse</td>
<td>$45/hour</td>
<td>High School</td>
<td>8/1/17</td>
<td>8/25/17</td>
<td>Non-Athletic Nursing Responsibilities – not to exceed 15 hours</td>
</tr>
</tbody>
</table>

(Motion_________ Second_________/Yes_____ No_____ Abstain_______)

*3. Motion to approve the following individuals for after school detention and lunch duty supervision on an as needed basis at the high school and middle school at the rate of $30/hour, prorated:

September 19, 2017
Middle School:

After School Detention:
Mary Kaye Bartek
Sherry Anderson

High School:

After School Detention:
Noelle Andreoli  Jarret Hosbach  Adam Slack
Diane DeVivo  Jennifer Jessen  Mark Smith
Bonita Duryea  Priscilla Jacobson  Heather Wight
Sharon Fretz  Amy Kline  Jeremy Willis
Teresa Fahy  Jessica Morgan  Sandra Young
Zachary Fisher  Catherine O’Neal

Lunch Duty:
Noelle Andreoli  Jennifer Jessen  David Rader
Michael Arminio  Priscilla Jacobson  Gina Ricardo-Regan
Laura Blackwell  Patrick Kablis  Mary Louise Rowlin
Vittoria Busardo  Laurie Kerr  Nicholas Sarlo
Jennifer Cavo  Kenneth Kurpat  Mark Smith
Theresa Chapman  Jeremy Lutz  Laura Togno
Zachary Fisher  Jodi Longo  Jeremy Willis
Sharon Fretz  Toni Manfra  Sandra Young
Joanne Hibbett  Meghan McGeehan  Timothy Zavacki
Jarret Hosbach  Catherine O’Neal

(Motion______________ Second______________/Yes_____ No _____ Abstain______)

II. EDUCATION AND POLICY

*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:

2624 P&R  Grading System
5514 P&R  Student Use of Vehicles on School Grounds
5610 P&R  Suspension
7230 P&R  Gifts, Grants and Donations
7250 P  School and Facility Names
8860 P&R  Memorials

(Motion______________ Second______________/Yes_____ No _____ Abstain______)

September 19, 2017  5
*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:

1100 P District Organization
5530 R Substance Abuse

(Motion____________ Second____________ /Yes _____ No _____ Abstain _____)

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

MS - 17-18 - 001
HS - 17-18 - 001

(Motion____________ Second____________ /Yes _____ No _____ Abstain _____)

*4. Motion to approve the following travel and conference requests:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Cost/Mileage</th>
<th>Date and Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Timothy Jaw</td>
<td>NJ TECHSPO '18</td>
<td>Atlantic City, NJ</td>
<td>$425.00 Registration + lodging, mileage &amp; incidentals</td>
<td>January 25 &amp; 26, 2018 – Title II funds cover costs</td>
</tr>
<tr>
<td>2</td>
<td>Amy Kline</td>
<td>NJ Fall Agricultural Education Professional Development Conference</td>
<td>Columbus, NJ</td>
<td>$190.00 Registration + substitute (paid by FFA)</td>
<td>September 29, 2017 – No cost to district</td>
</tr>
</tbody>
</table>

(Motion____________ Second____________ /Yes _____ No _____ Abstain _____)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Requested by:</th>
<th>Trip</th>
<th>Board of Education Cost</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Amy Kline</td>
<td>NJ FFA L.E.A.D. Conference</td>
<td>N/A</td>
<td>$147.13/student + received $1,000 grant from NJ Farm Bureau to attend</td>
</tr>
</tbody>
</table>

(Motion____________ Second____________ /Yes _____ No _____ Abstain _____)

III. BUDGET AND FINANCE

*1. The Warren Hills Regional Board of Education approves the July, 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 July, 2017; in

September 19, 2017
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.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

*2. Motion to approve the bill list for the period July 1, 2017 through July 31, 2017, including July, 2017 payrolls, in the amount of $2,079,764.04.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

*3. Motion to approve transfers in the amount of $556,429.30 for the month of July, 2017.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

*4. Motion to approve the quote from General Supply Company of $926.00 for the high school art room view metal frame window.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

*5. Motion to approve the quote from P. Breslin Masonry for the installation of the art room view window in the amount of $4,700.00 for labor and materials.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

*6. Motion to approve the quote from General Supply Company of $1,067.00 for the wood door and materials for the high school cafeteria door opening.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

*7. Motion to approve the quote from P. Breslin Masonry for extending the high school cafeteria door in the amount of $5,300.00 for the removal, demolition, installation/labor of the new door.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

*8. Motion to approve the amended change order from August 15, 2017, with Samson Concrete & Masonry, LLC, in connection with the Trench Drain Reconstruction Project at the high school, for additional removal and replacement of existing asphalt in low spot adjacent to the trench, in the amount of $2,604.90.

(Motion__________Second__________ /Yes_____ No_____ Abstain______)

September 19, 2017  7
*9. Motion to accept a donation of a MedLife wheelchair for the high school nurse’s office from Timothy & Bonita Duryea, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

(Motion _____________ Second _____________ /Yes _____ No _____ Abstain _____)

*10. Motion to approve the following Resolution authorizing the submission of other capital project documents to the New Jersey Department of Education:

RESOLVED that the Warren Hills Regional School District Board of Education approve the following projects:

- **New Barrier Free Door Operators at the Warren Hills Regional High School** (FVHD #5035A/ NJDOE #5465-050-18-1000)
- **New Barrier Free Door Operators at the Warren Hills Regional Middle School** (FVHD #5035B/ NJDOE #5465-060-18-1000)

BE IT FURTHER RESOLVED that the District’s architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District’s behalf.

BE IT FURTHER RESOLVED that the above project be approved as “other capital projects” as defined in N.J.A.C. 6A:26 – The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

(Motion _____________ Second _____________ /Yes _____ No _____ Abstain _____)

*11. Motion to approve agreement with Mrs. Tinashe Blanchet to conduct a training session/workshop on October 9, 2017 entitled “Apps for Students Struggling with Math” in the amount of $2,500.00, plus travel (not to exceed $800.00), to be paid from Account #20-271-200-580-0000-01 [Title IIA Funds].

(Motion _____________ Second _____________ /Yes _____ No _____ Abstain _____)

N. Public Comment

O. Second Executive Session

**EXECUTIVE SESSION**  (If Necessary)
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.

P. Reconvene____________________p.m.

(Motion____________ Second____________)

Q. Adjourn____________________p.m.

(Motion____________ Second____________)

*Roll Call