

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

Joseph Bodenschatz	Richard Havrisko	Paula Merrill
Kathleen Halpin	Jennifer Knittel	Richard Young
Christopher Hamler	Lisa Marshall	

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

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

Committee	Date	Discussion
Budget & Finance	September 11, 2017	By Chair: Mr. Young
Buildings & Grounds	No meeting held	By Chair: Mr. Havrisko
Education & Policy	September 19, 2017	By Chair: Mrs. Marshall
Personnel	September 13, 2017	By Chair: Mrs. Halpin
Student Activities & Transportation	No meeting held	By Chair: Mr. Hamler
Technology	No meeting held	By Chair: Mr. Young
Negotiations	September 18, 2017	By Chair: Mr. Young

K. Old Business

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

L. New Business

M. ACTION ITEMS

I. PERSONNEL

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

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

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

***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	Margaret Kennedy	Accept	Paraprofessional	\$23.94/hour	High School	9/15/17	9/15/17	Resignation
2	Kathy Staples	Accept	School Resource Personnel	\$36,235	High School	11/1/17	11/1/17	Retirement
3	Amanda Orenstein	Approve	Maternity Replacement Biology Teacher	\$52,112, prorated	High School	On or about 10/12/17	On or about 3/1/18	53018594
4	Evan Moran	Approve	Paraprofessional	\$23.94/hour	Middle School	On or about 9/20/17	6/30/2018	Title I Grant Funded – (Acct #20-231-100-101-1411-02) Hourly not to exceed 5 days per week, 5.75 hours per day
5	Ari Eisner	Approve	WHREA President	\$14,249.67	District	9/1/17	6/30/18	Loss of preparation period
6	Mary Louise Rowlin	Approve	New Mentor Teacher	\$440	High School	9/6/17	6/30/18	Mentoring Crystal Donovan Special Education
7	Lauren Voight	Approve	Music Teacher	\$1,300/per semester	High School	9/1/17	6/30/18	5 th Preparation Period
8	Michael Quinto	Approve	Head Boys Soccer Coach	\$8,720	High School	Fall Season	End of Season	Tier 3, Step 4
9	Meghan McGeehan	Approve	Assistant Boys Soccer Coach	\$5,444, prorated	High School	Fall Season	End of Season	Tier 3, Step 3 (paid by timesheet)

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

(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:**

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
Jarrett 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 _____)

*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:

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

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

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

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

(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

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 _____)

*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**