

**Warren Hills Regional
Board of Education
Regular Meeting
September 19, 2017**

The Warren Hills Regional Board of Education met in Regular Meeting on September 19, 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, Paula Merrill and Richard Young. Christopher Hamler was absent. Also present were Earl Clymer, Estrella Molinet, Dennis Mack, Dawn Moore and Annette Walters.

C. Executive Session-

Moved by Kathleen Halpin and seconded by Paula Merrill to go into Executive Session at 6:30 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:

Moved by Paula Merrill and seconded by Kathleen Halpin to reconvene into open session at 7:18 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 Paula Merrill and seconded by Richard Young to approve the Minutes of the August 15, 2017 and September 5, 2017, Regular and Executive Session meetings.

MOTION: Paula Merrill		SECOND: Richard Young		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler				X
Richard Havrisko	X as to 9/5		X as to 8/15	
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X as to 8/15		X as to 9/5	
Richard Young	X			

F. Communications – Mrs. Estrella Molinet

Letter from Mr. Petrone re HIB and resume from Mr. Walls regarding open board seat.

G. Board candidate interview

The Board interviewed Eric Walls for the vacant Mansfield Township seat.

H. Public Comment – None.

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

Middle School:

Stephanie Dunlap – 8th Grade – Student Reporter

- The MS hosted their first Activity Day last week. The White and Blue teams participated in activities focused on the 6 pillars of character.
- Mrs. Kubbishun and Mrs. Tyburczy along with the Peer Leaders have been busy welcoming new students to our district through the Newcomers Club. New students meet with Peer Leaders to talk about their transition and receive support from their peers and the teachers.
- The Student Council will host their annual Kick-Off Festival this Friday at the MS.
- Next week is Suicide Prevention week. MS students will participate in programs and activities focused on suicide prevention strategies.

High School:

High School Band members:

Kieran Bonsignore, Milena Sudarikov & Manny Meza – Student Reporters

- The WH Marching band travelled to Washington DC last weekend to perform in the James Madison University Marching Band Festival.
- The band members played at halftime of the James Madison/Norfolk St. football

game in front of approximately 25,000 spectators. They also played in front of the Lincoln Memorial and the Capitol Building.

- Band members toured the Air & Space, American History and the Spy museums.

Facilities

Goal posts HS & MS and Scoreboard MS – Facilities committee and Board are ok with removal.

ADA Door Opener issue – On Agenda for this evening – July 24, 2017 proposal and return approval email July 28, 2017 – Never processed by the Architect.

Separate Proposal FAQ – Posted on the web page and through Genesis email - Handout

Community Organization Meeting Calendar – Handout

Washington Township – Mr. Klingel, Mayor – Has offered to place informational items on the Township web page.

Annual Audit conducted by the Nisovaccia group will begin on October 2, 2017

District Goals - Discussion

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. *Lisa Marshall appointed to special education committee of legislature. She and Senator Dougherty met on Friday.*
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. *Workshop coming up.*

K. Committee Reports

Budget and Finance Committee met on September 11, 2017 and discussed the following:

- Mary Lyons came in to possibly refinance some bonds
- Mr. Neil Cramer, County Business Administrator, came in for question and answer period

- 1:1 initiative being returned to Technology Committee
- Reviewed trifold flyer
- NJQSAC review
- Agreed to send Mr. Jaw to Techspo

Education and Policy met tonight regarding the following:

- Pulling policy #5530 from agenda
- Organizational chart
- Facilities sent mandates
- PARCC – every district represented
- QSAC – Governance/Instructional
- Legislative Committee in Trenton
- ESSA plan for one-third less in budget

Personnel Committee met on September 13, 2017 and reviewed the items on the agenda.

Student Activities Committee will meet on September 27, 2017.

Wall of Fame met.

L. Old Business

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

M. New Business

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

I. PERSONNEL

Motion by Paula Merrill and seconded by Jennifer Knittel, 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	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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
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

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)
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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
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

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: Paula Merrill		SECOND: Jennifer Knittel		
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			

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 **II.0** through **II.5**, as described below:

0. Motion by Kathleen Halpin and seconded by Jennifer Knittel to administratively remove Policy 5530 in item 2.

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

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

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

MS - 17-18 – 001

HS - 17-18 – 001

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
3	Earl C. Clymer, III	NJASA 2 nd and 3 rd year Superintendent Institute	Trenton, NJ	\$399.00 Registration + mileage	October 19, 2017, January 18, 2018 and March 4, 2018

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: Jennifer Knittel		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			

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.11**, as described below:

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.

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.

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

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

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.

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.

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.

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.

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.

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.

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: Richard Young		SECOND: Paula Merrill		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler				X
Richard Havrisko				
Jennifer Knittel	X			
Lisa Marshall	X		Item #2	
Paula Merrill	X			
Richard Young	X		Delta Dental	

O. Public Comment

John Bigelow discussed getting messages out to the parents and community to make them aware of all the good things the district is doing.

Mark Blaska from Franklin Township asked about mobile access to web page.

Marlene Oberly from Franklin Township asked about criminal background checks on coaches.

Jean Hansen, a resident from Franklin Township, said she was impressed with the hire of Timothy Jaw. He did a lot for the district she is employed in.

Motion by Paula Merrill and seconded by Jennifer Knittel to uphold HIB 17-18-001 discussed during executive session.

P. Second Executive Session

Moved by Paula Merrill and seconded by Jennifer Knittel to go into Executive Session at 8:30 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.

Mr. Clymer and Mrs. Molinet were asked to leave the meeting at 9:00 p.m.

Q. Reconvene

Moved by Jennifer Knittel and seconded by Paula Merrill to reconvene into open session at 9:45 p.m.

R. Adjourn

Moved by Jennifer Knittel and seconded by Paula Merrill to adjourn at 9:45 p.m.

Respectfully submitted,

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

dmg