

**WARREN HILLS REGIONAL
BOARD OF EDUCATION
Regular Meeting
September 5, 2017**

The Warren Hills Regional Board of Education met in Regular Meeting on September 5, 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, Christopher Hamler, Richard Havrisko, Jennifer Knittel, Lisa Marshall and Richard Young. Paula Merrill 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 Jennifer Knittel to go into Executive Session at 6:35 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.

D. Reconvene

Moved by Kathleen Halpin and seconded by Richard Havrisko to reconvene into open session at 7:06 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 approve the Minutes of the August 15, 2017, Regular and Executive Session meetings.

MOTION: Kathleen Halpin		SECOND: Jennifer Knittel		
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		

F. Communications – None.

G. Public Comment – None.

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

GREAT OPENING AT BOTH SCHOOLS

Discipline/Suspension Reports: None at this time

Facilities

Email from Mr. Sbriscia – Goal posts HS & MS and Scoreboard MS – Will forward to Facilities Committee

Project Graduation – Hosted at the HS instead of off-site – Proposed by Project Graduation Committee

December BOE meeting date change - Discussion – Recommend Monday, December 11, 2017

Reviewed activities/athletics calendar, there are no conflicts with Mrs. McKelvey – Continued discussion at next meeting

Neil Cramer, County Business Administrator – Meeting

Topics, suggestions

Agreed to meet with Finance Committee on Monday, September 11th

I. Committee Reports

Buildings and Grounds Committee met on August 23, 2017.

- Committee did a walk-through of the new bathrooms
- Looked at the new lights in the classrooms, and
- Refinished gym floors.

Education and Policy Committee met this evening. They discussed the following:

- New forms will be created for field trips.
- Project Graduation to be held in our high school
- FFA overnight field trip at no cost to district
- Suspension policy
- Substance abuse policy
- Review policies that are outdated
- Review policy regarding employment contracts
- Question on mentoring training

Next meeting on September 19, 2017.

Technology Committee met on August 21, 2107 and discussed the following:

- Mr. Jaw gave an overview of what they are planning and what had been done.
- Reviewed policy another district uses
- Social media
- Demo on web design templates
- Technology plan
- Secure documentations

Negotiations Committee will meet on September 18th.

Wall of Fame Committee will be meeting at the high school once a month to plan their awards/dinner.

J. Old Business

1. Board Goals
2. Handicapped press plates
3. Crosswalk buttons
4. Meetings with Legislators

K. New Business

1. District Goals discussion

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

I. PERSONNEL

Motion by Kathleen Halpin and seconded by Jennifer Knittel, to accept the recommendation of the Superintendent to approve and adopt motion **I.1**, as described below:

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Estrella Molinet	Approve	Board Secretary/Business Administrator	\$147,737	District	7/1/17	6/30/18	N/A
2	Christina Smith	Rescind	Maternity Replacement Biology Teacher	\$52,112, prorated	High School	8/18/17	9/5/17	Rescind board motion of August 15, 2017
3	Crystal Donovan	Approve	Maternity Replacement Special Education	\$52,112, prorated	High School	9/6/17	6/30/18	Full year replacement [53046975]
4	Jill Okladek	Approve	Administrative Internship	N/A	High School	On or about 9/6/17	End of Fall Semester	Under the direction of Mr. Kavcak
5	David Tompkins	Approve	Substitute Custodian	\$14.25/hour	District	9/6/17	6/30/18	Pending receipt of background check
6	Carol Harrington	Approve	Summer Resource Personnel	\$16/hour	Middle School	7/20/17	7/27/17	Salary paid by outside organization
7	Patrick Cooley	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
8	Joseph Duart	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
9	John Amey	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
10	Jeffrey Dugan	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
11	Joseph Sciortino	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
12	Debra Vannatta	Approve	Event Security for 2017-2018	\$40/hour	District	9/6/17	6/30/18	Reappointment from 2016-2017 school year
13	Jessica Morgan	Approve	Mentor Training	\$30/hour	Middle School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
14	Tara Paulus	Approve	Mentor Training	\$30/hour	Middle School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
15	Theresa Anecchiarico	Approve	Mentor Training	\$30/hour	Middle School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
16	Deborah Archer-Cole	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
17	Kimberly Eilenberger	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
18	Laurie Kerr	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
19	Daryl Detrick	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
20	Jill Okladek	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours
21	Mary Louise Rowlin	Approve	Mentor Training	\$30/hour	High School	8/22/17	N/A	After school training to become a teacher mentor not to exceed 2 hours

MOTION: Kathleen Halpin		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 Kathleen Halpin, to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.6**, as described below.

Motion by Kathleen Halpin and seconded by Jennifer Knittel to amend **II.4** and **II.5** from Board cost to FFA cost.

1. Motion to approve the **second and final reading** of the following revised regulation for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

5600 R Student Discipline/Code of Conduct

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:

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

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

MS – 17-18 – None
HS - 17-18 – None

4. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Amy Kline	2018 NJ State Agricultural Convention Delegate	Atlantic City, NJ	Substitute/\$85.00 per day paid by FFA	2/6-8/2018 - Reimbursed by NJAAE
2	Amy Kline	National FFA Alumni Conference Delegate	Indianapolis, IN	Substitute/\$85.00 per day paid by FFA	10/26-27, 2018 – Reimbursed by NJ FFA Alumni
3	Daryl Detrick	NJDOE Task Force for Revision of 8.2 Standards	NJDOE, Trenton, NJ	Substitute/\$85.00	9/29/2017
4	Daryl Detrick	Keynote Speaker at William Patterson Education Technology Conference	William Paterson University	Substitute/\$85.00	11/03/2017

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Clifford Platt & Jill Okladek	Advanced Theatre Students to McCarter Theatre	Substitute/\$85.00	2 separate trips [Fall & Winter] \$20/student for bus & ticket each trip
2	Clifford Platt & Jill Okladek	Advanced Theatre Students to East Stroudsburg University to view theatre production	Substitute/\$85.00	\$14/student for bus & ticket
3	Amy Kline	WHR FFA to Eastern States Exposition	Substitute/\$85.00 paid by FFA	All fees/transportation paid by FFA

6. Motion to approve the Warren Hills Regional Board of Education Goals for the 2017-2018 school year. [Attachment A]

MOTION: Jennifer Knittel		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			

III. BUDGET AND FINANCE

Motion by Christopher Hamler and seconded by Richard Young, to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.5**, as described below:

1. Motion to approve the purchase order list dated 7/1/2017 through 8/31/2017 in the amount of \$36,955,756.96.

2. Motion to refuse the funds from the New Jersey Department of Education the Elementary and Secondary Education Act (ESEA) Consolidated Formula Subgrant

allocation for the 2017-2018 school year for Title III Immigrant in the amount of \$3,683.00.

3. Motion to approve the following individuals as American Sign Language Interpreters for the 2017-2018 school year:

Christina M. DiCosmo Tiffany Mosquera

4. Motion to approve a contract between Warren Hills Regional Board of Education and Sussex County Educational Services Commission to provide services as needed for the 2017-2018 school year.

5. Motion to approve the following Resolution Awarding Contract for Building Management and Automation System Renovation at Warren Hills Regional High School Bid # 17-01:

Whereas, the Warren Hills Regional Board of Education (“Board”), pursuant to N.J.S.A. 18A:18A-1, et seq., publicly advertised for sealed bids for Building Management and Automation System at the Warren Hills Regional High School (Bid no. 17-01);

Whereas, in accordance with that advertisement, bids were received, publicly opened and read aloud at the Board’s offices on July 26, 2017; and

Whereas, PQ Energy Services, Inc. submitted the lowest responsive bid in the amount of \$175,000.00 and is the lowest responsible bidder for the project;

NOW, THEREFORE, be it resolved by the Warren Hills Regional Board of Education that the contract is hereby awarded to PQ Energy Services, Inc., located at 3320 Nazareth Road, Easton, PA 18045, in the total amount of One Hundred and Seventy Five Thousand Dollars (\$175,000.00), subject to the terms and conditions of a contractual agreement, which the Board President is authorized to execute on behalf of the Board. [Attachment B]

MOTION: Christopher Hamler		SECOND: Richard Young		
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			

M. Public Comment

Chris Cannavo asked about having Project Graduation on site due to possible safety concerns and asked about the donation of the steel streak figure made by Piscataway students to the school. Buildings and Grounds Committee discussed it and at this point felt it is a safety hazard unless it is enclosed somehow to keep people from getting hurt.

N. Second Executive Session

Moved by Kathleen Halpin and seconded by Jennifer Knittel to go into Executive Session at 8:40 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:

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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 8:40 p.m.

O. Reconvene

Moved by Jennifer Knittel and seconded by Kathleen Halpin to reconvene into open session at 10:35 p.m.

P. Motion to approve Sports Performance Services Agreement between Warren Hills Regional School District and St. Luke's Health Network, Inc. for the sports performance training at \$5.00 per athlete for each session and \$15,000.00 for the 2017-2018 school year.

MOTION: Jennifer Knittel		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			

Q. Adjourn

Motion by Jennifer Knittel and seconded by Kathleen Halpin to adjourn at 10:35 p.m.

Respectfully submitted,

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

dmg

Warren Hills Regional Board of Education Goals for SY 2017-2018

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.

Bidders	PQ Energy Services Inc. 3320 Nazareth Road, Easton PA, 18045	A.M.E. Inc. 1275 Bloomfield Ave, Bldg 2, Unit 17B, Fairfield NJ, 07004
Bid Bond	X	X
Consent of Surety	X	X
Affirm Action	applied	X
Base Bid	175,000	309,333
Admin/MS Integration	-	30,600
Service Cost (Years 2-5)	56,000	85,000
Admin/MS Integration	-	12,500
Annual extended Warranty (2-5)	14,000	-
Total Systems and Service Cost	245,000	437,433
Business Registration Cert	X	X
Non Collusion Affidavit	X	X
Pay to Play	X	X
Political Cont Forms	X	X