

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
September 19, 2018

CALL TO ORDER

President Roschewsk called the meeting to order at 5:00 p.m. on Wednesday, September 19, 2018 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

Flag Salute – President Roschewsk

Opening Statement – President Roschewsk

Pursuant to the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq, the Board Secretary caused notice of this meeting to be given to the public and the press on November 7, 2017.

Roll Call – Board Secretary Hachlica

Present: Dr. Austin, Dr. Lamonte, Mr. Roschewsk, and Mr. Shotwell

Absent: Mr. Rutledge (Arrived at 5:04pm)

Also Present: Mr. Zalewski, Superintendent
Ms. Hachlica, Board Secretary
Nishali Rose, Attorney

Others Present: Approximately 10 members of the public.

Adopt the Meeting Agenda

Resolution 13432-18: Adopt the Meeting Agenda

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board adopts the Meeting Agenda for the September 19, 2018 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Mr. Rutledge

MOTION CARRIED

Resolution E634-18: Personnel, Negotiations and Legal Matters

On the motion of Dr. Austin, seconded by Mr. Shotwell, the Board moved into executive session at 5:01 p.m. by adopting the following resolution:

BE IT RESOLVED, by the Board of Education of the Warren County Technical School as follows:

- A. That the public be excluded from the attendance at a portion of this meeting for the reason that the following subject matter be discussed:
 - Superintendent Evaluation
 - Legal Update
- B. The Board may exclude the public from the meeting pursuant to N.J.S.A. 10:4-12, B3 & B8 of the Open Public Meetings Act.

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- C. The matters discussed will be revealed to the public when the Board determines that such would not invade any right of privacy.
- D. Action may be taken.

VOICE VOTE: YEAS: 4

ABSENT: Mr. Rutledge

MOTION CARRIED

Resolution E635-18: Resume Regular Session

On the motion of Mr. Shotwell, seconded by Dr. Austin, the Board reconvened into regular session at 5:30 p.m.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION - None**
- **PUBLIC COMMENTS - Related to Agenda Items Only - None**
- **COMMUNICATIONS - Included in Board Packet - None**
- **SUPERINTENDENT'S REPORT – Mr. Zalewski updated the board on the construction project, Freshmen Orientation, Back to School Night and Recruiting. PTSA will be taking over Project Graduation. Started school with 475 students.**
- **HIB REPORT/SUSPENSIONS**
 - Zero (0) HIB incidents were reported since the August Board Meeting.
 - Zero (0) in-school suspensions and three (3) out-of-school suspensions were reported since the August Board Meeting.
- **BOARD PRESIDENT'S REPORT - None**
- **DISCUSS EDUCATIONAL ISSUES - None**
- **NEW BUSINESS - None**

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Minutes – Regular Meeting Minutes

Resolution 13433-18: Approve Board Meeting Minutes as Listed Below

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the following resolutions as listed below:

Resolution 13434-18: Approve August 15, 2018 Regular Meeting Minutes

Resolution 13435-18: Approve August 15, 2018 Regular Meeting Executive Session Minutes

VOICE VOTE: YEAS: 4

ABSTAIN: Mr Shotwell

MOTION CARRIED

Resolution 13434-18: Approve August 15, 2018 Regular Meeting Minutes

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the Regular Meeting Minutes of August 15, 2018.

Resolution 13435-18: Approve August 15, 2018 Regular Meeting Executive Session Minutes

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of August 15, 2018.

FINANCE & FACILITIES

Resolution 13436-18: Approve Finance & Facilities Resolutions as Listed Below

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the following finance and facilities resolutions as listed below:

Resolution 13437-18: Receive, Accept, and Approve August 2018 Financial Reports

Resolution 13438-18: Board of Education's Monthly Certification of Major Account/Fund Status

Resolution 13439-18: Approve Payment of Bills for September 2018

Resolution 13440-18: Approve Transfers for August 2018

Resolution 13441-18: Approve Lease with Option to Purchase Agreement for School Copiers

Resolution 13442-18: Establish 2018-2019 Tuition Reimbursement Rates

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 13437-18: Receive, Accept, and Approve August 2018 Financial Reports

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that the August 2018 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 13438-18: Board of Education's Monthly Certification of Major Account/Fund Status

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that the following Board of Education's Monthly Certification of Budgetary Major Account/Fund Status be approved: (1) Board of Education's Monthly Certification and (2) Budgetary Major Account/Fund Status

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that August 31, 2018, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials

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that to the best of our knowledge, no major account or fund has been over expended. The district board of education has implemented adequate controls to prevent the over-expenditure of any funds or yearly deficit in major accounts in accordance with N.J.A.C. 6A:23A-16.10(c) 4.

Resolution 13439-18: Approve Payment of Bills for August 2018

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for August 2018 in the amount of \$731,628.96.

Exhibit: F2

Resolution 13440-18: Approve Transfers for August 2018

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the transfers of monies for the month August 2018.

Exhibit: F3

Resolution 13441-18: Approve Lease with Option to Purchase Agreement for School Copiers

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approve a change in the current copier lease to replace 4 existing Savin MP6054 copiers with 4 Savin MP6503 copiers with Paper Cut software per attached lease agreement. Current 48 month lease cost: \$51,992.18 Proposed 48 month lease cost: \$45,121.74. Total Savings \$6,870.44.

Exhibit: F4

Resolution 13442-18: Establish 2018-2019 Tuition Reimbursement Rates

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board establishes the 2018-2019 tuition reimbursement rates as \$706.45 per credit for Graduate courses and \$348.65 per credit for Undergraduate courses effective for the period July 1, 2018 through June 30, 2019. Reimbursement rate will be based upon the start date of the course taken.

Exhibit: A

PERSONNEL

Resolution 13443-18: Approve Personnel Resolutions as Listed Below

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the following personnel resolutions as listed below:

- | | |
|------------------------------------|--|
| <u>Resolution 13444-18:</u> | Employ Extra Curricular Personnel for the 2018-2019 School Year |
| <u>Resolution 13445-18:</u> | Employ Substitute Teachers for the 2018-2019 School Year |
| <u>Resolution 13446-18:</u> | Employ Summer 2018 CIE Students |
| <u>Resolution 13447-18:</u> | Approve Paraprofessional Staff for the 2018-2019 School Year |
| <u>Resolution 13448-18:</u> | Approve Substitute Bus Drivers for the 2018-2019 School Year |
| <u>Resolution 13449-18:</u> | Approve Post-Secondary Cosmetology student for a Daytime Internship from September 5, 2018 to December 21, 2018 |

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Resolution 13450-18: **Acknowledge Tenure for Employee Named Below**
Resolution 13451-18: **Approve Merit Goals for Edmund Zalewski for the 2018-2019 School Year**
Resolution 13452-18: **Approve Student Observation from Warren County Community College
with Lenore Arnold's Child Development Class**

ROLL CALL VOTE: YEAS: 5 ABSTAIN: Dr. Lamonte (13451-18) **MOTION CARRIED**

Resolution 13444-18: **Employ Extra Curricular Personnel for the 2018-2019 School Year**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board employs extra-curricular personnel for the 2018-2019 school year for the period from August 28, 2018 to June 30, 2019 as follows:

Boys Varsity Basketball	Chris Banquecer		Girls Varsity Basketball	Jeff Tierney
Boys JV Basketball	Greg Dowling		AESOP Interface	MJ Schubert
Student Government	Scott Lance		Girls Basketball Volunteer	Moe Davis
Theater Advisor	Sarah Farber			
Spanish Tutor	Noris Lara		Spanish Tutor	Joanna Krajewski

Resolution 13445-18: **Employ Substitute Teachers for the 2018-2019 School Year**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board employs Substitute Teachers for the 2018-2019 school year for the period from August 28, 2018 to June 30, 2019 as follows:

Joseph A. Greenwood

Resolution 13446-18: **Employ Summer 2018 CIE Students**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves hiring CIE students during the period from June 21, 2018 to August 31, 2018 at the rate of \$8.60 per hour on an as needed basis:

Students Name	Department	Account Charged
Christian J. Petti	Maintenance	11-000-261-1000-00HP

Resolution 13447-18: **Approve Paraprofessional Staff for the 2018-2019 School Year**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves Elizabeth Clark as a Paraprofessional for the 2018-2019 school year at an annual salary of \$30,139.

Resolution 13448-18: **Approve Substitute Bus Drivers for the 2018-2019 School Year**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves Substitute Bus Drivers for the 2018-2019 school year for the period from August 28, 2018 to June 30, 2019 as follows:

Phillip Carlton Kathrynann Natkie Raymond Gara

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Resolution 13449-18: **Approve Post-Secondary Cosmetology student for a Daytime Internship from September 5, 2018 to June 30, 2018.**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approve Shayna Beirne, Post-Secondary Cosmetology student, for a daytime internship from September 5, 2018 to June 30, 2018 to fulfill her Cosmetology certification.

Resolution 13450-18: **Acknowledge Tenure for Employee Named Below**

On the motion of Mr. Rutledge, seconded by Dr. Austin,

WHEREAS, the staff member listed below will meet the requirements to attain tenure in the Warren County Technical School District after completing four years' service from her hire date and one day in the 2018-2019 school year; and

WHEREAS, this individual's performance has been satisfactory;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Warren County Technical School grant tenure to her upon completing four years' service from her hire date and one day in the 2018-2019 school year:

Maryanne Czarnecki

Hire Date: 9/1/14

Resolution 13451-18: **Approve Merit Goals for Edmund Zalewski for the 2018-2019 School Year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves two merit goals for Edmund Zalewski to be completed during the 2018-2019 school year. Merit Goals will also need to be approved by the Department of Education.

Resolution 13452-18: **Approve Student Observation from Warren County Community College with Lenore Arnold's Child Development Class**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approve Amber Francy from Warren County Community College to observe Lenore Arnold's Child Development class for a total of 5 hours between the months of September 2018 and December 2018.

Exhibit: C

TRAVEL

Resolution 13453-18: **Approve Staff Professional Development Travel as Listed Below**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the following travel resolutions as listed below:

Resolution 13454-18: **Approve Field Trip Resolutions as Listed Below**

Resolution 13455-18: **Approve Staff Professional Development Travel as Listed Below**

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

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Resolution 13454-18: Approve Staff Professional Development Travel as Listed Below

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the staff professional development travel as listed below:

Date	Name	Description/Reason	Approx. Cost
9-12-2018	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
9-12-2018	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
9-17-2018	G. Colucci	NJSIAA Eligibility Seminar	\$75 + Mileage
9-24-2018	G. Colucci	Danielson Framework Training	\$1,049 + Mileage
9-26-2018	R. Gara	Bowling Coaching Clinic	\$60 + Mileage
9-30-2018	A. Noll	Art Educators of NJ conference	\$436 + Mileage
10-5-2018	K. Sarte	HESAA – School Counselor Training	\$0 + Mileage
10-08-2018	B. Clark	SCESC Role & Resp. of Paraprofessionals	\$25 + Mileage
10-17-2018	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
10-18-2018	M. Tamburro	Rutgers Advisory Meeting	\$0 + Mileage
10-22-2018	R. Lamonte	NJSBA Workshop 2018	\$300 + Mileage
10-22-2018	G. Rutledge	NJSBA Workshop 2018	\$300 + Mileage
10-22-2018	B. Hachlica	NJSBA Workshop 2018	\$300 + Mileage
10-30-2018	B. Cammarota	School Safety & Security	\$0 + Mileage
10-31-2018	J. Mylecraine	NJPSA/FEA Litigation Cert. Program	\$450 + Mileage
11-14-2018	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
12-6 & 7-2018	R. Gara	Cross Country Clinic	\$0 + Mileage
12-12-2018	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
1-16-2019	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
2-11-2019	J. Mylecraine	NJPSA/FEA Litigation Cert. Program	\$0 + Mileage
2-20-2019	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
2-22-2019	J. Mylecraine	NJPSA/FEA Litigation Cert. Program	\$0 + Mileage
3-20-2019	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
4-10-2019	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage
5-15-2019	J. Mylecraine	Sussex Warren Spec. Ed. Admin Meeting	\$0 + Mileage

Resolution 13355-18: Approve Field Trip Resolutions as Listed Below

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the travel resolutions as listed below:

Date	Destination	Instructor	Number Of Students	Purpose	Approx. Transp. Cost
9-20-18	Camden Tech.	R. Gara	2	Skills Officer Training	WCTS
9-15-18	Phillipsburg Shop Rite	T. Giraldi	2	Associate Wellness Day	WCTS
10-4-18	Camden Tech.	R. Gara	2	Skills Officer Training	WCTS

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10-4-18	Mercer County Tech	L. Miller	10	Skills USA Fall Leadership Conference	WCTS
10-14-2018	Rutgers University	S. Petonak	25	Experience College Level Soccer game	WCTS
10-16-2018	Raritan Valley Com. College	L. Goodell	142	Genocide Survivor Interviews	WCTS
10-30-18	Centenary University	L. Arnold	10	Future Education University Experience	WCTS
4-3-18	NJ College Fair	K. Sarte	50	Looking at Colleges	WCTS

POLICY

Resolution 13456-18: **Approve Policy Resolutions as Listed Below**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the following policy resolutions as listed below:

Resolution 13457-18: **Approve on Second Reading Revisions to the Board Policy Manual**

Resolution 13458-18: **Approve on First Reading Revisions to the Board Policy Manual**

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 13457-18: **Approve on Second Reading Revisions to the Board Policy Manual**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves on Second reading revisions to the Board Policy Manual as follows:

P5512	HARASSMENT, INTIMIDATION, AND BULLYING
P1613	DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

Resolution 13458-18: **Approve on First Reading Revisions to the Board Policy Manual**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves on First reading revisions to the Board Policy Manual as follows:

P & R 1613	Disclosure and Review of Applicant's Employment History (M) (New)
P 5512	Harassment, Intimidation, and Bullying (HIB) (M) (Revised)
R 5512	Harassment, Intimidation, or Bullying Investigation Procedure (M) (Abolished)
P & R 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
P 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)

Exhibit:B

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ADDENDUM ITEMS

PUBLIC COMMENTS – Any topic not discussed earlier.

Policy #0167- PUBLIC PARTICIPATION IN BOARD MEETINGS

Section: Bylaws

Date Created: March, 2000

Date Edited: October, 2012

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to three (3) minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

- **A few parents voiced their concerns over not having Freshman or Sophomore class advisors.**

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ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Dr. Austin, the Board adjourned the meeting at 5:42p.m.

Upcoming Dates of Interest:

October 8, 2018	Delayed Opening for PLC
October 17, 2018	5:00 p.m. Executive Session 5:30 p.m. Regular Session
November 3, 2018	Middle School Open House 9:00AM

Respectively Submitted,

Beth Hachlica