

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
September 21, 2016

CALL TO ORDER

President Johnson-Demeter called the meeting to order at 5:00 p.m. on Wednesday, September 21, 2016 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

Flag Salute –President Johnson-Demeter

Opening Statement –President Johnson-Demeter

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 4, 2014.

Roll Call – Board Secretary Zalewski

Present: Dr. Lamonte, Mr. Roschewsk, Mr. Rutledge, Mr. Shotwell and Mrs. Johnson-Demeter

Also Present: Mr. Glowacky, Superintendent
Mr. Zalewski, Board Secretary
Attorney

Others Present: 11 members of the public.

Adopt the Meeting Agenda

Resolution 12720-16: Adopt the Meeting Agenda

On the motion of Mr. Roschewsk, seconded by Mr. Rutledge, RESOLVED, that this Board adopts the Meeting Agenda for the September 21, 2016 meeting as published with any addenda.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution E590-16: Personnel, Negotiations and Legal Matters

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, 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:
 - 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.
- 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: 5

MOTION CARRIED

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Resolution E591-16: Resume Regular Session

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

VOICE VOTE: YEAS: 5

MOTION CARRIED

Discussion

- **PUBLIC COMMENTS - Related to Agenda Items Only** – None.
- **COMMUNICATIONS** - None.
- **SUPERINTENDENT’S REPORT** - Mr. Glowacky told the Board that it was a great start of the school year with a few small building items still being completed. The students and teachers were happy to be back and thanked everyone who made it happen.
- **BOARD PRESIDENT’S REPORT** – None.
- **DISCUSS EDUCATIONAL ISSUES**
 - **PARCC Presentation by Mr. Mylecraine** – Mr. Mylecraine presented the PARCC results to the Board and public.
 - **EF Tours 2017** – Mr. Glowacky recommended that the school support the request by several staff members to endorse EF-Tours trip to Peru during the summer of 2017. Mr. Glowacky said that even though the trip was not school sanctioned in the past, the trip was run by staff members with students and staff attending. There were problems in the past with the behavior of students on the trip. He believes the school should support it, so it is done the right way in order to limit liability to the district. Mr. Zalewski asked if a waiver by the parents would absolve the liability to the district if the trip was not school sponsored. Mr. Rutledge mentioned the risks involved with international travel. Mr. Roschewsk questioned the requirement of the district supporting the free and reduced students travel costs. Attorney Steinhardt suggested that he could provide the legal research and present it at the next Board meeting. He thought that the districts Risk Manager would need to participate if the district moved forward and that the district policy should be consulted. Mr. Glowacky asked the attorney to review the information for the next Board meeting.
- **NEW BUSINESS**
 - **2017/2018 Tuition/Transportation rates** – Mr. Zalewski advised the Board that it was time to determine the tuition rates for the 2017-2018 school year. He recommended that the tuition rates remain stable but increase the transportation charge. Mr. Roschewsk recommended that the tuition rate be increased. Dr. Lamonte stated that any tuition increase would need to be justified. Mr. Zalewski will provide information at the next Board meeting. Mr. Roschewsk made a motion to direct administration to report on the enrollment and costs of each program and make recommendations for adding or deleting programs (Resolution was added to end of agenda). The Board discussed the resolution and to whether a committee should be formed to work with the administration.

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- **PUBLIC HEARING** – Mr. Glowacky discussed the HIB Self-Assessment report and asked if there were any questions. No questions were asked.

Resolution 12721-16: **Accept the Annual HIB Self-Assessment Report for the 2015-2016 School Year**
On the motion of Mr. Roschewsk, seconded by Mr. Shotwell, RESOLVED, that this Board accepts the Annual HIB Self-Assessment Report.

(Recommended by the Superintendent)

Exhibit: A

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Minutes – Regular Meeting Minutes

Resolution 12722-16: **Approve Board Meeting Minutes as Listed Below**
On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the following resolutions as listed below:

Resolution 12723-16: **Approve August 31, 2016 Regular Meeting Minutes**
Resolution 12724-16: **Approve August 31, 2016 Regular Meeting Executive Session Minutes**

(Recommended by the Superintendent)

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution 12723-16: **Approve August 31, 2016 Regular Meeting Minutes**
On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the Regular Meeting Minutes of August 31, 2016.

(Recommended by the Superintendent)

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution 12724-16: **Approve August 31, 2016 Regular Meeting Executive Session Minutes**
On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of August 31, 2016.

(Recommended by the Superintendent)

VOICE VOTE: YEAS: 5

MOTION CARRIED

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FINANCE & FACILITIES

Resolution 12725-16: **Approve Finance & Facilities Resolutions as Listed Below**

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

Resolution 12726-16: **Board of Education's Monthly Certification of Major Account/Fund Status**

Resolution 12727-16: **Approve Payment of Bills for September 2016**

Resolution 12728-16: **Approve Transfers for August 2016**

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12726-16: **Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, 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, 2016, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials 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.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12727-16: **Approve Payment of Bills for September 2016**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for September 2016 in the amount of \$1,439,364.19.

(Recommended by the Superintendent)

Exhibit: F2

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12728-16: **Approve Transfers for August 2016**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the transfers of monies for the month of August 2016.

(Recommended by the Superintendent)

Exhibit: F3

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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PERSONNEL

Resolution 12729-16: **Approve September 2016 Personnel Resolutions as Listed Below**

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

<u>Resolution 12730-16:</u>	Employ Extra-Curricular Personnel for the 2016-2017 School Year
<u>Resolution 12731-16:</u>	Employ Substitute Instructors for the 2016-2017 School Year
<u>Resolution 12732-16:</u>	Assign Mentors for New Teachers for the 2016-2017 School Year
<u>Resolution 12733-16:</u>	Approve Hourly Payment for Maria Tamburro for CPR Instruction
<u>Resolution 12734-16:</u>	Approve Hourly Payment for Lori Civello as Sign Language Interpreter
<u>Resolution 12735-16:</u>	Employ Certified ABE/GED/ESL Staff for the 2016-2017 School Year
<u>Resolution 12736-16:</u>	Employ Extra-Curricular Personnel for the 2016-2017 School Year
<u>Resolution 12737-16:</u>	Approve Intern for the period of September 2016 – December 2016
<u>Resolution 12738-16:</u>	Approve Bus Drivers for the 2016-2017 School Year

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12730-16: **Employ Extra-Curricular Personnel for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs extracurricular personnel for the 2016-2017 school year for the period from September 1, 2016 to June 30, 2017 as follows:

<u>Last</u>	<u>First</u>	<u>Extra-Curricular Personnel</u>	<u>Stipend</u>
Gara	Raymond	SkillsUSA Advisor – CTE	\$1,620.50
Nyland	Martin	Home Instructor	\$25/hour
Longacre	Timothy	Technical Honor Society Advisor	\$813.00
Segreaves	Ross	Spanish Honor Society Advisor	\$813.00

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12731-16: **Employ Substitute Instructors for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs Substitute Instructors for the 2016-2017 school year for the period from September 1, 2016 to June 30, 2017 at a salary of \$90.00 per day for each day worked as follows:

Deanna L. DeGraff	Edward Wehmeyer	Renaye Wimmer	
Denise Fox	Joseph DeRogatis	Marie Orłowski	Mark Nalepa
Alessandre Singer	Edwin Modugno	JoAnn Lowe	Nancy Jenkins
Ann Koller	Olivia Innamorato	Kathleen Marshall	

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 12732-16: Assign Mentors for New Teachers for the 2016-2017 School Year

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board assigns the following staff members as mentors for new teachers for the 2016-2017 school year for the period from September 1, 2016 to June 30, 2017 as follows:

<u>NEW TEACHER</u>	<u>Mentor</u>	<u>Subject</u>
Joseph Ofungwu	Engle Amanda - Fee to be Shared	Math Instructor
Joseph Ofungwu	Colabella Patricia – Fee to be shared	Math Instructor
Daniel Lamson	Werkheiser Jay – Fee to be Shared	Math/Computer Instructor
Daniel Lamson	Osborn Laurel – Fee to be shared	Math/Computer Instructor

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12733-16: Approve Hourly Payment for Maria Tamburro for CPR Instruction

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the hourly rate of pay to Maria Tamburro for CPR Instruction with prior approval from Superintendent.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12734-16: Approve Hourly Payment for Lori Civello as Sign Language Interpreter

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves Lori Civello as a Sign Language Interpreter at the hourly payment rate of \$50.00 as needed with prior approval from Superintendent.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12735-16: Employ Certified ABE/GED/ESL Staff for the 2016-2017 School Year

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs certified ABE/GED/ESL staff for the 2016-2017 school year for the period July 1, 2016 to June 30, 2017 as follows:

Constance Drake-O'Brien	ESL Instructor	Phillipsburg Housing Authority	\$27/hour
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(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 12736-16: **Employ Extra-Curricular Personnel for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs extra-curricular personnel for the 2016-2017 school year for the period from September 1, 2016 to June 30, 2017 as follows:

Last	First	Extra-Curricular Personnel	Stipend
Derling Fisher	Alyssa	Drama Director	\$5,794

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12737-16: **Approve Intern for the period of September 2016 – December 2016**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves an Internship to Erin McCormick, a graduate student from Centenary College, to fulfill 50 hours of internship during the period of September 2016 – December 2016. Ms. McCormick will intern under the guidance of Zana Ziegler, Guidance Counselor and Dina Miller, Social Worker.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12738-16: **Approve Bus Drivers for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the following Bus Drivers for school approved trips:

Name	Rate	Name	Rate
Tammy Burrows	\$20.00 per hour	Kathyann Natkie	\$20.00 per hour
Joan Wilson	\$20.00 per hour	Bert Collins	\$20.00 per hour
Krista Nasuta	\$20.00 per hour	Ana Varvar	\$20.00 per hour
Frank Grosso	\$20.00 per hour		
Sean McGeough	Contracted hourly rate outside of school day	Ray Gara	Contracted hourly rate outside of school day

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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TRAVEL

Resolution 12739-16: **Approve Travel Resolutions as Listed Below**

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

Date	Destination	Instructor	Number Of Students	Purpose	Approximate Transportation Cost
*9/16/16	Rutgers	Amanda Engel	20	Team bonding and demonstrate skill level needed for college	WCTS
10/5/16	Culinary Institute	Kim Nodoro / Pat Lilly	30	Culinary School Visit	\$653.80
10/9/16	Six Flags Great Adventure	Patty Seugling	20	NJ Key Club Fall Rally	WCTS
April/May TBD	Pax Amicus Theater	Jasmine Slowik	120	Live performance of Romeo & Juliet	\$523.04

* Trip request submitted after cutoff for previous Board meeting.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

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POLICY

Resolution 12740-16: **Approve September 2016 Policy Resolutions as Listed Below**

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

Resolution 12741-16: **Approve on Second Reading Revisions to the Board Policy Manual**

Resolution 12742-16: **Approve on First Reading Revisions to the Board Policy Manual**

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12741-16: **Approve on Second Reading Revisions to the Board Policy Manual**

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

P 1220	Employment of Chief School Administrator
P 1310	Employment of School Business Administrator/Board Secretary
P 3111	Creating Positions
P 3124	Employment Contract
P 3125	Employment of Teaching Staff Members
P 3125.2	Employment of Substitute Teachers

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12742-16: **Approve on First Reading Revisions to the Board Policy Manual**

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

P5111.1	Vocational-Technical Education Application Process
P&R 3126	District Mentoring Program
P 1341	Resignation
P&R 3144	Certification of Tenure Charges
P 3159	Teaching Staff Member/School District Reporting Responsibilities
P3231	Outside Employment as Athletic Coach
P3240	Professional Development for Teachers and School Leaders
R3240	Professional Development for Teachers and School Leaders
P&R3244	In-Service Training

(Recommended by the Superintendent)

Exhibit: B

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
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OTHER NEW BUSINESS

Resolution 12743-16: **Approve Update of Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the Update of the Uniform State Memorandum of Agreement – 2016 Revisions between Education and Law Enforcement Officials for the 2016-2017 School Year.

(Recommended by the Superintendent)

Exhibit: C

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12744-16: **Approve Updated Curriculum**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the updated curriculum for the following classes:

U.S. History 1	Algebra 1	English 9
U.S. History 2	Algebra 2	English 10
World History	Geometry	English 11
Environmental Science	Earth and Space Science	English 12

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 12745-16: **Approve State Performance Plan Indicator #14 Post-School Outcome Study**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the submission of State Performance Plan Indicator #14, Post-School Outcome Study – Cohort V student exiters 2014-2015.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

ADDENDUM ITEMS

Resolution 12746-16: **Direct Administration to Prepare Program Report for October Board Meeting**

On the motion of Mr. Roschewsk, seconded by Mr. Rutledge, RESOLVED, that this Board directs the Administration to prepare a program report for the October 19, 2016 identifying the number of students in each program for the past 5 years, the costs associated with each program and make recommendations on which programs should be added or deleted.

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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PUBLIC COMMENTS – Any topic not discussed earlier.

Policy #0167- PUBLIC PARTICIPATION IN BOARD MEETINGS

Section: Bylaws

Date Created: March, 2000

Date Edited: September, 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.

- Ms. Siedt of the PTA stated that there was a good turnout at the PTA meeting and listed some of the upcoming PTA sponsored events.
- Mrs. Vogel thanked Freeholder Smith for presenting at the Back to School evening, the presentation was well received.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, the Board adjourned the meeting at 6:45 p.m.

Upcoming Dates of Interest:

October 19, 2016	BOE Meeting	5:00 p.m. Executive Session	5:30 p.m. Regular Session
November 1, 2016	Organization Meeting	5:00 p.m. Organization Meeting	No Executive Session

Respectively Submitted,

Edmund Zalewski