

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
January 17, 2018

CALL TO ORDER

President Roschewsk called the meeting to order at 5:00 p.m. on Wednesday, January 17, 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. Rutledge

Absent: Mr. Shotwell

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

Adopt the Meeting Agenda

Resolution 13226-18: Adopt the Meeting Agenda

On the motion of Mr. Rutledge, seconded by Dr. Lamonte, RESOLVED, that this Board adopts the Meeting Agenda for the January 17, 2018 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution E624-18: Personnel, Negotiations and Legal Matters

On the motion of Dr. Austin, seconded by Mr. Rutledge, 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
 - Negotiations 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: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

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Resolution E625-17: **Resume Regular Session**

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

VOICE VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION - None**
- **PUBLIC COMMENTS - None**
- **COMMUNICATIONS - None**
- **SUPERINTENDENT'S REPORT** – Mr. Zalewski updated the board on PEOSHA, budgeting and recruiting.
- **HIB REPORT/SUSPENSIONS**
 - Four (4) HIB incidents were reported since the December Board Meeting.
 - Two (2) in-school suspensions and one (1) out-of-school suspension was reported since the December Board Meeting.
- **BOARD PRESIDENT'S REPORT -None**
- **DISCUSS EDUCATIONAL ISSUES** – Discussed QSAC – approved for waiver of monitoring.
- **NEW BUSINESS - None**

Minutes – Regular Meeting Minutes

Resolution 13227-18: **Approve Board Meeting Minutes as Listed Below**

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

Resolution 13228-18: **Approve December 20, 2017 Regular Meeting Minutes**

Resolution 13229-18: **Approve December 20, 2017 Regular Meeting Executive Session Minutes**

VOICE VOTE: YEAS: 3

ABSENT: Mr. Shotwell

ABSTAIN: Dr. Lamonte

MOTION CARRIED

Resolution 13228-18: **Approve December 20, 2017 Regular Meeting Minutes**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the Regular Meeting Minutes of December 20, 2017.

Resolution 13229-18: **Approve December 20, 2017 Regular Meeting Executive Session Minutes**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of December 20, 2017.

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FINANCE & FACILITIES

Resolution 13230-18: **Approve Finance & Facilities Resolutions as Listed Below**

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

Resolution 13231-18: **Receive, Accept, and Approve December 2017 Financial Reports**

Resolution 13232-18: **Board of Education's Monthly Certification of Major Account/Fund Status**

Resolution 13233-18: **Approve Payment of Bills for January 2018**

Resolution 13234-18: **Approve Transfers for December 2017**

Resolution 13235-18: **Approve Purchase of Apple Products Though Hunterdon County Educational Services Commission**

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 13231-18: **Receive, Accept, and Approve December 2017 Financial Reports**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that the December 2017 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 13232-18: **Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of Dr. Austin, seconded by Mr. Rutledge, 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 January 17, 2018, 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.

Resolution 13233-18: **Approve Payment of Bills for January 2018**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for January 2018 in the amount of \$817,860.48

Exhibit: F2

Resolution 13234-18: **Approve Transfers for December 2017**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the transfers of monies for the month of December 2017.

Exhibit: F3

Resolution 13235-18: **Approve Purchase of Apple Products Though Hunterdon County Educational Services Commission**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the following resolution:

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WHEREAS, the Hunterdon County Educational Services Commission ("HCESC"), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for proprietary Apple technology products following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the Warren County Technical School is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, the Apple technology products covered by the HCESC contract sought by the Warren County Technical School are of such a specialized nature that only such products will meet the needs of the Warren County Technical School; and

WHEREAS, the Warren County Technical School has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the Warren County Technical School or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the Warren County Technical School hereby authorizes the purchase of proprietary Apple technology products from the HCESC contract as follows:

5 IMacs MNDY2LL/A at \$1,249 each for a total of \$6,245
1 MacBook Pro MPXW2LL/A at \$1,899
6 Pro Apps Bundle for Education at \$199 each for a total of \$1,194
Total \$9,338

PERSONNEL

Resolution 13236-18: **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:

Resolution 13237-18: **Employ Substitute Instructor for the 2017-2018 School Year**

Resolution 13238-18: **Accept the Retirement Resignation of Frances Tomeo, Cosmetology Instructor, Effective June 30, 2018**

Resolution 13239-18: **Accept the Resignation of Deborah McGill, LPN Instructor Effective January 13, 2018**

Resolution 13240-18: **Approve Change of Retirement Resignation Date for Kenneth Muller, Science Instructor, from February 1, 2018 to July 30, 2018**

Resolution 13241-18: **Appoint Maureen Joyce, Business Administrator, as Purchasing Agent**

Resolution 13242-18: **Appoint Edmund Zalewski, Superintendent, as Certifying Officer**

Resolution 13243-18: **Appoint Edmund Zalewski, Superintendent, as Custodian of Government Records**

Resolution 13244-18: **Appoint Maureen Joyce, Business Administrator, as the Public Agency Compliance Officer**

Resolution 13245-18: **Appoint Elizabeth Hachlica, Board Secretary/Business Manager, as the Board Secretary to the Board of School Estimate**

Resolution 13246-18: **Authorize Maureen Joyce, Business Administrator, to Award Contracts up to the Bid Threshold**

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- Resolution 13247-18:** **Authorize Edmund Zalewski, Superintendent, and Maureen Joyce, Business Administrator, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District**
- Resolution 13248-18:** **Authorize Edmund Zalewski, the Superintendent, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy**
- Resolution 13249-18:** **Employ Derek Martino as a Part-Time Custodian for the remainder of the 2017-2018 School Year**

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 13237-18: **Employ Judith Painter, as a Substitute Instructor for the 2017-2018 School Year**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board employs **Judith Painter**, as a Substitute Instructor for the 2017-2018 school year for the period of January 17, 2018 to June 30, 2018 at a salary of \$100.00 per day for each day worked.

Resolution 13238-18: **Accept the Retirement Resignation of Frances Tomeo, Cosmetology Instructor, Effective June 30, 2018**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED that this Board accept, with regret, the retirement resignation of Frances Tomeo, Cosmetology Instructor, effective June 30, 2018.

Resolution 13239-18: **Accept the Resignation of Deborah McGill, LPN Instructor Effective January 13, 2018**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED that this Board accept, with regret, Deborah McGill, LPN Instructor effective January 13, 2018.

Resolution 13240-18: **Approve Change of Retirement Resignation Date for Kenneth Muller, Science Instructor, from February 1, 2018 to July 30, 2018**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED that this Board approve change of retirement resignation date for Kenneth Muller, Science Instructor, from February 1, 2018 to July 30, 2018.

Resolution 13241-18: **Appoint Maureen Joyce, Business Administrator, as Purchasing Agent**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board appoint Maureen Joyce, Business Administrator, as Purchasing Agent.

Resolution 13242-18: **Appoint Edmund Zalewski, Superintendent, as Certifying Officer**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board appoint Edmund Zalewski, Superintendent, as the Certifying Officer.

Resolution 13243-18: **Appoint Edmund Zalewski, Superintendent, as Custodian of Government Records**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board appoint Edmund Zalewski, Superintendent, as Custodian of Government Records.

Resolution 13244-18: **Appoint Maureen Joyce, Business Administrator, as the Public Agency Compliance Officer**

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On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board appoint Maureen Joyce, Business Administrator, as Public Agency Compliance Officer.

Resolution 13245-18: **Appoint Elizabeth Hachlica, Board Secretary/Business Manager, as the Board Secretary to the Board of School Estimate**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board appoint Elizabeth Hachlica, Board Secretary/Business Manager, as the Board Secretary to the Board of School Estimate.

Resolution 13246-18: **Authorize Maureen Joyce, Business Administrator, to Award Contracts up to the Bid Threshold**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board authorize Maureen Joyce, Business Administrator, to award contracts up to the bid threshold.

Resolution 13247-18: **Authorize Edmund Zalewski, Superintendent, and Maureen Joyce, Business Administrator, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board authorize Edmund Zalewski, Superintendent, and Maureen Joyce, Business Administrator, to sign checks and vouchers in matters relating to the general operation of the school district.

Resolution 13248-18: **Authorize Edmund Zalewski, the Superintendent, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board authorize Edmund Zalewski, Superintendent, to operate the school district in accordance with Title 18A, Title 6, Board Policy and other rules and regulation as befit the Warren County Technical School District.

Resolution 13249-18: **Employ Derek Martino as a Part-Time Custodian for the remainder of the 2017-2018 School Year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board employ the Derek Martino as a Part-Time Custodian at a salary of \$15.00 an hour on an as-needed basis not to exceed 28 hours per week with prior weekly approval of the Facilities Director effective January 17, 2018 through June 31, 2018. Any additional hours on an as-needed basis are to be pre-approved by the Superintendent.

TRAVEL

Resolution 13250-18: **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
1-10-2018	G. Vogel	Concurrent Enrollment – Centenary University	\$0 + Mileage
1-17,18-2018	G. Colucci	Restorative Practices – Center for Prevention	\$150 + Mileage
1-18-2018	R. Gara	CIE Meeting, Wayne, NJ	\$0 + Mileage
1-31-2018	K. Sarte	Legal One, Responding to Kids in Crisis	\$150 + Mileage
1-31-2018	J. Orchulli	Legal One, Responding to Kids in Crisis	\$150 + Mileage
2-6-18	R. Gara	One Step Meeting, Randolph, NJ	\$0 + Mileage

ROLL CALL VOTE: YEAS: 3 ABSENT: Mr. Shotwell ABSTAIN: Dr. Lamonte **MOTION CARRIED**

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POLICY

Resolution 13251-18: **Approve on First Reading Revisions to the Board Policy Manual**

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

P 0169.02	Board Member Use of Social Networks (New)
P 3437	Military Leave ®
P 4437	Military Leave ®
P 5516.01	Student Tracking Devices (New)
P 7425	Lead Testing of Water in Schools (New)
P 7440	School District Security (M) ®
P 7441	Electronic Surveillance in School Buildings and on School Grounds (M) ®
P 8507	Breakfast Offer Versus Serve (OVS) (M) ®
P 8630	Bus Driver/Bus Aide Responsibility (M) ®
P 9242	Use of Electronic Signatures (New)
R 5460.1	High School Transcripts (M) ®
R 7101	Educational Adequacy of Capital Projects ®
R 7440	School District Security (M) ®
R 7441	Electronic Surveillance in School Buildings and on School Grounds (M) ®
R 8630	Emergency School Bus Procedures (M) ®

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

OTHER NEW BUSINESS - None

ADDENDUM ITEMS

Resolution 13252-18: **Approve Robert Magnuson as Mentor for Edmund Zalewski**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves Robert Magnuson as mentor for the State approved School Administrator Residency Program for Edmund Zalewski in the amount of \$2,500.

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 13253-18: **Employ Jeanne Cooper as Science Instructor Effective September 1, 2018**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves employing Jeanne Cooper as Science instructor for the 2018-2019 school year on step 13 MA+60.

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 13254-18: **Request Waiver of Requirements for Special Education Medicaid Initiative (SEMI) Program**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, adopt the following resolution:
Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019, and Whereas the Warren County Technical School Board of Education desires to apply for this waiver due to the fact that the district projects having fewer than 40 Medicaid eligible classified students

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Now Therefore Be It Resolved, that the Warren County Technical School Board of Education hereby authorizes the Superintendent to submit to the Executive County Superintendent of Schools in the County of Warren an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2018-2019 school year.

ROLL CALL VOTE: YEAS: 3 ABSENT: Mr. Shotwell ABSTAIN: Dr. Lamonte **MOTION CARRIED**

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.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Dr. Austin, the Board adjourned the meeting at 5:38 p.m.

Upcoming Dates of Interest:

February 16-19, 2018 School Closed for President's Weekend
February 21, 2018 5:00 p.m. Executive Session 5:30 p.m. Regular Session

Respectively Submitted,

Beth Hachlica