

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
January 20, 2016

CALL TO ORDER

President Johnson-Demeter called the meeting to order at 5:00 p.m. on Wednesday, January 20, 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 3, 2015.

Roll Call – Board Secretary Zalewski

Present: Dr. Lamonte, Mr. Roschewsk, Mr. Rutledge (Arrived 5:15) and Mrs. Johnson-Demeter
Absent: Mr. Shotwell
Also Present: Mr. Glowacky, Superintendent
Mr. Zalewski, Board Secretary
Ms. Rottenberg, Attorney

Others Present: Approximately 13 members of the public.

Adopt the Meeting Agenda

Resolution 12391-16: Adopt the Meeting Agenda

On the motion of Mr. Roschewsk, seconded by Dr. Lamonte, RESOLVED, that this Board adopts the Meeting Agenda for the January 20, 2016 meeting as published with any addenda.

VOICE VOTE: YEAS: 3 ABSENT: Mr. Shotwell, Mr. Rutledge (Arrived 5:15) MOTION CARRIED

Resolution E576-16: Personnel, Negotiations and Legal Matters

On the motion of Mr. Roschewsk, seconded by Dr. Lamonte, the Board moved into executive session at 5:03 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:
 - Negotiations Update
 - 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: 3 ABSENT: Mr. Shotwell, Mr. Rutledge (Arrived 5:15) MOTION CARRIED

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Resolution E577-16: Resume Regular Session

On the motion of Mr. Roschewsk, seconded by Mr. Rutledge, the Board reconvened into regular session at 5:37 p.m.

VOICE VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION**
 - Mrs. Vogel – Introduced the Students of the Month
- **PUBLIC COMMENTS - Related to Agenda Items Only - None**
- **COMMUNICATIONS - None**
- **SUPERINTENDENT'S REPORT**
 - Mr. Glowacky reported on the budget discussion that the administration had with the Freeholders the previous Saturday.
 - Mr. Glowacky stated that the administration and attorney did not approve the senior class trip that was presented. Information that the attorney received was not sufficient for her to approve it from the position of the liability to the school.
- **HIB REPORT/SUSPENSIONS**
 - Two (2) HIB incidents were reported since the December Board Meeting.
 - Zero (0) in-school suspensions and one (1) out-of-school suspensions since the December Board Meeting.
 - Mr. Glowacky presented the HIB report card results to the Board and public.
- **BOARD PRESIDENT'S REPORT - None**
- **DISCUSS EDUCATIONAL ISSUES**
 - Mr. Mylecraine discussed the scheduling for 2016-2017. The focus will be the development of the dual enrollment programs over the advanced placement classes.
- **NEW BUSINESS**
 - Mr. Zalewski gave an update on the budget schedule.

Minutes – Regular Meeting Minutes

Resolution 12392-16: 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 12393-16: Approve December 16, 2015 Regular Meeting Minutes

Resolution 12394-16: Approve December 16, 2015 Regular Meeting Executive Session Minutes

VOICE VOTE: YEAS: 3

ABSTAIN: Dr. Lamonte ABSENT: Mr. Shotwell

MOTION CARRIED

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Resolution 12393-16: **Approve December 16, 2015 Regular Meeting Minutes**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the Regular Meeting Minutes of December 16, 2015.

VOICE VOTE: YEAS: 3 ABSTAIN: Dr. Lamonte ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12394-16: **Approve December 16, 2015 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 December 16, 2015.

VOICE VOTE: YEAS: 3 ABSTAIN: Dr. Lamonte ABSENT: Mr. Shotwell MOTION CARRIED

FINANCE & FACILITIES

Resolution 12395-16: **Approve Finance & Facilities Resolutions as Listed Below**

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

- Resolution 12396-16:** **Receive, Accept, and Approve December 2015 Financial Reports**
Resolution 12397-16: **Board of Education's Monthly Certification of Major Account/Fund Status**
Resolution 12398-16: **Approve Payment of Bills for January 2016**
Resolution 12399-16: **Approve Transfers for December 2015**
Resolution 12400-16: **Approve Application for Additional County Apprenticeship Coordinator Grant Funds for FY15**
Resolution 12401-16: **Accept NCLB Funds for the 2015-2016 School Year**
Resolution 12402-16: **Approve using \$472,727 of Capital Reserve Funds for the Window Replacement Project**
Resolution 12403-16: **Accept Grant Donation from Ingersoll-Rand**

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12396-16: **Receive, Accept, and Approve December 2015 Financial Reports**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that the December 2015 financial reports of the Secretary and Treasurer be received, accepted, and approved.

(Recommended by the Superintendent)

Exhibit: F1

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

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Resolution 12397-16:

Board of Education's Monthly Certification of Major Account/Fund Status

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, 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 December 31, 2015, 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: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 12398-16:

Approve Payment of Bills for January 2016

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for January 2016 in the amount of \$962,092.90.

(Recommended by the Superintendent)

Exhibit: F2

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 12399-16:

Approve Transfers for December 2015

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the transfers of monies for the month of December 2015.

(Recommended by the Superintendent)

Exhibit: F3

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

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Resolution 12400-16: **Approve Application for Additional County Apprenticeship Coordinator Grant Funds for FY15**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approve application for additional FY15 County Apprenticeship Coordinator Grant funds in the amount of \$6,750 through the New Jersey Department of Labor and Workforce Development (LWD) for the period January 1, 2016 through June 30, 2016 for the purposes, terms and conditions set forth in the proposal. Final determination for funding is contingent upon authorization and availability from the state.

County Apprenticeship Coordinator Grant	\$13,500
Additional CAC Grant Funds (July – December 2015)	\$ 6,750
<i>Additional CAC Grant Funds (January – June 2016)</i>	<u>\$ 6,750</u>
FY15 Total	\$27,000

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

ADDITIONAL INFORMATION: The original period of performance for these funds was July 1, 2014 through June 30, 2015 with an extension granted from July 1 through December 31, 2015. The LWD has approved another extension of the period of performance from January 1 through June 30, 2016.

Resolution 12401-16: **Accept NCLB Funds for the 2015-2016 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board accepts NCLB funds for the 2015-2016 School Year as identified below:

	<u>2015-2016</u>	<u>2014-2015 Carryover Funds</u>	<u>Total Available Funds</u>
NCLB Title 1	\$ 97,772.00	\$46,531.00	\$144,303.00
NCLB Title 2	\$ 10,411.00	\$ 9,536.00	\$ 19,947.00
Total	\$108,183.00	\$56,067.00	\$164,250.00

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12402-16: **Approve Using \$472,727 of Capital Reserve Funds for the Window Replacement Project**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves using \$472,727 of Capital Reserve funds for the Window Replacement Project.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12403-16: **Accept Grant Donation from Ingersoll-Rand**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board accepts a \$10,000 grant donation from Ingersoll Rand for specific classroom improvements.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

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PERSONNEL

Resolution 12404-16: **Approve January 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:

- Resolution 12405-16:** **Employ Extra-Curricular Sports Personnel for the 2015-2016 School Year**
Resolution 12406-16: **Employ Substitute Instructor for the 2015-2016 School Year**
Resolution 12407-16: **Employ Post-Secondary Substitute Administrator for the 2015-2016 School Year**
Resolution 12408-16: **Employ Maria Tamburro as Part-Time LPN Classroom/Clinical Instructor for the 2015-2016 School Year**
Resolution 12409-16: **Approve Larysa Hachlica to Shadow Athletic Trainers**
Resolution 12410-16: **Employ Substitute School Bus Drivers for Student Field Trips**

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12405-16: **Employ Extra-Curricular Sports Personnel for the 2015-2016 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs extra-curricular personnel for the 2015-2016 school year for the period from August 31, 2015 to June 30, 2016 as follows:

<u>Last</u>	<u>First</u>	<u>Extra Curricular Sports Personnel</u>	<u>Step</u>	<u>Stipend</u>
Tierney	Jeffrey	Basketball Coach – Girls Varsity - Prorated	4	\$3,527.68
Earl	Michael	Basketball Coach – Girls Varsity – Prorated	2	\$1,498.32
Ihrie	Katherine	Basketball Coach – Girls JV - Prorated	1	\$1,721.60
Earl	Michael	Basketball Coach – Girls JV - Prorated	1	\$ 968.40
Tierney	Jeffrey	Basketball Coach – Boys JV - Prorated	5	\$1,751.40
Banquecer	Chris	Basketball Coach – Boys JV – Prorated Temporary until position is filled.	5	\$3,113.60

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12406-16: **Employ Substitute Instructor for the 2015-2016 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs Substitute Instructor for the 2015-2016 school year for the period from September 1, 2015 to June 30, 2016 at a salary of \$90.00 per day for each day worked as follows:

Ann Koller
Gary Taborelli

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

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Resolution 12407-16: **Employ Post-Secondary Substitute Administrator for the 2015-2016 School Year**
On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs Post-Secondary Substitute Administrator for the 2015-2016 school year, at a salary of \$31.00 per hour:

Robert Cammarota

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12408-16: **Employ Maria Tamburro as Part-Time LPN Classroom/Clinical Instructor for the 2015-2016 School Year**
On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs Maria Tamburro as Part-Time LPN Classroom/Clinical Instructor at a salary of \$37.00 an hour on an as-needed basis

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12409-16: **Approve Larysa Hachlica to Shadow Athletic Trainers**
On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves Larysa Hachlica to shadow the St. Luke's Athletic trainers as they work with the students.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

Resolution 12410-16: **Employ Substitute School Bus Drivers for Student Field Trips**
On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs Substitute School Bus Drivers to transport students for student field trips from January 21, 2016 through June 30, 2016 at the rate of \$20.00 per hour as follows:

James Reed

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

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TRAVEL

Resolution 12411-16: **Approve Travel Resolutions as Listed Below**

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

Date	Destination	Instructor	Number Of Students	Purpose	Approximate Transportation Cost
*1/14/16	Port Colden School	Brad Bartow	5	Deliver Greenhouse	WCTS
1/31/16	Hightstown High School	Sean McGeough	15	FTC Robotics Qualifier	WCTS
2/4/16	NJIT	Sean McGeough	3	Panasonic CDC Preliminary Comp.	WCTS
2/7/16	River Dell High School	Sean McGeough	12-15	FTC Robotics Comp. (Meet Championship)	WCTS
2/28/16	NJIT	Sean McGeough	12-15	FTC Robotics State Championships	WCTS
3/16/16 or 3/17/16	Panasonic HQ	Sean McGeough	3	CDC – Oral Presentation Comp.	WCTS
4/27/16	NJIT	Sean McGeough	3	CDC – Final Round Comp.	WCTS

* Paper work received after cutoff date for Board agenda.

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

POLICY

Resolution 12412-16: **Approve January 2016 Policy Resolutions as Listed**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the January 2016 Policy Resolutions as listed below:

Resolution 12413-16: **Approve on Second Reading Revisions to the Board Policy Manual**

Resolution 12414-16: **Approve on First Reading Revisions to the Board Policy Manual**

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell MOTION CARRIED

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Resolution 12413-16: **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 second reading revisions to the Board Policy Manual as follows:

1240	Evaluation of Superintendent – Policy
R1240	Evaluation of Superintendent – Regulation
3221	Evaluation of Teachers – Policy
R3221	Evaluation of Teachers – Regulation
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators – Policy
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators – Regulation
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals – Policy
R3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals – Regulation
3224	Evaluation of Principals, Vice Principals, and Assistant Principals – Policy
R3224	Evaluation of Principals, Vice Principals, and Assistant Principals – Regulation
3431.1	Family Leave – Policy
4431.1	Family Leave – Policy
5337	Service Animals – Policy
5516	Use of Electronic Communication and Recording Devices – Policy

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 12414-16: **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:

8550	Outstanding Food Service Charges
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(Recommended by the Superintendent)

Exhibit: A

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

OTHER NEW BUSINESS

Resolution 12415-16: **Authorize the Affirmative Action Team to Develop a Needs Assessment, Comprehensive Plan, Implement the Plan Over a Three-Year Period of Time, and Submit an Annual Statement of Assurance of its Implementation and Progress**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board authorize the Affirmative Action Team to develop a Needs Assessment, Comprehensive Plan, implement the plan over a three-year period of time and submit an annual Statement of Assurance of its implementation and progress.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

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Resolution 12416-16: **Adopt the Comprehensive Equity Plan (CEP)**

On the motion of Mr. Roschewsk, seconded by Mr. Rutledge, RESOLVED, that this Board adopt the Comprehensive Equity Plan.

(Recommended by the Superintendent)

Exhibit: B

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

ADDENDUM ITEMS

Resolution 12417-16: **Hire Kathleen King as Musical Director for Theater Arts Spring Production**

On the motion of Mr. Roschewsk, seconded by Mr. Rutledge, RESOLVED, that this Board hire Kathleen King as Musical Director for the spring production for the stipend amount of \$1,338.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

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.

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- Ms. Leal stated that she was disappointed that the Senior Class trip was not approved. It has been a challenging and difficult trip to plan. She said there is no process to identify the processes or timelines needed. Or She said there are no guidelines to identify the process or timelines needed.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, the Board adjourned the meeting at 6:08 p.m.

Upcoming Dates of Interest:

February 17, 2016	5:00 p.m. Executive Session	5:30 p.m. Regular Session
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