

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
October 16, 2019

CALL TO ORDER

President Rutledge called the meeting to order at 5:00 p.m. on Wednesday, October 16, 2019 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

Flag Salute – President Rutledge

Opening Statement – President Rutledge

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 16, 2018.

Roll Call – Board Secretary Hachlica

Present: Dr. Austin, Dr. Lamonte, Mr. McDonough, and Mr. Rutledge

Absent: Mr. Shotwell

Also Present: Mr. Zalewski, Superintendent
Ms. Hachlica, Board Secretary
Katharine Fina, Attorney

Others Present: Approximately 6 members of the public.

Adopt the Meeting Agenda

Resolution 13803-19: Adopt the Meeting Agenda

On the motion of Mr. McDonough, seconded by Dr. Austin, RESOLVED, that this Board adopts the Meeting Agenda for the October 16, 2019 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution E656-19: Personnel, Negotiations and Legal Matters

On the motion of Dr. Austin, seconded by Mr. McDonough, the Board moved into executive session at 5:02 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: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

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Resolution E657-19: **Resume Regular Session**

On the motion of Dr. Lamonte, seconded by Dr. Austin, the Board reconvened into regular session at 5:31 p.m.

VOICE VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Discussion

- **PUBLIC COMMENTS - Related to Agenda Items Only** - None
- **COMMUNICATIONS - Included in Board Packet** – Budget Process Manual with calendar presented to board.
- **SUPERINTENDENT’S REPORT** – Mr. Zalewski updated the board on the renovations to the library space, change orders for sanitary line and insulation of ceiling. School had a surprise security drill that included State Police, Washington Twp. Police, Prosecutors Office and DOE, we as a district did very well. Our HVAC system had a ransomware attack and had to install a new server and software. Re-organization meeting Nov. 1. Open House Nov. 2.
- **HIB REPORT/SUSPENSIONS**
 - Five (5) HIB incidents were reported since the September board meeting.
 - Six (6) out-of-school suspensions were reported since the September board meeting.
- **BOARD PRESIDENT’S REPORT** - None
- **DISCUSS EDUCATIONAL ISSUES**

NJSLA Score Report Presentation by Diana Mai, Director of Curriculum and Instruction - Ms. Mai presented the board our NJSLA Score Report and answered any questions the board had.
- **NEW BUSINESS** - None

Minutes – Regular Meeting Minutes

Resolution 13804-19: **Approve Board Meeting Minutes as Listed Below**

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

Resolution 13805-19: **Approve September 18, 2019 Regular Meeting Minutes**

Resolution 13806-19: **Approve September 18, 2019 Regular Meeting Executive Session Minutes**

VOICE VOTE: YEAS: 3

ABSENT: Mr. Shotwell ABSTAIN: Mr. McDonough

MOTION CARRIED

Resolution 13805-19: **Approve September 18, 2019 Regular Meeting Minutes**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Minutes of September 18, 2019.

Resolution 13806-19: **Approve September 18, 2019 Regular Meeting Executive Session Minutes**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of September 18, 2019.

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FINANCE & FACILITIES

Resolution 13807-19: **Approve Finance & Facilities Resolutions as Listed Below**

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

Resolution 13808-19: **Receive, Accept, and Approve September 2019 Financial Reports**

Resolution 13809-19: **Board of Education's Monthly Certification of Major Account/Fund Status**

Resolution 13810-19: **Approve Payment of Bills for October 2019**

Resolution 13811-19: **Approve Transfers for September 2019**

Resolution 13812-19: **Approve NJ Apprenticeship Network Coordinator Program**

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 13808-19: **Receive, Accept, and Approve September 2019 Financial Reports**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that the September 2019 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 13809-19: **Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of Dr. Austin, seconded by Mr. McDonough, 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 September 18, 2019, 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 13810-19: **Approve Payment of Bills for October 2019**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for October 2019 in the amount of \$976,936.34.

Exhibit: F2

Resolution 13811-19: **Approve Transfers for September 2019**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the transfers of monies for the month September 2019.

Exhibit: F3

Resolution 13812-19: **Approve NJ Apprenticeship Network Coordinator Program**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the NJ Apprenticeship Network Coordinator Program in the amount of \$10,600 for the 2019-2020 school year.

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PERSONNEL

Resolution 13813-19: **Approve Personnel Resolutions as Listed Below**

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

- Resolution 13814-19:** **Approve Student Observations from Warren County Community College**
Resolution 13815-19: **Employ Extra-Curricular Sports Personnel for the 2019-2020 School Year**
Resolution 13816-19: **Approve Pamela Schell as Security Personnel for the 2019-2020 School Year**
Resolution 13817-19: **Approve Substitute Teachers for the 2019-2020 School Year**
Resolution 13818-19: **Approve the Following District Goals for the 2019-2020 School Year**

- Resolution 13819-19:** **Approve the Following Board Goals for the 2019-2020 School Year**
Resolution 13820-18: **Approve Contract between BAYADA and WCTS for Substitute School Nurses**
Resolution 13821-19: **Employ Emergency Response Team for the 2019-2020 School Year**
Resolution 13822-19: **Approve NJDOE 2018-2019 School Self-Assessment**
Resolution 13823-19: **Approve Staff for Curriculum Writing**
Resolution 13824-19: **Employ LPN Adjuncts for the 2019-2020 School Year**

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. Shotwell ABSTAIN: Dr. Lamonte (13822-19)

MOTION CARRIED

Resolution 13814-19: **Approve Student Observations from Warren County Community**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approve the following students from Warren County Community College to do observations at Warren County Technical School:

Victoria Siedt Taylor Jinkins Zachary Kohn Naomi Gomez

Resolution 13815-19: **Employ Extra-Curricular Sports Personnel for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board employs extra-curricular personnel for the 2019-2020 school year for the period from August 28, 2019 to June 30, 2020 as follows:

<u>Staff</u>	<u>Extra-Curricular Sports Personnel</u>	<u>Step</u>	<u>Stipend</u>
Gara, R	Bowling	3	\$4,800
Banquecer, C	Boys' Varsity Basketball	5	\$5,850
Dowling, G	Boy's JV Basketball	3	\$3,850
Petonak, S	Clock Operator	N/A	\$40 game
Drescher, A	Clock Operator	N/A	\$40 game
Connolly, S	Clock Operator	N/A	\$40 game

Resolution 13816-19: **Approve Pamela Schell as Security Personnel for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the hiring of Pamela Schell as a Part Time Security Personnel for the 2019-2020 school year.

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Resolution 13817-19: **Approve Substitute Teachers for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board employs approves the following substitute teachers for the 2019-2020 School year:

Christine Finnegan-Menegus	Pat Wintersteen	Briana DiMaggio
Sean Zalewski	Janine Horber	Amy Louise haines

Resolution 13818-19: **Approve the Following District Goals for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the following District goals for the 2019-2020 school year:

Warren County Technical School Board of Education District Goals for SY 2019-2020

1. Update curriculum to address equity among all learners.
2. Enhance school security via an analysis of current resources, and pursue additional funding sources that may be available.
3. Increase positive perception of the school.

Resolution 13819-19: **Approve the Following Board Goals for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the following Board goals for the 2019-2020 school year:

Warren County Technical School Board of Education Board Goals for SY 2019-2020

1. Showcase student success at BOE meetings.
2. Investigate having a Student Representative on the Warren County Technical School Board of Education.
3. Pursue professional development for Board members which will enhance the performance of the Board.

Exhibit: A

Resolution 13820-18: **Approve Contract Between BAYADA and WCTS for Substitute School Nurses**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the contract between BAYADA and Warren County Technical School for School Substitute Nurses during the 2019-2020 school year.

Exhibit: B

Resolution 13821-19: **Approve Emergency Response Team Members for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approve Emergency Response Team members for the 2019-2020 school year as follows:

<u>Name</u>
Jeff Tierney
Scott Lance
Zana Ziegler

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Resolution 13822-19: **Approve NJDOE 2018-2019 School Self-Assessment**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approve the 2018-2019 NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.

Exhibit: C

Resolution 13823-19: **Approve Staff for Curriculum Writing**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approve the following staff to write curriculum for the 2019-2020 school year:

STAFF	CURRICULUM
T. Longacre	Automotive
L. Arnold	Child Development
M. Vulcano	Computer Programing
S. Lance	Construction Technology
T. Giraldi	Cosmetology
P. Lilly	Culinary
C. Feilbach	Welding
L. Glowacky	Math
J. Cooper	Science
M. Beneducci	Science
J. Slowik	English
M. Fredericks	English

Resolution 13824-19: **Employ LPN Adjuncts for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the employment of the following LPN Adjuncts for the 2019-2020 school year:

Martha Gugel Judith McGreevy Pamel Rapp Jeannie Hubert
Allyson Carpenter Trina Schafer Joan Young

TRAVEL

Resolution 13825-19: **Approve Travel Resolutions as Listed Below**

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

Resolution 13826-19: **Approve Field Trip Resolutions as Listed Below**

Resolution 13827-19: **Approve Staff Professional Development Travel as Listed Below**

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

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Resolution 13826-19: **Approve Field Trip Resolutions as Listed Below**

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

Date	Destination	Instructor	Student Count	Purpose	Approx. Transp. Cost
10-3-2019	Mercer County Technical	R. Gara & V. Fattorusso	8	Skills USA Leadership Conference	WCTS
2019-2020 Refer to Application for dates	Skills USA Location	R. Gara	-	Skills USA State Officer Meetings, State Competition, and National Competitions.	WCTS
10-12-2019	Phillipsburg ShopRite	T. Giraldi	10	Volunteer work	-0 -
10-30-2019	Phillipsburg HS – Teen Summit	K. Sarte	50	Teen Summit	-0-
01-2019	Phillip & St. James Church	P. Seugling	25	Key Club Volunteer work	-0-
March 2020	Jacobs Javits Center IBC	T. Giraldi	20	IBS Field Trip	-0-
3-19-2020	Warren County Library	T. Giraldi	10	Volunteer work	-0-
5-27-2020	NJ Convention Center	R. Gara	15	Construction Industry Career Day	WCTS
TBD	Burlington Tech.	T. Giraldi	10	NJ Practical State Exam	WCTS
11/21/2019	Lopatcong, NJ	T. Giraldi	15	Woman's Day Spa volunteering	-0-
TBD	Great Wolf Lodge or Kalahari or 6 Flags	K. Sarte	70	Senior Class Trip	\$125.00 per student
TBD	William Patterson University	P. Seugling	25	Tour of Communications Building/Studio	\$140.00
TBD	Montclair State University	P. Seugling	25	Tour of Communications Building/Studio	\$140.00

Resolution 13827-19: **Approve Staff Professional Development Travel as Listed Below**

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

Date	Name	Description/Reason	Approx. Cost
10-3-2019	Z. Ziegler	HESAA School Counselor Training, SCCC	\$0 + Mileage
10-3-2019	D. Forsythe	WCPSA Meeting, Blairstown, NJ	\$0 + Mileage
10-4-2019	J. Mylecraine	MOA Breakfast, Warren County	\$0 + Mileage
10-14-2019	C. Schiller	CPR Recertification & School Nurse In-service, Hackettstown	\$40 + Mileage
10-14-2019	J. Orchulli	WC School Counselor Meeting, WCCC	\$0 + Mileage
10-14-2019	Z. Ziegler	WC School Counselor Meeting, WCCC	\$0 + Mileage
10-14-2019	K. Sarte	WC School Counselor Meeting, WCCC	\$0 + Mileage
10-16-2019	C. Schiller	School Health Conference, Somerset, NJ	\$195.00 + Mileage
10-16-2019	B. Cammarota	Google Access to Learning Summit, Springfield, NJ	\$0 + Mileage
10-23-2019	R. Gara	ANC Grant Meeting, Middlesex County Tech.	\$0 + Mileage

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10-23-2019	M. Beneducci	NJ Science Convention, Princeton, NJ	\$180 + Mileage
10-24-2019	R. Gara	Perkins NJDOE/CTE Meeting	\$0 + Mileage
10-30-2019	B. Cicale	NFHS Coaching Fundamental Course	\$85 + Mileage
9-26-2019	J. Tierney	NJSIAA – Eligibility, Policies & Procedures, Robbinsville, NJ	\$0 + Mileage
10-14-2019	C. Banquecer	Mentoring for Quality & Sustainability, Blairstown, NJ	\$40 + Mileage
10-14-2019	D. Forsythe	Mentoring for Quality & Sustainability, Blairstown, NJ	\$40 + Mileage
11-7-2019	T. Shafer	NJEA Convention, Atlantic City, NJ	\$35 + Mileage
12-5&6-2019	R. Gara	Cross Country Coaches Clinic, Atlantic City, NJ	\$106 + Mileage

POLICY

Resolution 13828-19: **Approve First Reading of Revisions to the Board Policy Manual**

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

P0131	Bylaws and Policies
P & R 1642	Earned Sick Leave Law (M) (New)
P 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
P & R 3218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R 4218	Use, Possession, or Distribution of Substances (M) (Revised)
P 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
P 5517	School District Issued Student Identification Cards (Revised)
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
P & R 7440	School District Security (M) (Revised)
P 8600	Student Transportation (M) (Revised)
R 8600	Student Transportation (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)
P 8670	Transportation of Special Needs Students (M) (Revised)
R 5511	Dress Code

Exhibit: D

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

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ADDENDUM ITEMS

Resolution 13829-19: **Approve Addendum Items as Listed Below**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves Addendum items as listed below:

Resolution 13830-19: **Approve CTE Instructors as CTE Tutors for the 2019-2020 School Year**

Resolution 13831-19: **Approve Spanish Tutors for the 2019-2020 School Year**

Resolution 13832-19: **Approve Resignation of Laurel Osborn-Glowacky Math Instructor**

ROLL CALL VOTE: YEAS: 4

ABSENT: Mr. Shotwell

MOTION CARRIED

Resolution 13830-19: **Approve CTE Instructors as CTE Tutors for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves CTE Instructors as CTE Tutors for the 2019-2020 school year.

Resolution 13831-19: **Approve Spanish Tutors for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves Joanna Krajewski as a Spanish Tutor for the 2019-2020 school year.

Resolution 13832-19: **Approve Resignation of Laurel Osborn-Glowacky Math Instructor**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the resignation of Laurel Osborn-Glowacky, Math Instructor effective December 15, 2019.

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;

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- 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 parent expressed concern about the GPA weighting system. Asked that the district look at how other High Schools weight the AP and Honors courses and reevaluate how our district is weighting the courses.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. McDonough, seconded by Dr. Austin, the Board adjourned the meeting at 6:15 p.m.

Respectively Submitted,

Beth Hachlica

Upcoming Dates of Interest:

November 2	Middle School Open House 9:00 A.M.
November 7	School Closed for Students – Teacher In-Service
November 8	School Closed – NJEA Convention