

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

**CALL TO ORDER**

President Roschewsk called the meeting to order at 5:00 p.m. on Wednesday, October 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, Mr. Rutledge and Mr. Shotwell

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

**Others Present:** Approximately 5 members of the public.

**Adopt the Meeting Agenda**

**Resolution 13459-18: Adopt the Meeting Agenda**

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

VOICE VOTE: YEAS: 5

**MOTION CARRIED**

**Resolution E636-18: Personnel, Negotiations and Legal Matters**

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

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D. Action may be taken.

VOICE VOTE: YEAS: 5

**MOTION CARRIED**

**Resolution E637-18: 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 - Included in Board Packet - None**
- **SUPERINTENDENT'S REPORT – Mr. Zalewski updated the board on the completion of the locker rooms. Announced the appointment of our new board member Mr. Tim McDonough. Announced upcoming Open House and Robotics competition.**
- **HIB REPORT/SUSPENSIONS**
  - Three (3) HIB incidents were reported since the September Board Meeting.
  - Zero (0) in-school suspensions and six (6) out-of-school suspensions were reported since the September Board Meeting.
- **BOARD PRESIDENT'S REPORT – Mr. Roschewsk thanked everyone for their support over the last six years. This is his last board meeting with us.**
- **DISCUSS EDUCATIONAL ISSUES – Mr. Forsythe updated the board that the Student of the Month recognitions will now be Student of the Marking Period.**
- **NEW BUSINESS - None**

**Minutes – Regular Meeting Minutes**

**Resolution 13460-18: Approve Board Meeting Minutes as Listed Below**

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

**Resolution 13461-18: Approve September 19, 2018 Regular Meeting Minutes**

**Resolution 13462-18: Approve September 19, 2018 Executive Session Minutes**

VOICE VOTE: YEAS: 5

**MOTION CARRIED**

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**Resolution 13461-18:**            **Approve September 19, 2018 Regular Meeting Minutes**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Minutes of September 19, 2018.

**Resolution 13462-18:**            **Approve September 19, 2018 Executive Session Minutes**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Executive Session Minutes of September 19, 2018.

**FINANCE & FACILITIES**

**Resolution 13463-18:**            **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 13464-18:**            **Receive, Accept, and Approve September 2018 Financial Reports**

**Resolution 13465-18:**            **Board of Education's Monthly Certification of Major Account/Fund Status**

**Resolution 13466-18:**            **Approve Payment of Bills for October 2018**

**Resolution 13467-18:**            **Approve Transfers for September 2018**

**Resolution 13468-18:**            **Approve School Bus Emergency Evacuation Drill Report**

**Resolution 13469-18:**            **Approve Proposal for Architectural Services from DIGroup Architecture**

ROLL CALL VOTE: YEAS: 5

**MOTION CARRIED**

**Resolution 13464-18:**            **Receive, Accept, and Approve September 2018 Financial Reports**

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

Exhibit: F1

**Resolution 13465-18:**            **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 September 30, 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 13466-18:**            **Approve Payment of Bills for October 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 October 2018 in the amount of \$1,338,960.90.

Exhibit: F2

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**Resolution 13467-18:            Approve Transfers for September 2018**

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

Exhibit: F3

**Resolution 13468-18:            Approve School Bus Emergency Evacuation Drill Report**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the School Bus Emergency Evacuation Drill Report dated September 27, 2018.

Attachment: A

**Resolution 13469-18:            Approve Proposal for Architectural Services from DIGroup Architecture**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approve the proposal from DIGroup Architecture to provide the architectural services for the Library Repurpose in the amount of \$49,500.00.

Attachment: B

**PERSONNEL**

**Resolution 13470-18:            Approve Personnel Resolutions as Listed Below**

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

- |                                    |                                                                             |
|------------------------------------|-----------------------------------------------------------------------------|
| <b><u>Resolution 13471-18:</u></b> | <b>Employ Extra Curricular Personnel for the 2018-2019 School Year</b>      |
| <b><u>Resolution 13472-18:</u></b> | <b>Employ Full Time Maintenance Personnel for the 2018-2019 School Year</b> |
| <b><u>Resolution 13473-18:</u></b> | <b>Approve Skyland Conference Referee Fee Schedule</b>                      |
| <b><u>Resolution 13474-18:</u></b> | <b>Approve HIB School Self-Assessment</b>                                   |
| <b><u>Resolution 13475-18:</u></b> | <b>Approve Student Observation from Warren County Community College</b>     |
| <b><u>Resolution 13476-18:</u></b> | <b>Approve County-Wide Substitute List for the 2018-2019 School Year</b>    |
| <b><u>Resolution 13477-18:</u></b> | <b>Approve FMLA for Employee #0399</b>                                      |
| <b><u>Resolution 13478-18:</u></b> | <b>Approve FMLA for Employee #0790</b>                                      |
| <b><u>Resolution 13479-18:</u></b> | <b>Approve Establishing the Military Appreciation Club</b>                  |
| <b><u>Resolution 13480-18:</u></b> | <b>Approve Establishing the Chemistry Club</b>                              |
| <b><u>Resolution 13481-18:</u></b> | <b>Approve Student Observation from Warren County Community College</b>     |

ROLL CALL VOTE: YEAS: 5            ABSTAIN: Dr. Lamonte (13474-18)            **MOTION CARRIED**

**Resolution 13471-18:            Employ Extra Curricular Personnel for the 2018-2019 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, 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:

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Senior Class Advisor	Noris Lara	Police Explorers Club	Bob Wheatley
Senior Class Advisor	Laura Goodell	Military Appreciation Club	Pat Lilly
Athletic Director	Gary Colucci	National Honor Society Advisor	Lori Miller
Clock Operator	Steph Connolly	National Honor Society Advisor	Kim McCormick
Clock Operator	Bobby Cammarota	Robotic Club Advisor	Sean McGeough
Gamers Club	Jasmine Slowik	Chemistry Club	J. Werkheiser
Yearbook Advisor	Vinny Fattorusso	Chemistry Club	M. Tamburro
Skills USA CTE Advisor	Ray Gara	Skills USA Academic Advisor	L. Miller

**Resolution 13472-18:**      **Employ Full Time Maintenance Personnel for the 2018-2019 School Year**  
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board employs Joseph Capite for the 2018-2019 school year on step M5 for the period from October 16, 2018 to June 30, 2019.

**Resolution 13473-18:**      **Approve Skyland Conference Referee Fee Schedule**  
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approve the Skyland Conference Referee Fee Schedule for the 2018-2019 school year.

Attachment: C

**Resolution 13474-18:**      **Approve HIB School Self-Assessment**  
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the NJDOE School Self –Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period of July 1, 2017-June 30, 2018.

Attachment: D

**Resolution 13475-18:**      **Approve Student Observation from Warren County Community College**  
On the motion of Dr. Austin, seconded by Mr. Shotwell, approve student observations for Alexandra Rounsaville with Ms. Osborn and or Ms. Czarnecki in order to complete her Foundations of Education course at Warren County Community College.

Attachment: E

**Resolution 13476-18:**      **Approve County-Wide Substitute List for the 2018-2019 School Year**  
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the County-Wide Substitute List for the 2018-2019 School Year.

**Resolution 13477-18:**      **Approve FMLA for Employee #0399**  
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves a 12 week FMLA for employee #0399 from August 30, 2018 through November 23, 2018.

**Resolution 13478-18:**      **Approve FMLA for Employee #0790**  
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves an intermittent FMLA for employee #0790 from September 3, 2018 until November 2018.

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**Resolution 13479-18:            Approve Establishing the Military Appreciation Club**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves establishing the Military Appreciation Club as per as per Policy and Regulation #2430 Co-Curricular Activities.

Attachment: F

**Resolution 13480-18:            Approve Establishing the Chemistry Club**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves establishing the Chemistry Club as per as per Policy and Regulation #2430 Co-Curricular Activities.

Attachment: G

**Resolution 13481-18:            Approve Student Observation from Warren County Community College**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approve Loretta Kirkpatrick from Warren County Community College to observe Scott Lance and or Amanda Engel's History classes between the months of October 2018 and December 2018.

Exhibit: H

**CURRICULUM**

**Resolution 13482-18:            Approve Updated Curriculum for the 2018-2019 School Year**

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

Computer Programming	Introduction to Web Design and Computer Programming
Intermediate Algebra	Freshman Seminar
Study Skills	

Exhibit: I

ROLL CALL VOTE: YEAS: 5

**MOTION CARRIED**

**TRAVEL**

**Resolution 13483-18:            Approve Staff Professional Development Travel as Listed Below**

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

**Resolution 13484-18:            Approve Field Trip Resolutions as Listed Below**

**Resolution 13485-18:            Approve Staff Professional Development Travel as Listed Below**

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

**MOTION CARRIED**

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**Resolution 13484-18:      Approve Staff Professional Development Travel as Listed Below**

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

<b>Date</b>	<b>Name</b>	<b>Description/Reason</b>	<b>Approx. Cost</b>
10-2-2018	J. Mylecraine	Gang Awareness	\$0 + Mileage
10-5-2018	J. Mylecraine	NJPSA/FSA Discipline Disparities	\$120 + Mileage
10-8-2018	J. Orchulli	WC Counselors Association Meeting	\$0 + Mileage
10-8-2018	Colleen Schiller	In-service WC School Nurses, Lopatcong, NJ	\$0 + Mileage
10-12-2018	J. Mylecraine	NJSIG Eric West Insurance Seminar	\$0 + Mileage
10-19-2018	R. Gara	ANJAC Apprenticeship Meeting, Middlesex	\$0 + Mileage
10-26-2018	R. Gara	Working Papers Training, Somerset, NJ	\$0 + Mileage
3-18 & 19-2019	E. LePera	Orton Gillingham Programs EPS Literacy & Intervention	\$660 + Mileage

**Resolution 13485-18:      Approve Field Trip Resolutions as Listed Below**

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

<b>Date</b>	<b>Destination</b>	<b>Instructor</b>	<b>Number Of Students</b>	<b>Purpose</b>	<b>Approx. Transp. Cost</b>
10-5-18	Phillipsburg Middle School	T. Giraldi	21	Cosmetology Community Service	WCTS
10-17-18	Blue Ridge Lumber	B. Bartow	15	Observe lumber yard for kitchen design and inventory	WCTS
11-5-18	Passaic Tech	R. Gara	3	Skills State Officer Training	WCTS
11-8-18	The Farm At Harmony	P. Lilly	25	Lear Canning Process	WCTS
11-20-18	Rodin Museum PA	V. Fattorusso	15	Experience an Art Museum	WCTS
11-30-18	Bridgewater Marriot	R. Gara	3	Skills State Officer Training	WCTS
12-1-18	Broadway, NYC	R. Gara	3	Skills State Officer Training	WCTS
12-6-18	Warren County Library	T. Giraldi	10	Community service "Ladies Night"	WCTS
12-13-18	Culinary Institute of America	P. Lilly	30	Culinary Arts School Visit	WCTS
1-10-19	Gloucester Tech	R. Gara		Skills State Officer Training	WCTS
2-7-19	Somerset Tech	R. Gara		Skills State Officer Training	WCTS
3-1-19	Mercer Tech	R. Gara		Skills Competition	WCTS
3-9-19	Camden Tech	R. Gara		Skills Competition	WCTS
3-15-19	Cumberland Tech	R. Gara		Skills Competition	WCTS
3-16-19	Burlington Tech	R. Gara		Skills Competition	WCTS

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3-23-19	Sussex Tech	R. Gara		Skills Competition	WCTS
4-13-19	Somerset Tech	R. Gara		Skills Competition	WCTS
5-23-19	Forest Lodge	R. Gara		Skills Kickoff to Louisville	WCTS
6-24-19 to 6-29	Louisville, KY	R. Gara		Skills National Championships	WCTS

**POLICY**

**Resolution 13486-18:        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:

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

Attachment: J

ROLL CALL VOTE: YEAS: 5

**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:



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- 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. Leal updated the board on the trip that the History classes took to hear about the Holocaust. Students enjoyed the program and had lots of interactions.**
  - **Freeholder Smith thanked Mr. Roschewsk for his time on Board of Education.**

**ADJOURNMENT**

**Adjourn the Meeting**

On the motion of Mr. Rutledge, seconded by Dr. Austin, the Board adjourned the meeting at 5:40 p.m.

**Upcoming Dates of Interest:**

November 1, 2018	5:00 p.m. BOE Organization Meeting
November 3, 2018	Middle School Open House 9:00AM
November 9, 2018	NJEA Convention (School Closed)
November 19, 2018	5:00 p.m. Executive Session, 5:30 p.m. Regular Session BOE Meeting
November 21, 2018	Early Dismissal
November 22&23	Thanksgiving Recess (School Closed)

Respectively Submitted,

*Beth Hachlica*