

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2012**

I. CALL TO ORDER

The Reorganization Meeting of the Warren County Technical School Board of Education will be called to order at 5:00 PM on Tuesday, November 1, 2012 by Board Secretary Edmund J. Zalewski at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

A. Flag Salute - Edmund J. Zalewski.

B. Opening Statement – Board Secretary Edmund J. Zalewski.

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 2, 2011.

C. Roll Call – Board Secretary Zalewski

Present: Ellen Johnson-Demeter, Rob Roschewsk and David Shotwell

Also Present: Robert Glowacky, Chief School Administrator
Edmund Zalewski, Board Secretary

Others Present: 2 members of the public.

Resolution 11087-12: Adopt the Meeting Agenda

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Shotwell, RESOLVED, that this Board adopts the Meeting Agenda for the November 1, 2012 meeting as published with any addenda.

VOICE VOTE: Yeas: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11088-12: Election of the President

The Board Secretary will receive, in order, nominations for the office of President of the Board of Education.

| <u>Nominee</u> | <u>Moved By</u> | <u>Seconded By</u> |
|----------------|----------------------|--------------------|
| Mr. Shotwell | Mrs. Johnson-Demeter | Mr. Roschewsk |

Mr. Zalewski closed nominations. – Board Secretary conducted a roll call vote for each nominee.

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that the Board elected Mr. Shotwell to the office of President of the Warren County Technical School Board of Education until the reorganization meeting to be held in November 2013.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

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NOVEMBER 1, 2012**

Resolution 11089-12: Election of the Vice-President

The President declares nominations for the office of Vice-President of the Board of Education.

| <u>Nominee</u> | <u>Moved By</u> | <u>Seconded By</u> |
|----------------------|-----------------|--------------------|
| Mrs. Johnson-Demeter | Mr. Roschewsk | Mr. Shotwell |

Mr. Zalewski closed nominations. – Board Secretary conducted a roll call vote for each nominee.

On the motion of Mr. Roschewsk, seconded by Mr. Shotwell, RESOLVED, that the Board elected Mrs. Johnson-Demeter to the office of Vice-President of the Warren County Technical School Board of Education until the reorganization meeting to be held in November 2013.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

D. Code of Ethics

Board members reviewed and signed the Code of Ethics.

Exhibit: F1

PUBLIC COMMENTS

- A parent asked if there will be school during the NJEA convention. Mr. Glowacky said that he would speak with the WTEA President about making up the days missed due to the recent closing.
- A parent asked when Back to School Night. Mr. Glowacky responded that the day will be rescheduled shortly.

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Resolution 11090-12: Approve November 2012 Reorganization Agenda Items as Listed Below:

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the following resolutions as listed below:

- Resolution 11091-12:** **Appoint Edmund Zalewski, School Business Administrator, to Serve as Board Secretary**
- Resolution 11092-12:** **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Purchasing Agent**
- Resolution 11093-12:** **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Certifying Officer**
- Resolution 11094-12:** **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Custodian of Government Records**
- Resolution 11095-12:** **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Public Agency Compliance Officer**
- Resolution 11096-12:** **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Security Officer**
- Resolution 11097-12:** **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Indoor Air Quality Designated Person**
- Resolution 11098-12:** **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate**
- Resolution 11099-12:** **Appoint Members to the Board of School Estimate**
- Resolution 11100-12:** **Appoint Scott Pohl, Lead Maintenance/Head Custodian, as Integrated Pest Management Coordinator**
- Resolution 11101-12:** **Appoint Scott Pohl, Lead Maintenance/Head Custodian, as Asbestos Management Plan Designated Person**
- Resolution 11102-12:** **Appoint Scott Pohl, Lead Maintenance/Head Custodian, as Written Hazardous Communication Program Designated Person**
- Resolution 11103-12:** **Appoint Paula Hatch as the Treasurer of School Moneys**
- Resolution 11104-12:** **Appoint Geta Vogel, Vice Principal, as Affirmative Action Officer**
- Resolution 11105-12:** **Appoint Geta Vogel, Vice Principal, as Americans with Disabilities Act (504) Officer**
- Resolution 11106-12:** **Appoint Bruce A. Jones as Board Attorney**
- Resolution 11107-12:** **Appoint School Physician**
- Resolution 11108-12:** **Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits**

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

- Resolution 11091-12:** **Appoint Edmund Zalewski, School Business Administrator, to Serve as Board Secretary**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator, to serve as Board Secretary until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2012**

Resolution 11092-12: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Purchasing Agent**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Purchasing Agent until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11093-12: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Certifying Officer**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Certifying Officer until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11094-12: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Custodian of Government Records**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Custodian of Government Records until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11095-12: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Public Agency Compliance Officer**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Public Agency Compliance Officer until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11096-12: **Appoint Edmund Zalewski School, Business Administrator/Board Secretary, as the Security Officer**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Security Officer until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11097-12: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Indoor Air Quality Designated Person**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the indoor air quality designated person until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2012**

Resolution 11098-12: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11099-12: **Appoint Members to the Board of School Estimate**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that the Board President and Vice President be appointed as members of the Board of School Estimate until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11100-12: **Appoint Scott Pohl, Lead Maintenance/Head Custodian, as Integrated Pest Management Coordinator**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that the Board appoint Scott Pohl, Lead Maintenance/Head Custodian, as the Integrated Pest Management Plan Coordinator until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11101-12: **Appoint Scott Pohl, Lead Maintenance/Head Custodian, as Asbestos Management Plan Designated Person**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Scott Pohl, Lead Maintenance/Head Custodian, as the Asbestos Management Plan designated person in charge of administering the plan until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11102-12: **Appoint Scott Pohl, Lead Maintenance/Head Custodian, as Written Hazardous Communication Program Designated Person**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Scott Pohl, Lead Maintenance/Head Custodian, as the Written Hazardous Communication designated person in charge of administering the plan until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11103-12: **Appoint Paula Hatch as the Treasurer of School Moneys**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Paula Hatch as the Treasurer of School Moneys until the reorganization meeting to be held in November 2013 at a salary of \$4,324.00 representing a 2% increase. The last increase was in 2005.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2012**

Resolution 11104-12: Appoint Geta Vogel, Vice Principal, as Affirmative Action Officer

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Geta Vogel, Vice Principal, as Affirmative Action Officer until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11105-12: Appoint Geta Vogel, Vice Principal, as Americans with Disabilities Act (504) Officer

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint Geta Vogel, Vice Principal, as Americans with Disabilities Act (504) Officer until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11106-12: Appoint Bruce A. Jones as Board Attorney

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board approve the appointment of Bruce A. Jones, Esq., as School District Attorney until the reorganization meeting to be held in November 2013 at a rate of \$130.00 an hour.

Exhibit: F2

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11107-12: Appoint School Physician

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that Washington Health Care Alliance, Warren Hills Family Practice, be appointed as School Physician until the reorganization meeting to be held in November 2012.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11108-12: Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board appoint the Willis Group to serve as the Broker of Record for Health and Dental Benefits until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

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1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2012**

Resolution 11109-12

Approve November 2012 Resolutions as Listed Below:

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the following resolutions as listed below:

Resolution 11110-12:

Name Depositories for 2012-2012

Resolution 11111-12:

Authorize Edmund Zalewski, School Business Administrator/Board Secretary, to Award Contracts up to the Bid Threshold

Resolution 11112-12:

Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District

Resolution 11113-12:

Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy

Resolution 11114-12:

Designate the Official Newspapers

Resolution 11115-12:

Adopt Open Public Meetings Act

Resolution 11116-12:

Adopt Warren County Technical School Policies

Resolution 11117-12:

Set Meeting Time and Place of Regular Board of Education Meetings

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11110-12:

Name Depositories for 2012-2013

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that the following depositories be named for the accounts indicated:

General Account – PNC Bank

Payroll Account – PNC Bank

Agency Account – PNC Bank

Cafeteria Account - PNC Bank

Day School Student Activity – PNC Bank

Athletic Activities Account – PNC Bank

Unemployment Depository – PNC Bank

Temporary Investments – Authorize the Board Secretary to invest surplus moneys in any State approved depositories.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11111-12:

Authorize Edmund Zalewski, School Business Administrator/Board Secretary, to Award Contracts up to the Bid Threshold

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board authorize Edmund Zalewski, School Business Administrator/Board Secretary, to award contracts up to the bid threshold.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2012**

Resolution 11112-12: **Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, to sign checks and vouchers in matters relating to the general operation of the school district for the period until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11113-12: **Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, the School Business Administrator/Board Secretary, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, 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 until the reorganization meeting to be held in November 2013.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11114-12: **Designate the Official Newspapers**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that the Star Gazette, Hackettstown, New Jersey, The Star-Ledger, Newark, New Jersey, the Express Times, Easton, Pennsylvania, and the Warren Reporter, Washington New Jersey, be designated the official newspaper(s) for publication of legal notices.

BE IT FURTHER RESOLVED, that the Business Administrator be allowed to use any of these papers as may be necessary based on the situation.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11115-12: **Adopt Open Public Meetings Act**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that the Board adopt the following in accordance with the provisions of the Open Public Meetings Act N.J.S.A. 10:4-6 et seq.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Resolution 11116-12: **Adopt Warren County Technical School Policies**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that all existing policies of the Board remain in effect for one year subject to change by rules within these policies

Teacher/Master Schedules
Teacher Handbook
Student Handbook
Emergency Management Plan

All exhibits available for review in High School Office.

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2012

Resolution 11117-12: **Set Meeting Time and Place of Regular Board of Education Meetings**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that the regular Board of Education meetings be held at the Warren County Technical School on the 3rd Wednesday of each month unless otherwise noted. The Board will open in public session at 5:00 pm. and immediately go into executive session until 5:30 pm. when public session will begin except for the reorganization meeting. Meeting dates are as follows:

| | |
|---|--------------------|
| November 14, 2012 (2 nd Wednesday) | May 15, 2013 |
| December 19, 2012 | June 19, 2013 |
| January 16, 2013 | July – No Meeting |
| February 20, 2013 | August 21, 2013 |
| March 20, 2013 | September 18, 2013 |
| April 17, 2013 | October 16, 2013 |

November 4, 2013- Reorganization Meeting - public Session will begin at 5:00 pm.

Special Meetings will be advertised within appropriate state guidelines.

Exhibit: F3

ROLL CALL VOTE: YEAS: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

ADJOURNMENT

Motion to adjourn the meeting by Mr. Roschewsk, seconded by Mrs. Johnson-Demeter, the Board adjourned the meeting at 5:09.

VOICE VOTE: Yeas: 3 Absent: Dr. Lamonte and Mr. Rutledge **MOTION CARRIED**

Upcoming Dates of Interest:

| | | | |
|-------------------|-------------|-----------------------------|---------------------------|
| November 14, 2012 | BOE Meeting | Executive Session 5:00 p.m. | Regular Session 5:30 p.m. |
| December 19, 2012 | BOE Meeting | Executive Session 5:00 p.m. | Regular Session 5:30 p.m. |