

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
November 14, 2012

I. CALL TO ORDER

President Shotwell will call the meeting to order at 5:00 p.m. on Wednesday, November 14, 2012 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

A. Flag Salute –President Shotwell

B. Opening Statement –President Shotwell

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 October 20, 2012.

C. Roll Call – Board Secretary Zalewski

Present: Ellen Johnson-Demeter, Rosalie Lamonte, Rob Roschewsk, Gus Rutledge and David Shotwell

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

Others Present: 14 members of the public.

D. Adopt the Meeting Agenda

Resolution 11118-12: Adopt the Meeting Agenda

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board adopts the Meeting Agenda for the November 14, 2012 meeting as published with any addenda.

VOICE VOTE: Yeas: 5

MOTION CARRIED

Resolution E487-12: Personnel, Negotiations and Legal Matters

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk 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:
 - Discuss Negotiations Strategy for expiring contract
 - Personnel performance of staff member #0138
- 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: 5

MOTION CARRIED

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Resolution E488-12: **Resume Regular Session**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk the Board reconvened into regular session at 5:40 p.m.

VOICE VOTE: Yeas: 5

MOTION CARRIED

E. Minutes – Regular Meeting Minutes

Resolution 11119-12: **Approve Board Meeting Minutes as Listed Below**

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

Resolution 11120-12: **Approve October 17, 2012 Regular Meeting Minutes**

Resolution 11121-12: **Approve October 17, 2012 Regular Meeting Executive Session Minutes**

Resolution 11122-12: **Approve November 1, 2012 Reorganization Meeting Session Minutes**

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___ *Motion Carried: Yes/No*
See voting by individual resolutions

Resolution 11120-12: **Approve October 17, 2012 Regular Meeting Minutes**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the Regular Meeting Minutes of October 17, 2012.

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11121-12: **Approve October 17, 2012 Regular Meeting Executive Session Minutes**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of October 17, 2012.

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11122-12: **Approve November 1, 2012 Reorganization Meeting Session Minutes**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the Reorganization Meeting Session Minutes of November1, 2012.

ROLL CALL VOTE: YEAS: 4 ABSTAIN: Dr. Lamonte

MOTION CARRIED

• **COMMUNICATIONS**

- **Senior Expo 12/2/12 – Mr. Glowacky said that the Senior Expo will occur on December 2.**

• **SUPERINTENDENT'S REPORT**

- **Red Cross Emergency Shelter – Mr. Glowacky told the Board that the staff of the Red Cross was appreciative of the courtesy and respect that they received while at the school.**
- **Emergency generator status – Mr. Glowacky said that there is a need for a new larger generator to power the facility if it is to be used as an emergency shelter since the current generator is not sized for the areas needed in the school when used as a shelter.**
- **Emergency communications – Mr. Glowacky said that he needs to review other forms of communications during future emergencies since telephone communication was unreliable.**
- **HVAC control status – Mr. Glowacky said that the current HVAC controls are not adequate for use if the power is down during an emergency.**

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- **HIB REPORT - None to report.**
- **BOARD PRESIDENT'S REPORT**
 - Evaluation of Superintendent – Mr. Shotwell listed the Superintendent evaluation team as Mrs. Johnson-Demeter and Mr. Rutledge.
 - Negotiations – Mr. Shotwell identified the Board Negotiations committee as Mr. Roschewsk and himself.
- **PUBLIC COMMENTS**
 - A parent of an LLD student is happy with the program and appreciates the shop component of the program. The program is going in the right direction and sees it going in the future.
 - Mrs. Vogel introduced the student of the month.
 - Ms. Sarte introduced the student who initiated the fund raiser for the Red Cross. The student explained the great response that she received from the staff and students.
 - A student asked if there was a requirement for community service. Mrs. Vogel stated that the seniors are encouraged to participate in community service projects.
 - A parent of a Sprouts student thanked the Board for opening the program after the delay. She also asked if there was funding for advertising the program. Mr. Glowacky said that there was a general open house on December 8th and the Sprouts program could piggyback on that.
 - Staff Member thanked the Board for opening the program.
 - PTA member highlighted the December craft fair and the involvement of the shops.
- **DISCUSS EDUCATIONAL ISSUES**
 - Back to school night 11/13/12 – Mr. Glowacky said the night was well attended.
 - School calendar – There is a resolution for the makeup of two of the missed days on the agenda.
 - Student career uniform costs – Mr. Glowacky stated that we need to consider charging the students for the uniforms due to the increasing costs.
 - Recruitment 2013/2014 – Mr. Zebrowski discussed the current recruitment process. Mrs. Johnson-Demeter suggested that students join the recruiting process as was done in the past.
 - EE4NJ update – Mr. Zebrowski said that the process is ongoing.
- **TABLED OR POSTPONED MATTERS**
 - None
- **NEW BUSINESS**
 - None

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FINANCE

Resolution 11123-12: **Approve November 2012 Finance Resolutions as Listed Below**

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

Resolution 11124-12: **Receive, Accept, and Approve October 2012 Financial Reports**

Resolution 11125-12: **Board of Education's Monthly Certification of Budgetary Major Account/Fund Status**

Resolution 11126-12: **Approve Payment of Bills for November 2012**

Resolution 11127-12: **Approve Payment of Bills from Student Activity Accounts for October 2012**

Resolution 11128-12: **Approve Transfers for October 2012**

Resolution 11129-12: **Approve Project Change orders as Listed Below**

(Recommended by the Chief School Administrator)

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 11124-12: **Receive, Accept, and Approve October 2012 Financial Reports**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that the October 2012 financial reports of the Secretary and Treasurer be received, accepted, and approved.

(Recommended by the Chief School Administrator)

Exhibit: F1

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11125-12: **Board of Education's Monthly Certification of Budgetary 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:

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

Pursuant to N.J.A.C. 6A:23-2.11, we certify that as of October 31, 2012, 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:23-2.11(a).

(Recommended by the Chief School Administrator)

Exhibit: F2

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11126-12: **Approve Payment of Bills for November 2012**

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 November in the amount of \$911,401.74.

(Recommended by the Chief School Administrator)

Exhibit: F3

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11127-12: **Approve Payment of Bills from Student Activity Accounts for October 2012**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the payment of bills from the Student Activity accounts for the month of October 2012 in the amount of \$2,870.59.

(Recommended by the Chief School Administrator)

Exhibit: F4

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11128-12: **Approve Transfers for October 2012**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the transfers of monies for the month of October 2012 in the amount of \$123,900.40.

(Recommended by the Chief School Administrator)

Exhibit: F5

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11129-12: **Approve Project Change orders as Listed Below**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approve the following change orders to the HVAC/Lighting/Fire Suppression project that were reviewed by the architect and engineer for accuracy and value:

CBI-10	Layout and Structural modifications for steel dunnage	\$17,231.00
CBI-11	Provide priming and painting of structural steel	\$2,574.00
CBI-12	Drain refill and add glycol to existing heating system	\$5,043.00
CBI-13	Ductwork design and deduction of rooftop insulation	\$17,951.00
CBI-14	Deduct unused general repair allowance and domestic water pipe allowances	\$-21,394.00 Credit

All together, these five change orders have increased the contract sum by \$21,405.00.

ROLL CALL VOTE: YEAS: 5 MOTION CARRIED

FACILITIES

Resolution 11130-12: **Approve Facility Usage Requests and Charges as Listed Below**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves the facility usage requests and charges as identified below:

<u>Organization</u>	<u>Date of Use</u>	<u>Time</u>	<u>Tech Location</u>	<u>Rental Fee</u>	<u>Admission Fee</u>	<u>Food Service</u>	<u>Custodian</u>	<u>Police Coverage</u>
Warren County Department of Human Services	12/2/12	8-4	Cafeteria	\$0.00	N/A	N/A	\$400 \$0.00	N/A

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5 **MOTION CARRIED**

PERSONNEL

Resolution 11131-12: Approve November 2012 Personnel Resolutions as Listed Below

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

Resolution 11132-12: Employ Home Instructors for the 2012-2013 School Year

Resolution 11133-12: **Employ Substitute Instructors for the 2012-2013 School Year**

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5 **MOTION CARRIED**

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Resolution 11132-12: **Employ Home Instructors for the 2012-2013 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employ the following home instructors for the 2012-2013 school year effective from September 1, 2012 through June 30, 2013 at the rate of pay of \$25.00 per hour on an as needed basis:

Ellen LePera

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11133-12: **Employ Substitute Instructors for the 2012-2013 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs Substitute Instructors for the 2012-2013 school year for the period from September 1, 2012 to June 30, 2013, at a salary of \$90.00 per day for each day worked as follows:

Beth Miller

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

TRAVEL

Resolution 11134-12: **Approve Proposed Field Trips for the 2012-2013 School Year**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the following proposed Field Trips for the 2012-2013 school year:

Date	Destination	Instructor	Number Of Students	Purpose	Approx Transportation Cost
10/26/12	NJPSA	Mylecraine/ McGeough	8	Skills Fall Leadership Conference	School Bus
11/30/12	RVCC	Yarusinsky	8	Field Trip	\$383.94
12/07/12	Liberty Science Center	Tamburro	17	Field Trip	School Bus
05/22/13	UMDNJ	Tamburro	24	Exam	School Bus

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

CURRICULUM

POLICY

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OTHER NEW BUSINESS

Resolution 11135-12: **Approve Change in 2012-2013 School Calendar**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Roschewsk, RESOLVED, that this Board approves changing the school calendar to have school in session November 8th and 9th, 2012.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

ADDENDUM ITEMS

ADJOURNMENT

Adjourn the Meeting

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, the Board adjourned the meeting at 6:40 p.m.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Upcoming Dates of Interest:

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

Respectively Submitted,

Edmund Zalewski