

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

CALL TO ORDER

President Rutledge called the meeting to order at 5:00 p.m. on Wednesday, December 19, 2018 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, Mr. McDonough, Mr. Rutledge and Mr. Shotwell
Absent: Dr. Lamonte

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

Others Present: Approximately 24 members of the public.

Adopt the Meeting Agenda

Resolution 13530-18: Adopt the Meeting Agenda

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board adopts the Meeting Agenda for the December 19, 2018 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution E638-18: Personnel, Negotiations and Legal Matters

On the motion of Dr. Austin, seconded by Mr. Shotwell, 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 Lawsuit Settlement
 - Employee #0547
- 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: Dr. Lamonte

MOTION CARRIED

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

Resolution E639-18: Resume Regular Session

On the motion of Mr. Shotwell, seconded by Dr. Austin, the Board reconvened into regular session at 5:30 p.m.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION** – Mr. Forsythe introduced the students of the 1st marking period.
- **AUDIT PRESENTATION** – Heidi Wolheb gave our audit results for 2017-2018.
- **PUBLIC COMMENTS - Related to Agenda Items Only** - Students thanked the board for starting the bowling team this year without having had a budget for it.
- **COMMUNICATIONS - Included in Board Packet** – Letter from a parent thanking Mr. Forsythe for how he handled a medical issue with their child.
- **SUPERINTENDENT’S REPORT** – Mr. Zalewski updated the board about the start of the budget process for next year. Also, Mr. Zalewski and Ms. Hachlica will be attending the freeholder meeting on Jan. 16th to request funds for next year.
- **HIB REPORT/SUSPENSIONS**
 - Two (2) HIB incidents were reported since the October Board Meeting.
 - Zero (0) in-school suspensions and sixteen (16) out-of-school suspensions were reported since the October Board Meeting.
- **BOARD PRESIDENT’S REPORT** - None
- **DISCUSS EDUCATIONAL ISSUES** - None
- **NEW BUSINESS** - None

Minutes – Regular Meeting Minutes

Resolution 13531-18: Approve November 1, 2018 Regular Meeting Minutes

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Minutes of November 1, 2018.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

FINANCE & FACILITIES

Resolution 13532-18: Approve Finance & Facilities Resolutions as Listed Below

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

Resolution 13533-18: Receive, Accept, and Approve October 2018 Financial Reports

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

<u>Resolution 13534-18:</u>	Receive, Accept, and Approve November 2018 Financial Reports
<u>Resolution 13535-18:</u>	Board of Education's Monthly Certification of Major Account/Fund Status
<u>Resolution 13536-18:</u>	Approve Payment of Bills for November 2018
<u>Resolution 13537-18:</u>	Approve Payment of Bills for December 2018
<u>Resolution 13538-18:</u>	Approve Transfers for October 2018
<u>Resolution 13539-18:</u>	Approve Transfers for November 2018
<u>Resolution 13540-18:</u>	Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2017-2018 School Year, with No Recommendations
<u>Resolution 13541-18:</u>	Implement the Increase of the Hourly CIE Rates
<u>Resolution 13542-18:</u>	Adopt Tuition and Transportation Rates for the 2019-2020 School Year
<u>Resolution 13543-18:</u>	Renew Transportation Contracts with First Student, Inc. for 2018-2019 School Year

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13533-18: **Receive, Accept, and Approve October 2018 Financial Reports**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that the October 2018 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Resolution 13534-18: **Receive, Accept, and Approve November 2018 Financial Reports**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that the November 2018 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 13535-18: **Board of Education's Monthly Certification of Major Account/Fund Status**
On the motion of Dr. Austin, seconded by Mr. Shotwell, 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 November 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 13536-18: **Approve Payment of Bills for November 2018**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for November 2018 in the amount of \$1,032,713.65.

Exhibit: F2

Resolution 13537-18: **Approve Payment of Bills for December 2018**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for December 2018 in the amount of \$923,824.91.

Exhibit: F2

Resolution 13538-18: **Approve Transfers for October 2018**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the transfers of monies for the month October 2018.

Exhibit: F3

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

Resolution 13539-18: **Approve Transfers for November 2018**

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

Exhibit: F3

Resolution 13540-18: ~~**Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2017-2018 School Year, with No Recommendations**~~

On the motion of _____, seconded by _____, RESOLVED, that the Comprehensive Annual Financial Report (CAFR) and the Report of the Administrative Findings, as prepared by the Superintendent, Assistant Superintendent of Business/Board Secretary and the Auditing Firm of Nisivoccia and Company, LLP, be received and accepted, discussed, and ordered filed in the Board Office, noting that there are recommendations; and ~~BE IT FURTHER RESOLVED, that the State Department of Education be notified accordingly.~~

Resolution 13541-18: **Implement the Increase of the Hourly CIE Rates**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the increase of the hourly CIE rates to \$9.00 per hour effective January 1, 2019 for the following students:

Jared Engle	Jack Sabol	Matt Ciufio	Anthony Pandorf
Joe Solte	Nick Hufford	Blake Wyatt	Kathleen LaParch

Resolution 13542-18: **Adopt Tuition and Transportation Rates for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board set the tuition and transportation rates for the 2019-2020 school year for the High School programs as follows:

Program	Tuition	Out Of County Tuition
High School (9-12) Regular Education	\$4,100	\$11,000
High School (9-12) Special Education	\$4,600	N/A
High School Transportation for regularly scheduled route	\$750	N/A

Resolution 13543-18: **Renew Transportation Contracts with First Student, Inc. for 2018-2019 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the following transportation contract renewal with First Student, Inc. for the 2018-2019 school year as listed below:

First Student Inc.	Activ./Field Trips	\$65.58	1.51%	\$66.57	Per Hour
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PERSONNEL

Resolution 13544-18: **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 13545-18:** **Approve Contract Between BAYADA and WCTS for Substitute School Nurses**
Resolution 13546-18: **Approve MOU Between Warren County Technical School and Rutgers School of Health Professions**
Resolution 13547-18: **Approve Student Observation for Cricket Danner**

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

<u>Resolution 13548-18:</u>	Approve Substitute Teachers for the 2018-2019 School Year
<u>Resolution 13549-18:</u>	Approve 2018-2019 School Safety and Security Plan
<u>Resolution 13550-18:</u>	Approve Substitute School Nurse for the 2018-2019 School Year
<u>Resolution 13551-18:</u>	Approve Dual Credit Program Articulation Agreement Between Centenary University and Warren County Technical School
<u>Resolution 13552-18:</u>	Approve Part Time Maintenance Worker for the 2018-2019 School Year

ROLL CALL VOTE: YEAS: 4 ABSENT: Dr. Lamonte **MOTION CARRIED**

Resolution 13545-18: **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 2018-2019 school year.

Attachment: A

Resolution 13546-18: **Approve MOU Between Warren County Technical School and Rutgers School of Health Professions**
On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the MOU between Warren County Technical School for School and Rutgers School of Health Professions for the existing Health Science Career Programs.

Attachment: B

Resolution 13547-18: **Approve Student Observation for Cricket Danner**
On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves Cricket Danner from Irvine Valley College to observe Nancy Kling as part of her educational requirements.

Resolution 13548-18: **Approve Substitute Teachers for the 2018-2019 School Year**
On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the following Substitute Teachers for the 2018-2019 school year:

Kathleen E. Moritz	Jenna Sagen	Linda Magyar	Reannon E. Lilly	Wayne Dilts
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Resolution 13549-18: **Approve 2018-2019 School Safety and Security Plan**
On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the 2018-2019 School Safety and Security Plan.

Attachment: C

Resolution 13550-18: **Approve Substitute School Nurse for the 2018-2019 School Year**
On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the following School Nurse Substitute for the 2018-2019 school year:

Shannon Bowman

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

Resolution 13551-18: **Approve Dual Credit Program Articulation Agreement Between Centenary University and Warren County Technical School**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the Dual Credit Program Articulation Agreement between Centenary University and Warren County Technical School for dual credits at Centenary University.

Attachment: D

Resolution 13552-18: **Approve Part Time Maintenance Worker for the 2018-2019 School Year**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves William Dean for the position of part time Maintenance worker for the 2018-2019 school year at a rate of \$15.00 per hour.

TRAVEL

Resolution 13553-18: **Approve Travel Resolutions as Listed Below**

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

Resolution 13554-18: **Approve Staff Professional Development Travel**

Resolution 13555-18: **Approve Field Trip Resolutions**

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13554-18: **Approve Staff Professional Development Travel**

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

Date	Name	Description/Reason	Approx. Cost
11-8-2018	H. SanFilippo	NJEA Conference Atlantic City, NJ	\$35
11-8-2018	J. Slowik	NJEA Conference Atlantic City, NJ	\$35
11-8 & 9-2018	C. Banquecer	NJEA Conference Atlantic City, NJ	\$35per day
11-8-2018	L. Glowacky	NJEA Conference Atlantic City, NJ	\$35
11-8-2018	T. Leal	NJEA Conference Atlantic City, NJ	\$35
11-8-2018	C. Schiller	NJEA Conference Atlantic City, NJ	\$35
11-15-2018	B. Wheatley	Threat Assessment Training, Morristown, NJ	\$0 + Mileage
11-15-2018	J. Tierney	Threat Assessment Training, Morristown, NJ	\$0 + Mileage
11-15-2018	S. Lance	Threat Assessment Training, Morristown, NJ	\$0 + Mileage
12-3-2018	B. Wheatley	Using Schools as Shelters During a Crisis, Morristown, NJ	\$0 + Mileage
12-7-2018	B. Hachlica	Fall Vocational Meeting	\$0 + Mileage
12-14-2018	A. Drescher	Payroll/Sick Leave HC ESC , Califon, NJ	\$0 + Mileage
12-17-2018	Z. Ziegler	Threat Assessment Training, Clinton, NJ	\$0 + Mileage
01-10-2019	E. LePera	ILA Literacy Conference, Hackettstown, NJ	\$0 + Mileage

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1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

Resolution 13555-18: **Approve Field Trip Resolutions**

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

Date	Destination	Instructor	Number Of Students	Purpose	Approx. Transp. Cost
1-15-2019	Warren Co. Library	E. LePera	6	Obtain research books	WCTS
2-6 and 7-2019	OK4WD	R. Gara T. Longacre R. Danner	20	Shadow an automotive service department	WCTS
2-4 and 5-2019	Smith Motors	R. Gara R. Danner T. Longacre	20	Shadow Smith Motors service department	WCTS
Date	Destination	Instructor	Number Of Students	Purpose	Approx. Transp. Cost
3-12-2019	Jacob Javits Convention Center, NY, NY	T. Giraldi	22	International Beauty Show	WCTS
3-19-2019	Masonry Institute, Bordentown, NJ	R. Gara B. Bartow	2	Skills USA Masonry Competition	WCTS
5-29-2019	NJ Convention Center	R. Gara B. Bartow K. Wene	13	Construction Career Day	WCTS
TBD	Burlington County Technical	T. Giraldi	12	Cosmetology Practical Exam	WCTS

CURRICULUM

Resolution 13556-18: **Approve Creative Writing Curriculum**

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the Creative Writing Curriculum for the 2018-2019 school year.

Attachment: E

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

ADDENDUM ITEMS

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.

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
DECEMBER 19, 2018

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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- **Members of the bowling team thanked the board for starting the bowling team this year.**
 - **A parent voiced concern about how/where teachers post homework assignments. Also, that some teachers post grades to the portal in timely fashion, while others do not.**
 - **Ms. Leal gave kudos to Mr. Colucci and administration for a well run Open House. She had concerns about the decision to not have freshmen and sophomore class advisors this year.**

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Shotwell, seconded by Dr. Austin, the Board adjourned the meeting at 6:02 p.m.

Respectively Submitted,

Beth Hachlica

Upcoming Dates of Interest:

December 21, 2018	Early Dismissal for Winter Recess
December 25-31, 2018	Winter Recess
January 1, 2019	School Closed for New Year's Day
January 15, 2019	Deadline for New Student Applications