

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
December 16, 2015

CALL TO ORDER

President Johnson-Demeter called the meeting to order at 5:00 p.m. on Wednesday, December 16, 2015 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

Flag Salute –President Johnson-Demeter

Opening Statement –President Johnson-Demeter

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 3, 2015.

Roll Call – Board Secretary Zalewski

Present: Mr. Roschewsk, Mr. Rutledge, Mr. Shotwell and Mrs. Johnson-Demeter
Absent: Dr. Lamonte
Also Present: Mr. Glowacky, Superintendent
Mr. Zalewski, Board Secretary
Ms. Rottenberg, Attorney

Others Present: Approximately 12 members of the public.

Adopt the Meeting Agenda

Resolution 12363-15: Adopt the Meeting Agenda

On the motion of Mr. Shotwell, seconded by Mr. Roschewsk, RESOLVED, that this Board adopts the Meeting Agenda for the December 16, 2015 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution E574-15: Personnel, Negotiations and Legal Matters

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, 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:
 - Negotiations Update – WTEA
 - Student Issues
 - Contract Discussion
- 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

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Resolution E575-15: Resume Regular Session

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, the Board reconvened into regular session at 5:39 p.m.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION**
 - Mrs. Vogel Introduced the Students of the Month
- **PUBLIC COMMENTS - Related to Agenda Items Only** - None
- **COMMUNICATIONS**
 - Mr. Glowacky read the thankyou letter from Community Food Pantry of Washington
- **SUPERINTENDENT'S REPORT**
 - Mr. Glowacky discussed the radio interview he participated in with Freeholder Director Smith and Dr. Austin on the collaboration efforts between the County College and the Warren County Technical School.
- **HIB REPORT/SUSPENSIONS**
 - Five (5) HIB incidents were reported since the November Board Meeting.
 - One (1) in-school suspensions and five (5) out-of-school suspensions since the November Board Meeting.
- **BOARD PRESIDENT'S REPORT**
 - Mrs. Johnson-Demeter congratulated the PTA on the production of a wonderful craft fair. She also thanked the PTA for their continued support.
- **DISCUSS EDUCATIONAL ISSUES**
 - Mr. Zalewski updated the Board of Education on the budget process. Mr. Zalewski recommended that no new programs be added in the upcoming year to allow for stability of the budget and programing. Discussion ensued and Mr. Glowacky and the Board agreed.
 - Mr. Mylecraine presented the PARCC Results to the Board and public.
 - Freeholder Director Smith and Mr. Glowacky discussed the need for parent outreach throughout the County to address the impact of television commercials on the rise in drug acceptance by children.
- **NEW BUSINESS**

Minutes – Regular Meeting Minutes

Resolution 12364-15: Approve Board Meeting Minutes as Listed Below

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

Resolution 12365-15: Approve November 18, 2015 Regular Meeting Minutes

Resolution 12366-15: Approve November 18, 2015 Regular Meeting Executive Session Minutes

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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Resolution 12365-15: Approve November 18, 2015 Regular Meeting Minutes

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the Regular Meeting Minutes of November 18, 2015.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 12366-15: Approve November 18, 2015 Regular Meeting Executive Session Minutes

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of November 18, 2015.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

FINANCE & FACILITIES

- Mr. Shotwell made a motion to remove Resolution 12373-15 from the approved list further discussion evolved. See individual resolution.

Resolution 12367-15: Approve Finance & Facilities Resolutions as Listed Below

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

<u>Resolution 12368-15:</u>	Receive, Accept, and Approve November 2015 Financial Reports
<u>Resolution 12369-15:</u>	Board of Education's Monthly Certification of Major Account/Fund Status
<u>Resolution 12370-15:</u>	Approve Payment of Bills for December 2015
<u>Resolution 12371-15:</u>	Approve Transfers for November 2015
<u>Resolution 12372-15:</u>	Approve Agreement with J & B Therapy Services to be Paid in Part from NCLB Title 1 funds
<u>Resolution 12373-15:</u>	Approve Memorandum of Understanding with WCOEM See individual Resolution
<u>Resolution 12374-15:</u>	Adopt Tuition and Transportation Rates for the 2016-2017 School Year
<u>Resolution 12375-15:</u>	Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2014-2015 School Year, with Recommendations
<u>Resolution 12376-15:</u>	Implement the Corrective Action Plan for the FY15 Audit Recommendations
<u>Resolution 12377-15:</u>	Approve Application for the County Vocational School Partnership Grant

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 12368-15: Receive, Accept, and Approve November 2015 Financial Reports

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that the October 2015 financial reports of the Secretary and Treasurer be received, accepted, and approved.

(Recommended by the Superintendent)

Exhibit: F1

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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Resolution 12369-15: **Board of Education's Monthly Certification of 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: (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, 2015, 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.

(Recommended by the Superintendent)

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

Resolution 12370-15: **Approve Payment of Bills for December 2015**

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 2015 in the amount of \$878,387.30.

(Recommended by the Superintendent)

Exhibit: F2

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

Resolution 12371-15: **Approve Transfers for November 2015**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the transfers of monies for the month of November 2015.

(Recommended by the Superintendent)

Exhibit: F3

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

Resolution 12372-15: **Approve Agreement with J & B Therapy Services to be Paid in Part from NCLB Title 1 Funds**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, approve the agreement with J&B Therapy Services for occupational, physical and/or speech therapy services at the rate of \$78.00 per hour to be paid in part, up to \$30,000 by NCLB Title 1 funds.

(Recommended by the Superintendent)

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

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Resolution 12373-15: Approve Memorandum of Understanding with WCOEM

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, approve Memorandum of Understanding with the Warren County Office of Emergency Management for the term of December 17, 2015 – October 31, 2016.

(Recommended by the Superintendent)

Exhibit: F4

ROLL CALL VOTE: YEAS: Mr. Roschewsk Nays: 3 ABSENT: Dr. Lamonte MOTION FAILED

Mr. Shotwell questioned the need for the Memorandum of Understanding. Discussion ensued between the Board, Freeholder Director Smith, the Board Attorney and Mr. Glowacky. Freeholder Director Smith noted that the Warren County Office of Emergency Management is an agency of the County; therefore, the agreement would need to be negotiated with the Board of Chosen Freeholders and not with the Warren County Office of Emergency Management.

Resolution 12374-15: Adopt Tuition and Transportation Rates for the 2016-2017 School Year

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board set the tuition and transportation rates for the 2016-2017 school year for the High School programs and Post-Secondary Programs as follows:

Program	Tuition	Out Of County Tuition
High School (9-12)	\$3,800	\$11,000
High School Transition & BD (9-12)	\$22,000	N/A
High School Transportation for regularly scheduled route	\$250	N/A
Cosmetology (Post-Secondary)	\$6,700+ fees	\$10,000
LPN (Post-Secondary)	\$11,500 + fees	\$15,500

(Recommended by the Superintendent)

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

Resolution 12375-15: Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2014-2015 School Year, with Recommendations

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, 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.

(Recommended by the Superintendent)

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

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Resolution 12376-15: Implement the Corrective Action Plan for the FY15 Audit Recommendations

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the attached Corrective Action Plan for the FY15 Audit Recommendations as presented in the Auditors Management Report and direct the Assistant Superintendent of Business/Board Secretary to implement remediation as set forth in the plan in a timely manner.

BE IT FURTHER RESOLVED, that the Business Administrator makes periodic reports to the Board on the status of the Corrective Action Plan.

(Recommended by the Superintendent)

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

Resolution 12377-15: Approve Application for the County Vocational School Partnership Grant

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves submission of the application for the County Vocational School District Partnership Grant in the amount of \$600,000 over a 3 year period to implement a Lineman program with the Belvidere School District.

(Recommended by the Superintendent)

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

PERSONNEL

Resolution 12378-15: Approve December 2015 Personnel Resolutions as Listed Below

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

Resolution 12379-15: Employ Scott Lance as Social Studies Instructor for the 2015-2016 School Year

Resolution 12380-15: Employ Joshua LaReddola as Maternity Leave Coverage for Noris Lara

Resolution 12381-15: Establish and Approve District Advisory Panel

Resolution 12382-15: Approve Sam Akin to Work as Instructor in Apprenticeship Program

Resolution 12383-15: Approve Following Staff to Provide Targeted Assistance Services to Identified Students as part of NCLB Grant

Resolution 12384-15: Employ Extra Curricular Personnel for the 2015-2016 School Year

Resolution 12385-15: Employ Substitute Instructors for the 2015-2016 School Year

Resolution 12386-15: Approve Job Descriptions

(Recommended by the Superintendent)

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

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Resolution 12379-15: Employ Scott Lance as Social Studies Instructor for the 2015-2016 School Year

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs Scott Lance as Social Studies Instructor, Step 1 / Column BA, for the 2015-2016 school year effective January 1, 2016 at the annual salary of \$47,014, prorated to actual start date.

(Recommended by the Superintendent)

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

Resolution 12380-15: Employ Joshua LaReddola as Maternity Leave Coverage for Noris Lara

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs Joshua LaReddola as Maternity Leave coverage for Noris Lara, Spanish Instructor, for four (4) days a week at the prorated salary of \$47,014 for the period from January 4, 2016 to on or about April 4, 2016.

(Recommended by the Superintendent)

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

Resolution 12381-15: Establish and Approve District Advisory Panel

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board establishes and approves a District Advisory Panel consisting of Robert Glowacky, Superintendent, and Edmund Zalewski, Assistant Superintendent of Business, to provide additional support to Gary Colucci, Director of Curriculum Instruction, as part of the NJ-L2L Mentoring Program.

(Recommended by the Superintendent)

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

Resolution 12382-15: Approve Sam Akin to Work as Instructor in Apprenticeship Program

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves Sam Akin as instructor for the Graham Packaging Apprenticeship Program at the rate of \$30.00 per hour. Number of hours and schedule to be approved by the Apprenticeship Coordinator.

(Recommended by the Superintendent)

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

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Resolution 12383-15: **Approve Following Staff to Provide Targeted Assistance Services to Identified Students as part of NCLB Grant**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the following staff members to provide on-line and one-on-one tutoring for identified students who opt for services and have an application on file. This service is provided by the Targeted Assistance Services (TAS) specified in the No Child Left Behind (NCLB) Act of 2001. The rate of pay for tutoring will be \$33.00 per hour. Account 20-231-100-1000-FF16.

Michele Beneducci
Gerard Bossard
Patricia Colabella
Stefanie Connolly
Rena Cornella

Maryann Czarnecki
Ellen LePera
David Lettire
Kim McCormick
Lori Miller

Elizabeth Riley
Laurel Osborn
Connie Piccola
Jasmine Slowik
Jay Werkheiser

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 12384-15: **Employ Extra Curricular Personnel for the 2015-2016 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs extra-curricular personnel for the 2015-2016 school year for the period from August 31, 2015 to June 30, 2016 as follows:

<u>Last</u>	<u>First</u>	<u>Extra Curricular Personnel</u>	<u>Stipend</u>
Nodoro	Kimberly	Culinary Advisor w/P. Lilly	\$2,897

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 12385-15: **Employ Substitute Instructors for the 2015-2016 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs Substitute Instructors for the 2015-2016 school year for the period from September 1, 2015 to June 30, 2016 at a salary of \$90.00 per day for each day worked as follows:

Scott Lance
Joshua LaReddola
Dr. Mark Nalepa

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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Resolution 12386-15: **Approve Job Descriptions**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the following Job Descriptions:

Superintendent (Exhibit A)
Principal (Exhibit B)
Assistant Principal (Exhibit C)

(Recommended by the Superintendent)

Exhibit: A-C

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

TRAVEL

Resolution 12387-15: **Approve Travel Resolutions as Listed Below**

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

Date	Destination	Instructor	Number Of Students	Purpose	Approximate Transportation Cost
*12/2/15	Union County Community	Sean McGeough	9	Bridge Building Competition	WCTS
*12/3/15	North Warren High School	Bob Wheatley and Maria Tamburro	20	Help in preparedness drill and understand medical reserve corp.	WCTS
*12/7/15	Picatinny Arsenal	Sean McGeough	2	Stem careers in Military	WCTS
12/19/15	Chatham High School	Sean McGeough	19	FTC Robotics Competition	WCTS

** Paper work received after cutoff date for Board agenda.*

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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POLICY

Resolution 12388-15: **Approve on First Reading Revisions to the Board Policy Manual**

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves on first reading revisions to the Board Policy Manual as follows:

1240	Evaluation of Superintendent – Policy
R1240	Evaluation of Superintendent – Regulation
3221	Evaluation of Teachers – Policy
R3221	Evaluation of Teachers – Regulation
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators – Policy
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators – Regulation
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals – Policy
R3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals – Regulation
3224	Evaluation of Principals, Vice Principals, and Assistant Principals – Policy
R3224	Evaluation of Principals, Vice Principals, and Assistant Principals – Regulation
3431.1	Family Leave – Policy
4431.1	Family Leave – Policy
5337	Service Animals – Policy
5516	Use of Electronic Communication and Recording Devices – Policy

(Recommended by the Superintendent)

Exhibit: D

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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ADDENDUM ITEMS

Resolution 12389-15: Employ Matthew Dell Elba as Long Term Substitute Math Instructor for the 2015-2016 School Year

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs Matthew Dell Elba as long term substitute Math Instructor, Step 1 / Column BA, for the 2015-2016 school year at the annual salary of \$47,014, effective February 1, 2016 after about 20 days as a full time substitute until issuance of Certificate of Eligibility from the NJ Department of Education.

(Recommended by the Superintendent)

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

Resolution 12390-15: Employ Matthew Dell Elba as Math Instructor for the 2015-2016 School Year

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board employs Matthew Dell Elba as Math Instructor, Step 1 / Column BA, for the 2015-2016 school year at the annual salary of \$47,014, prorated to actual start date upon issuance of Certificate of Eligibility from the NJ Department of Education.

(Recommended by the Superintendent)

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

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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;
 - 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.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Roschewsk, seconded by Mr. Rutledge, the Board adjourned the meeting at 6:52 p.m.

Upcoming Dates of Interest:

January 20, 2016

5:00 p.m. Executive Session

5:30 p.m. Regular Session