

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
December 20, 2017

CALL TO ORDER

President Roschewsk called the meeting to order at 5:00 p.m. on Wednesday, December 20, 2017 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 Zalewski

Present: Dr. Austin, Mr. Roschewsk, Mr. Rutledge and Mr. Shotwell
Absent: Dr. Lamonte

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

Others Present: Approximately 22 members of the public.

Adopt the Meeting Agenda

Resolution 13197-17: 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 20, 2017 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution E622-17: Personnel, Negotiations and Legal Matters

On the motion of Mr. Shotwell, 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
 - Negotiations 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.
- D. Action may be taken.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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Resolution E623-17: **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** – Mrs. Vogel introduced the Students of the month.
- **PUBLIC COMMENTS** – Ms. Leal thanked Mr. Yarusinsky for everything he has done for Warren Techs students and staff over the years.
- **COMMUNICATIONS** - None
- **SUPERINTENDENT’S REPORT** – Mr. Zalewski updated the Board on the security and toilet room projects.
- **HIB REPORT/SUSPENSIONS**
 - Three (3) HIB incidents were reported since the November Board Meeting.
 - Five (5) in-school suspensions and zero (0) out-of-school suspensions were reported since the November Board Meeting.
- **BOARD PRESIDENT’S REPORT** – Mr. Roschewsk congratulated Mr. Yarusinsky on completing 39 years of service. He was presented with an award and notified that the cross county track will be named after him. Mr. Roschewsk wished everyone a Happy Holiday.
- **DISCUSS EDUCATIONAL ISSUES** – Mrs. Vogel discussed the recent Pep Rally that was very well attended. She also introduced the staff members of the year.
- **NEW BUSINESS** – None.

Minutes – Regular Meeting Minutes

Resolution 13198-17: **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 13199-17: **Approve November 22, 2017 Regular Meeting Minutes**

Resolution 13200-17: **Approve November 22, 2017 Regular Meeting Executive Session Minutes**

Resolution 13201-17: **Approve December 5, 2017 Special Meeting Minutes**

Resolution 13202-17: **Approve December 5, 2017 Special Meeting Executive Session Minutes**

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13199-17: **Approve November 22, 2017 Regular Meeting Minutes**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Minutes of November 22, 2017.

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Resolution 13200-17: **Approve November 22, 2017 Regular Meeting Executive Session Minutes**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of November 22, 2017.

Resolution 13201-17: **Approve December 5, 2017 Special Meeting Minutes**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Special Meeting Minutes of December 5, 2017.

Resolution 13202-17: **Approve December 5, 2017 Special Meeting Executive Session Minutes**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Special Meeting Executive Session Minutes of December 5, 2017.

FINANCE & FACILITIES

Resolution 13203-17: **Approve Finance & Facilities Resolutions as Listed Below**

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

Resolution 13204-17: **Receive, Accept, and Approve November 2017 Financial Reports**

Resolution 13205-17: **Board of Education's Monthly Certification of Major Account/Fund Status**

Resolution 13206-17: **Approve Payment of Bills for November 2017**

Resolution 13207-17: **Approve Transfers for November 2017**

Resolution 13208-17: **Approve Bidding the Security Upgrade Project**

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13204-17: **Receive, Accept, and Approve November 2017 Financial Reports**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that the November 2017 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 13205-17: **Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of Mr. Shotwell, 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 November 30, 2017, 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 13206-17: **Approve Payment of Bills for December 2017**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for December 2017 in the amount of \$914,205.08.

Exhibit: F2

Resolution 13207-17: **Approve Transfers for November 2017**

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On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that this Board approves the transfers of monies for the month of November 2017.

Exhibit: F3

Resolution 13208-17: **Approve Bidding the Security Upgrade Project**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that this Board approve advertising and soliciting bids for the Security Upgrade Project.

PERSONNEL

Resolution 13209-17: **Approve 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 13210-17: **Approve Job Description for Board Secretary/Business Manager for the 2017-2018 School Year**

Resolution 13211-17: **Employ Extra Curricular Personnel for the 2017-2018 School Year**

Resolution 13212-17: **Rescind Employment for Elizabeth Hachlica as AESOP Personnel System Effective December 31, 2017**

Resolution 13213-17: **Rescind Employment for Elizabeth Hachlica as AESOP Administrator Effective December 31, 2017**

Resolution 13214-17: **Approve Superintendent/Business Office Reallocations for the 2017-2018 School Year**

Resolution 13215-17: **Employ PT GED/ESL Program Coordinator for the 2017-2018 School Year**

Resolution 13216-17: **Employ Part Time Theater Advisor for the 2017-2018 School Year**

Resolution 13217-17: **Employ Board Secretary/Business Manager for the 2017-2018 School Year**

Resolution 13218-17: **Appoint Edmund Zalewski as Superintendent January 1, 2018 – June 30, 2021**

Resolution 13219-17: **Appoint Maureen Joyce as Part-time Interim Business Administrator January 1, 2018 – June 30, 2018**

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13210-17: **Employ Extra Curricular Personnel for the 2017-2018 School Year**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs extra-curricular personnel for the 2017-2018 school year for the period from August 31, 2017 to June 30, 2018 as follows:

<u>Last</u>	<u>First</u>	<u>Extra Curricular Personnel</u>	<u>Stipend</u>
Connolly	Stefanie	Weight Room Attendant	\$25.00 hr.
Lamson	Daniel	Weight Room Attendant	\$25.00 hr.
McCormick	Kim	Weight Room Attendant	\$25.00 hr.
Wheatley	Robert	Weight Room Attendant	\$25.00 hr.
Fattorusso	Vincent	Weight Room Attendant	\$25.00 hr.
Noll	Amanda	Weight Room Attendant	\$25.00 hr.
Earl	Mike	Weight Room Attendant	\$25.00 hr.
Gara	Ray	Weight Room Attendant	\$25.00 hr.
Tierney	Jeff	Varsity Baseball Coach	\$5,794 (5)
Dowling	Greg	JV Baseball Coach	\$2,690 (1)
Connolly	Stephanie	Varsity Softball Coach	\$5,794 (5)

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Lamson	Daniel	JV Softball Coach	\$2,690 (1)
Cammarota	Bobby	Pitch Counter	\$25.00 hr.
Earl	Mike	Pitch Counter	\$25.00 hr.
Akin	Sam	Perkins Tutor	\$33.00 hr.
Tamburro	Maria	Perkins Tutor	\$33.00 hr.
Danner	Ray	Perkins Tutor	\$33.00 hr.

Resolution 13211-17: **Approve the Following New Job Descriptions for the 2017-2018 School Year**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approve the following new job descriptions for the 2017-2018 school year as follows:

Assistant Business Administrator
Part Time School Business Administrator
Board Secretary/Business Manager

Exhibit: B

Resolution 13212-17: **Rescind Employment for Elizabeth Hachlica as AESOP Personnel System Effective December 31, 2017**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board rescind employment for Elizabeth Hachlica as AESOP Personnel System effective December 31, 2017 as approved in resolution 13087-17.

Resolution 13213-17: **Rescind Employment for Elizabeth Hachlica as AESOP Administrator Effective December 31, 2017**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board Rescind Employment for Elizabeth Hachlica as AESOP Administrator effective December 31, 2017 as approved in resolution 13087-17.

Resolution 13214-17: **Approve Superintendent/Business Office Reorganization of District Job Functions for the 2017-2018 School Year**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Superintendent/Business Office reorganization of district job functions for Anne Drescher/Administrative Assistant for the Superintendent and Bristol Jewell/Confidential Secretary to the Business Administrator for the 2017-2018 school year.

Exhibit: C

Resolution 13215-17: **Employ PT GED/ESL Program Coordinator for the 2017-2018 School Year**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs Constance Drake-Obrien as the Part Time GED/ESL Program Coordinator for the 2017-2018 school year for the period from January 1, 2018 to June 30, 2018 at an hourly salary of \$35.00 not to exceed 15 hours per week.

Resolution 13216-17: **Employ Part Time Theater Advisor for the 2017-2018 School Year**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs Sarah Farber as Part Time Theater Advisor for the 2017-2018 school year at a stipend rate of \$5,794.

Resolution 13217-17: **Employ Board Secretary/Business Manager for the 2017-2018 School Year**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board employs Elizabeth Hachlica as Board Secretary/Business Manager for the 2017-2018 school year for the period from January 1, 2018 to June 30, 2018.

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Exhibit: C

Resolution 13218-17: **Appoint Edmund Zalewski as Superintendent January 1, 2018 – June 30, 2021**
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board appoints Edmund Zalewski as Superintendent and Assistant Business Administrator for the period of January 1, 2018 until June 30, 2021 as per the contract exhibit approved by the Executive County Superintendent of Schools.

Exhibit E

Resolution 13219-17: **Appoint Maureen Joyce as Part-time Interim Business Administrator January 1, 2018 – June 30, 2018.**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board appoints Maureen Joyce as part-time Interim Business Administrator for the period of January 1, 2018 – June 30, 2018.

Exhibit F

TRAVEL

Resolution 13220-17: **Approve Travel Resolutions as Listed Below**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the following travel resolutions as listed below:

Resolution 13221-17: **Approve Staff Professional Development Travel as Listed Below**
Resolution 13222-17: **Approve Field Trip Resolutions as Listed Below**

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

Resolution 13221-17: **Approve Staff Professional Development Travel as Listed Below**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the staff professional development travel as listed below:

Date	Name	Description/Reason	Approx. Cost
*10-26-2017	T. Longacre	ASE Test, Allentown, PA	\$75 + Mileage
*11-16-2017	A. Drescher	Board Connect/Board Agenda & Meeting Minutes	\$0 + Mileage
*12-08-2017	G. Vogel	NJPSA Council Meeting, Monroe Township, NJ	\$0 + Mileage
*12-11-2017	J. Mylecraine	Centenary Education Advisory Boards Forum	\$0 + Mileage
*12-13-2017	G. Vogel	QSAC Feedback Session, Trenton, NJ	\$0 + Mileage
*12-15-2017	M. Tamburro	WCCC Advisory Board Meeting	\$0 + Mileage
01-10- 2017	R. Gara	NJ Field Federal Safety & Health Council	\$0 + Mileage
1-17,18,19-2018	J. Mylecraine	NJPSA, Monroe Township	\$450 + Mileage
1-17,18,19-2018	K. Sarte	NJPSA, Monroe Township	\$450 + Mileage
1-23,24,25-2018	Z. Ziegler	Affirmative Action Officer Training	\$450 + Mileage
2-01-2018	J. Mylecraine	NJ Bar Association	\$0 + Mileage

* Paper work received after cutoff date for Board agenda.

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Resolution 13222-17: **Approve Field Trip Resolutions as Listed Below**

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

Date	Destination	Instructor	Number Of Students	Purpose	Approx. Transp. Cost
November 2017 20,27,29,30	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0
December 2017 8,11,12,18,19,20	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0
January 30, 2018	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0
February 7,9, 2018	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0
March 2, 2018	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0
March 2, 2018	Northampton Community College	SAM Akin	2		
April 13, 20, 2018	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0
May 2018 8,11,21,22,24,25,30	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0
June 1, 2018	Warren County Fire Academy	Randy K. Trimmer	9	Fire Academy Training	\$0

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

POLICY

OTHER NEW BUSINESS

Resolution 13223-17: **Approve NJ QSAC Equivalency Application**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the NJ QSAC Equivalency Application for the Warren County Technical School to the County Office of Education. Districts that receive a score of 80% or greater in all five QSAC areas are designated High Performing and are eligible to apply for an equivalency waiver and have their State Board certificate extended for an addition all three years without undergoing any QSAC monitoring, as recommended by the Superintendent.

Exhibit: D

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13224-17: **Approve Dissolution of the Skyland Education Foundation**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the dissolution of the Skyland Education Foundation and requests that their proportionate share of the assets of the Skyland Education Foundation be returned to the Board of Education.

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Exhibit: A

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.

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. Rutledge, seconded by Dr. Austin, the Board adjourned the meeting at 5:57 p.m.

Upcoming Dates of Interest:

January 1, 2018	School Closed – New Year's Day
January 15, 2018	School Closed – Dr. King Jr. Day
January 17, 2018	5:00 p.m. Executive Session 5:30 p.m. Regular Session
January 20, 2018	9:00 a.m. Meeting with the Freeholder Board to Discuss funding.

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