

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**December 21, 2016**

**CALL TO ORDER**

President Roschewsk called the meeting to order at 5:00 p.m. on Wednesday, December 21, 2016 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 3, 2016.

**Roll Call** – Board Secretary Zalewski

**Present:** Mrs. Johnson-Demeter, Dr. Lamonte, Mr. Roschewsk, Mr. Rutledge and Mr. Shotwell

**Also Present:** Mr. Glowacky, Superintendent  
Mr. Zalewski, Board Secretary  
Mr. Castellucci Jr., Attorney

**Others Present:** Approximately 18 members of the public

**Adopt the Meeting Agenda**

**Resolution 12836-16: 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 December 21, 2016 meeting as published with any addenda.

VOICE VOTE: YEAS: 5

MOTION CARRIED

**Resolution E574-16: Personnel, Negotiations and Legal Matters**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Shotwell, 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:
  - Legal 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: 5

MOTION CARRIED

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**Resolution E596-16:                      Resume Regular Session**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, the Board reconvened into regular session at 5:31 p.m.

VOICE VOTE: YEAS: 5

MOTION CARRIED

**Discussion**

- **Comprehensive Annual Financial Report**
  - Heidi Wohlleb – Nisivoccia & Co. Presented the 2016 Audit Report
- **STUDENT RECOGNITION**
  - Mrs. Vogel - Introduced the Students of the Month and the teachers with the perfect attendance for the 1<sup>st</sup> marking period.
  - Mrs. Vogel announced the teacher and support staff of the year.
- **PUBLIC COMMENTS - Related to Agenda Items Only**
  - Ms. Beth Miller stated that she was part of the teacher of the year selection process and agreed with the selections.
- **COMMUNICATIONS - None.**
- **SUPERINTENDENT'S REPORT**
  - Shelter in place update – Mr. Glowacky updated the Board on the shelter in-place that occurred during the past week.
- **HIB REPORT/SUSPENSIONS**
  - (0) HIB incidents were reported since the November Board Meeting.
  - (0) in-school suspensions and (4) out-of-school suspensions since the November Board Meeting.
- **BOARD PRESIDENT'S REPORT**
  - Mr. Roschewsk wished everyone a Happy Holiday.
- **DISCUSS EDUCATIONAL ISSUES**
  - Mr. Mylecraine presented a recommendation on the 2017-2018 Program Scheduling. The Board members had several questions about the proposal that Mr. Mylecraine responded to.
- **NEW BUSINESS – None.**

**Minutes – Regular Meeting Minutes**

**Resolution 12837-16:                      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 12838-16:                      Approve November 16, 2016 Regular Meeting Minutes**

**Resolution 12839-16:                      Approve November 16, 2016 Regular Meeting Executive Session Minutes**

VOICE VOTE: YEAS: 3

ABSTAIN: Dr. Lamonte, Mr. Shotwell

MOTION CARRIED

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**Resolution 12838-16: Approve November 16, 2016 Regular Meeting Minutes**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the Regular Meeting Minutes of November 16, 2016.

VOICE VOTE: YEAS: 3 ABSTAIN: Dr. Lamonte, Mr. Shotwell MOTION CARRIED

**Resolution 12839-16: Approve November 16, 2016 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 November 16, 2016.

VOICE VOTE: YEAS: 3 ABSTAIN: Dr. Lamonte, Mr. Shotwell MOTION CARRIED

**FINANCE & FACILITIES**

**Resolution 12840-16: 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 12841-16: Receive, Accept, and Approve November 2016 Financial Reports**
- Resolution 12842-16: Board of Education's Monthly Certification of Major Account/Fund Status**
- Resolution 12843-16: Approve Payment of Bills for December 2016**
- Resolution 12844-16: Approve Transfers for November 2016**
- Resolution 12845-16: Approve Voiding Outstanding Checks**
- Resolution 12846-16: Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2015-2016 School Year**
- Resolution 12847-16: Implement the Corrective Action Plan for the FY16 Audit Recommendations**

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5 MOTION CARRIED

**Resolution 12841-16: Receive, Accept, and Approve November 2016 Financial Reports**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that the November 2016 financial reports of the Secretary and Treasurer be received, accepted, and approved.

(Recommended by the Superintendent)

Exhibit: F1

ROLL CALL VOTE: YEAS: 5 MOTION CARRIED

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**Resolution 12842-16:**

**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, 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: 5

MOTION CARRIED

**Resolution 12843-16:**

**Approve Payment of Bills for December 2016**

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 2016 in the amount of \$1,015,893.57.

(Recommended by the Superintendent)

Exhibit: F2

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**Resolution 12844-16:**

**Approve Transfers for November 2016**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that this Board approves the transfers of monies for the month of November 2016.

(Recommended by the Superintendent)

Exhibit: F3

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**Resolution 12845-16:**

**Approve Voiding Outstanding Checks**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that this Board approves the voiding of the following outstanding checks:

Account/Check #	Date of Check	Amount
Student Activities/5379	November 2, 2015	\$57.70
Student Activities/5424	February 2, 2016	\$150.00
Student Activities/5470	March 14, 2016	\$250.00

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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**Resolution 12846-16:**                    **Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2015-2016 School Year, with Recommendations**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, 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: 5

MOTION CARRIED

**Resolution 12847-16:**                    **Implement the Corrective Action Plan for the FY16 Audit Recommendations**

On the motion of Mr. Shotwell, seconded by Mr. Rutledge, RESOLVED, that this Board approves the attached Corrective Action Plan for the FY16 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)

Exhibit: F4

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**PERSONNEL**

**Resolution 12848-16:**                    **Approve December 2016 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:

- |                                    |  |
|------------------------------------|--|
| <b><u>Resolution 12849-16:</u></b> | <b>Employ Substitute Instructors for the 2016-2017 School Year</b>                 |
| <b><u>Resolution 12850-16:</u></b> | <b>Approve Vocational Tutors for the 2016-2017 School Year</b>                     |
| <b><u>Resolution 12851-16:</u></b> | <b>Employ CIE Students for the 2016-2017 School Year</b>                           |
| <b><u>Resolution 12852-16:</u></b> | <b>Employ Detention Proctor for the 2016-2017 School Year</b>                      |
| <b><u>Resolution 12853-16:</u></b> | <b>Approve college student observation during the month of December 2016</b>       |
| <b><u>Resolution 12854-16:</u></b> | <b>Approve Hall Monitor for the remainder of the 2016-2017 School Year for GED</b> |
| <b><u>Resolution 12855-16:</u></b> | <b>Approve Vocational Tutor for the Month of October 2016</b>                      |

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
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**Resolution 12849-16:                    Employ Substitute Instructors for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs Substitute Instructor for the 2016-2017 school year for the period from January, 2017 to June 30, 2017 at a salary of \$90.00 per day for each day worked as follows:

Rondi A. Bogwald      Jessica Cavanaugh

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**Resolution 12850-16:                    Approve Vocational Tutors for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the following vocational tutors for 2016-2017 school year at a rate of \$33.00 per hour:

Patricia Colabella                    Maryanne Czarnecki

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**Resolution 12851-16:                    Employ CIE Students for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board authorizes the Superintendent to employ CIE students to work with technology personnel during the period from November 1, 2016 to June 30, 2017 at the rate of \$8.50 per hour.

Student Name	Department	Account Charged
Anthony Pandorf	Maintenance	11-000-261-1000-00HP
Joseph Stolte	Maintenance	11-000-261-1000-00HP

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**Resolution 12852-16:                    Employ Detention Proctor for the 2016-2017 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs Substitute Instructors for the 2016-2017 school year for the period from January 1, 2017 to June 30, 2017 at a rate of Pay of 1/1715 per hour for each day worked as follows:

Elizabeth Clark

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**Resolution 12853-16:                    Approve college observation during the month of December 2016**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves a 5 hour observation for Carissa Encke, a graduate student from Warren County Technical High School who is currently attending Warren County Community College, to fulfill 5 hours of observations during the month of December 2016. Ms. Encke will intern under the guidance of Zana Ziegler, Guidance Counselor and Dina Miller, Social Worker.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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**Resolution 12854-16:**                    **Approve Hall Monitor for the remainder of the 2016-2017 School Year for GED**  
On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves Constance Drake-Obrien as Hall Monitor for the remainder of the 2016-2017 School Year through the GED program at a rate of \$15.00 per hour.

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**Resolution 12855-16:**                    **Approve Vocational Tutor for the Month of October 2016**  
On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves Daniel Lamson as a vocational tutor during the month of October, 2016, at a rate of \$33.00 per hour:

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**TRAVEL**

**Resolution 12856-16:**                    **Approve Travel Resolutions as Listed Below**  
On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the travel resolutions as listed below:

**Resolution 12857-16:**                    **Approve Student Travel Resolutions as Listed Below**  
**Resolution 12858-16:**                    **Approve Staff Professional Development Travel as Listed Below**

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
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**Resolution 12857-16:                    Approve Student Travel Resolutions as Listed Below**

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

Date	Destination	Instructor	Number Of Students	Purpose	Approximate Transportation Cost
*11/20/16	Mt. Olive High School	Sean McGeough	12	FTC Robotics Competition	WCTS
*11/29/16	EII Fabrication Elizabeth, NJ	Sam Akin	12	Fabrication shop specializing in aluminum bus bars	WCTS
*12/1/16	Warren County Courthouse	Bob Wheatley	22	Witness a murder trial	WCTS
*12/20/16	Kiwanis Christmas Party	Patty Seugling	2	Key Club to help distribute gifts to special needs children	WCTS
1/3/17	Liberty Science Center	Michele Beneducci	15-19	Crime Scene reconstruction, prep for blood splatter unit	WCTS
1/8/17	Wayne High School	Sean McGeough	10	FTC Robotics Competition	WCTS
1/12/17	Warren County Courthouse	Bob Wheatley	28	Drug Court and sentencing	WCTS
1/13/17	Gloucester Cty. Inst. Of Technology	Lori Miller	1	Skills USA State & Regional officer Meeting and Training	WCTS
1/14/17	Rutgers	Katie Ihrle	20	Team building, seeing a college basketball game	TBD
1/14/17	Timothy Christian High School	Sean McGeough	10	FTC Robotics Competition	WCTS
1/22/17	Morris Knolls High School	Sean McGeough	10	FTC Robotics Competition	WCTS
1/29/17	Hightstown High School	Sean McGeough	10	FTC Robotics Qualifier Competition	WCTS
2/1/17-2/2/17	NJIT	Sean McGeough	3	Panasonic CDC Competition	WCTS
2/26/17	West Windsor Plainsboro H.S.	Sean McGeough	10	FTC Robotics NJ Championship	WCTS
3/4/17	Hudson County Tech	Ray Gara / Lori Miller	7	Skills USA Health Cluster Competitions	WCTS

\* *Paper work received after cutoff date for Board agenda.*  
(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED



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**Resolution 12858-16: Approve Staff Professional Development Travel as Listed Below**

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

Date	Name	Description/Reason	Approx. Cost
1/17/17	G. Vogel	Legal One Bullying Law Update	\$150 + Mileage
1/26/17-1/27/17	R. Cammarota	Techspo Workshop	\$525 + Mileage and meals per GSA rates

**\*Staff members must submit travel report and mileage report to business office prior to receiving payment.**

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

**POLICY**

**Resolution 12859-16: Approve on Second Reading Revisions to the Board Policy Manual**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves on second reading revisions to the Board Policy Manual as follows:

P&R2411	Guidance Counseling (M)
P&R2423	Bilingual and ESL Education (M)
P2610	Educational Program Evaluation (M)
P2622	Student Assessment (M)
P5750	Equal Educational Opportunity (M)
P5755	Equity in Educational Programs and Services (M)
P5339	Screening for Dyslexia (M)
P5460	High School Graduation (M)
P5514	Student Use of Vehicles on School Grounds
R5514	Student Use of Vehicles (Abolished)
P7481	Unmanned Aircraft Systems (UAS also known as Drones)
P&R8441	Care of Injured and Ill Persons (M)
P8454	Management of Pediculosis
P8630	Bus Driver/Bus Aide Responsibility (M)

(Recommended by the Superintendent)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**OTHER BUSINESS**

**Resolution 12860-16: Approve Graduation Data Collection System report for the 2015-2016 school year.**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the Graduation Data Collection System report for the 2015-2016 school year as follows:

(Recommended by the Superintendent)

Exhibit: A

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
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**ADDENDUM ITEMS**

**Resolution 12861-16:                   Appropriate Capital Reserve Funds**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board Appropriate Capital Reserve Funds:

**Whereas** the Warren County Technical School Board of Education, County of Warren desires to advance the following capital projects, and

Toilet Room Renovations  
Locker Room Renovations  
Roof Replacement

**Whereas** capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

**Whereas** the Warren County Technical School Board of Education acknowledges that State support for capital projects is not currently available, and

**Whereas** the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as “otherwise” eligible, and

**Whereas**, by declaring a capital project as “otherwise” eligible, the Warren County Technical School Board of Education hereby declares that the above-mentioned project will be supported in full with local capital reserve funds.

**Now Therefore Be It Resolved**, that the Warren County Technical School Board of Education hereby declares the above referenced project as “otherwise” eligible and directs the School Business Administrator to request Department of Facilities Approval, and

**Be it Further Resolved**, that the Warren County Technical School Board of Education hereby appropriates \$1,016,702.80 from its capital reserve fund to support the full cost of this project.

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
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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.
- The PTA updated the Board on the Craft Fair and upcoming Tricky Tray and the Reflections contest.

**ADJOURNMENT**

**Adjourn the Meeting**

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, the Board adjourned the meeting at 7:14p.m.

**Upcoming Dates of Interest:**

January 18, 2017

5:00 p.m. Executive Session

5:30 p.m. Regular Session

Respectively Submitted,

*Edmund Zalewski*