

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
March 20, 2013

I. CALL TO ORDER

President Shotwell called the meeting to order at 5:00 p.m. on Wednesday, March 20, 2013 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 17, 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: Approximately 20 members of the public.

D Adopt the Meeting Agenda

Resolution 11225-13: Adopt the Meeting Agenda

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board adopts the Meeting Agenda for the March 20, 2013 meeting as published with any addenda.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution E495-13: Personnel, Negotiations and Legal Matters

On the motion of Mr. Rutledge, 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:

- That the public be excluded from the attendance at a portion of this meeting for the reason that the following subject matter be discussed
 - **Employee ID # 0432 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.
- **Dr. Lamonte excused herself and did not participate in the Executive Session discussion of the contract discussion of Edmund Zalewski, Business Administrator/Board Secretary with the rest of the Board.**

VOICE VOTE: YEAS: 5

MOTION CARRIED

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Resolution E496-13: Resume Regular Session

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, the Board reconvened into regular session at 5:45 p.m.

VOICE VOTE: YEAS: 5

MOTION CARRIED

E. Minutes – Regular Meeting Minutes

Resolution 11226-13: 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 11227-13: Approve February 20, 2013 Regular Meeting Minutes

Resolution 11228-13: Approve February 20, 2013 Regular Meeting Executive Session Minutes

SEE VOTES FOLLOWING INDIVIDUAL RESOLUTIONS

Resolution 11227-13: Approve February 20, 2013 Regular Meeting Minutes

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, RESOLVED, that this Board approves the Regular Meeting Minutes of February 20, 2013.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution 11228-13: Approve February 20, 2013 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 February 20, 2013.

VOICE VOTE: YEAS: 5 ABSTAIN: Dr. Lamonte

MOTION CARRIED

- **COMMUNICATIONS - None.**
- **SUPERINTENDENT'S REPORT**
 - **Mrs. Vogel Introduced the February Students of the Month: Angelina Taystra – Grade 12 – Theater Arts; Dylan Anastasio – Grade 12 – Welding; Alanna Szabanos – Grade 9 – Physical Education; and Alexandra Spinks – Grade 12 – School Service Award**
- **HIB REPORT**
 - **Three (3) incidents were reported since the February Board Meeting.**
- **BOARD PRESIDENT'S REPORT – None.**
- **PUBLIC COMMENTS**
 - **Mrs. Vogel thanked the Board of Education for supporting the Rachel's' Challenge program that occurred the past week. The program was well received and has already started to make a difference with the students.**
 - **Mr. Muller thanked the Board of Education for a smooth negotiations process.**

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- **DISCUSS EDUCATIONAL ISSUES**
 - Mr. Glowacky discussed the issues that have surfaced with the new School Report Card. It seems that there was an error with the input/verification of the student data that will affect the state report. In addition the report does not compare the school with other vocational schools and therefore skews the results of the report. Dr. Lamonte said that there were plenty of chances to verify that the correct data was input before the system was locked. She was not aware why we were not compared to other vocational/technical schools.
 - Mrs. Johnson-Demeter asked the Board if they would agree to set up a “staff suggestion box”. She asked if Mr. Zalewski would accept the responses for the Board and forward appropriately. Mr. Zalewski said that he would research ways to implement the program. Mrs. Johnson-Demeter asked Mr. Roschewsk if he would work with Mr. Zalewski to create it.
- **TABLED OR POSTPONED MATTERS – None.**
- **NEW BUSINESS**
 - Mr. Zalewski reminded the Board of the Special Board meeting scheduled for April 3rd at 6:45 at the County Administration Building to review bids for Cafeteria Expansion Project. Pending BOE approval successful bid may be awarded.
 - Mr. Zalewski gave the Board the Board of School Estimate book in DRAFT form.
 - Mr. Zalewski discussed the problems with the heating system over the past week and the damage that was caused to the Cosmetology classroom.
 - Mr. Zalewski identified the Building and Grounds Manager candidate and the Project manager for the Cafeteria Expansion Project.

FINANCE

Resolution 11229-13: **Approve March 2013 Finance Resolutions as Listed Below**

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

Resolution 11230-13: **Receive, Accept, and Approve February 2013 Financial Reports**

Resolution 11231-13: **Board of Education's Monthly Certification of Budgetary Major Account/Fund Status**

Resolution 11232-13: **Approve Payment of Bills for March 2013**

Resolution 11233-13: **Approve Transfers for February 2013**

Resolution 11234-13: **Adopt a Tentative Budget for the 2013-2014 School Year**

Resolution 11235-13: **Approve and Accept NCLB Grant Carry Over Funds from FY12 to FY13**

(Recommended by the Chief School Administrator)

SEE VOTES FOLLOWING INDIVIDUAL RESOLUTIONS

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Resolution 11230-13: **Receive, Accept, and Approve February 2013 Financial Reports**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that the February 2013 financial reports of the Secretary and Treasurer be received, accepted, and approved.

(Recommended by the Chief School Administrator)

Exhibit: Finance 1

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11231-13: **Board of Education's Monthly Certification of Budgetary Major Account/Fund Status**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, 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 February 28, 2013, 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: Finance 2

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11232-13: **Approve Payment of Bills for March 2013**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for March in the amount of \$945,143.60.

(Recommended by the Chief School Administrator)

Exhibit: Finance 3

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11233-13: **Approve Transfers for February 2013**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves for February 2013 in the amount of \$19,345.00.

(Recommended by the Chief School Administrator)

Exhibit: Finance 4

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11234-13: Adopt a Tentative Budget for the 2013-2014 School Year

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this board adopts the following tentative budget for the 2013-2014 school year:

County Tax Levy	\$ 3,995,172
Aid from State Sources	\$ 3,113,349
Tuition and Fees	\$ 1,522,537
Federal Grants	\$ 372,993
State Grants	\$ 7,999
 Total Revenue	 \$ 9,012,050

As per N.J.A.C. 6A:23A – 7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2013-2014 tentative budget includes a maximum travel appropriation of \$+1,500. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded

(Recommended by the Chief School Administrator)

Exhibit: Budget Document

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

Resolution 11235-13: Approve and Accept NCLB Grant Carry Over Funds from FY12 to FY13

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approve the application and accept the unspent carry over funds from FY12 NCLB Grant in the amount of \$69,578.00 through the New Jersey Department of Education for the period September 1, 2012 through August 31, 2013 for the purposes, terms and conditions set forth in the proposal. The NCLB grant is broken down as follows:

	NCLB FY13	NCLB FY12 Carryover	New Amount
Title I Part A	\$64,834.00	\$59,059.00	\$123,893.00
Title II Part A	\$ 9,452.00	\$10,519.00	\$ 19,971.00
Total	\$74,286.00	\$69,578.00	\$143,864.00

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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FACILITIES

PERSONNEL

- Mr. Bartow thanked the Board for the opportunity to project manage the Cafeteria Expansion Project and updated the Board on the current status of the bidding process. He is concerned with the amount of fill dirt that will need to be moved during the project.

Resolution 11236-13: **Approve March 2013 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:

<u>Resolution 11237-13:</u>	Employ Building and Grounds Manager for the 2012-2013 School Year
<u>Resolution 11238-13:</u>	Employ Bradley Bartow as Project Manager for the Cafeteria Expansion Project
<u>Resolution 11239-13:</u>	Employ Extra Curricular Sports Personnel for the 2012-2013 School Year
<u>Resolution 11240-13:</u>	Employ Extra Curricular Personnel for the 2012-2013 School Year
<u>Resolution 11241-13:</u>	Employ Part-Time Local Law Enforcement Officer to Assist Law & Public Safety Instructor in Training Students
<u>Resolution 11242-13:</u>	Employ CIE Student for the 2012-2013 School Year
<u>Resolution 11243-13:</u>	Employ Substitute Instructors for the 2012-2013 School Year
<u>Resolution 11244-13:</u>	Employ Post-Secondary Substitute Administrator for the 2012-2013 School Year

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11237-13: **Employ Building and Grounds Manager for the 2012-2013 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs Stephen Daku as Building and Grounds Manager at a pro-rated salary of \$65,000.00 per year. Approximate full time start date is April 15, 2013. Effective March 21, 2013 the Board approves him working at his hourly rate pending completion of background check and physical.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11238-13: **Employ Bradley Bartow as Project Manager for the Cafeteria Expansion Project**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs Bradley Bartow as the Project Manager for the Cafeteria Expansion Project at an hourly rate of \$75.00 not to be in conjunction with normal working hours.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11239-13: **Employ Extra-Curricular Sports Personnel for the 2012-2013 School Year**
On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs extra-curricular personnel for the 2012-2013 school year for the period from September 1, 2012 to June 30, 2013 as follows:

<u>Last</u>	<u>First</u>	<u>Extra-Curricular Sports Personnel</u>	<u>Step</u>	<u>Stipend</u>
Colucci	Gary	Substitute Clock Operator	N/A	\$22/hour
Scinto	Taryn	Substitute Clock Operator	N/A	\$22/hour

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11240-13: **Employ Extra-Curricular Personnel for the 2012-2013 School Year**
On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs extra-curricular personnel for the 2012-2013 school year for the period from September 1, 2012 to June 30, 2013 as follows:

<u>Last</u>	<u>First</u>	<u>Extra-Curricular Personnel</u>	<u>Step</u>	<u>Stipend</u>
Muller	Kenneth	Substitute Detention Proctor	N/A	\$33.41

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11241-13: **Employ Part-Time Local Law Enforcement Officer to Assist Law & Public Safety Instructor in Training Students**
On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs Shayna Talbert from the Warren County Communications Center to meet with the Warren Tech Police Explorers Club members twice a week for one (1) hour each session to teach them ground fighting and karate. This position would be paid on an hourly basis at \$40 per hour not to exceed 5 hours or \$200 and is grant-funded through the FY13 Perkins Secondary Grant.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11242-13: **Employ CIE Student for the 2012-2013 School Year**
On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board authorizes the CSA to employ CIE student Darian Duffell to work with maintenance personnel on an as needed basis during the period from March 1, 2013 to June 30, 2013 at the rate of \$8.00 per hour not to exceed \$2,000.00.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11243-13: **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:

Brandon Iuzzolino

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11244-13: **Employ Post-Secondary Substitute Administrator for the 2012-2013 School Year**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board employs Post-Secondary Substitute Administrator for the 2012-2013 school year for the period from September 1, 2012 to July 31, 2013, at a salary of \$31.00 per hour:

Gary Colucci

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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TRAVEL

Resolution 11245-13: Approve Proposed Field Trips for the 2012-2013 School Year

On the motion of Mr. Rutledge, 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
2/23/13	Camden County Tech	Sean McGeough	3	Skills USA – Welding	WCTS
3/1/13	Doubletree Somerset Hotel	Sean McGeough	19	Skills USA – Career Pathway Showcase	WCTS
3/1/13	Warren Haven Nursing Home	Maria Tamburro	15	Shadow Healthcare Professionals	\$275
3/9/13	Hudson County School of Tech.	Sean McGeough	6	Skills USA	WCTS
3/12/13	Hackettstown Hospital	Maria Tamburro	8	Shadow Healthcare Professionals	\$275
3/12/13	International Masonry Institute	Sean McGeough	6	Skills USA	WCTS
3/20/13	Panasonic Corp. Secaucus, NJ	Sean McGeough	3	Panasonic CDC Competition	WCTS
3/20/13	Middle Bucks Institute of Tech.	Sam Akin	2	American Welding Society Competition	WCTS
3/23/13	Gloucester County Fire Academy	Sean McGeough	6	Skills USA – Firefighting	WCTS
3/25/13	Washington Twp. Police Dept.	Bob Wheatley	14	Observe Booking & Arrest Procedures	WCTS
3/26/13	Carpenter Technology	Sam Akin	21	Exposure to Manufacturing Processes of Steel	WCTS
4/16/13	Jacob Javits Center	Cathy Bennett	30	Cosmetology Trade Show & Seminars	Motor Coach – self pay
4/20/13	Garden State Exhibit Center	Sean McGeough	85	Skills USA State Championships	\$450 per bus
4/22/13	Corks & Forks Flynn's on the Hill	Bob Wheatley	12	Assist with parking of vehicles	WCTS
4/24/13	NJIT	Sean McGeough	3	Panasonic CDC Competition – Finals	WCTS
4/26/13	Northampton Community College	Pedro Fortun	28	College Visits to help future planning	WCTS

(Recommended by the Chief School Administrator)

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

MOTION CARRIED

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CURRICULUM –None.

POLICY–None.

OTHER NEW BUSINESS–None.

ADDENDUM ITEMS –None.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Mr. Roschewsk, the Board adjourned the meeting at 6:40 p.m.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Upcoming Dates of Interest:

April 3rd Special BOE Meeting @ Wayne Dumont JR. Administration Building 6:45 pm.

April 3rd Board of School Estimate Meeting @ Wayne Dumont Jr. Administration Building 7:30 pm

April 17th BOE meeting 5:00 p.m. Executive Session 5:30 p.m. Regular Session

Respectively Submitted,

Edmund Zalewski