

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
May 16, 2018

CALL TO ORDER

President Roschewsk called the meeting to order at 5:00 p.m. on Wednesday, May 16, 2018 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 Hachlica

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

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

Others Present: Approximately 8 members of the public.

Adopt the Meeting Agenda

Resolution 13331-18: Adopt the Meeting Agenda

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board adopts the Meeting Agenda for the May 16, 2018 meeting as published with any addenda.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution E632-18: 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:
 - Negotiations Update
 - Employee #222
- 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.

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- 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

Resolution E633-18: Resume Regular Session

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

VOICE VOTE: YEAS: 5

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION** – Mrs. Vogel introduced students of the month.
- **PUBLIC COMMENTS** - None
- **COMMUNICATIONS** - Included in Board Packet
- **SUPERINTENDENT’S REPORT** – Mr. Zalewski updated the board on locker room project, construction started May 14. DI-Group planning for library space and main office space.
- **HIB REPORT/SUSPENSIONS**
 - Two (2) HIB incidents were reported since the April Board Meeting.
 - One (1) in-school suspension and one (1) out-of-school suspension was reported since the April Board Meeting.
- **BOARD PRESIDENT’S REPORT** - None
- **DISCUSS EDUCATIONAL ISSUES** - None
- **NEW BUSINESS** - None

Minutes – Regular Meeting Minutes

Resolution 13332-18: Approve Board Meeting Minutes as Listed Below

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

Resolution 13333-18: Approve April 18, 2018 Regular Meeting Minutes

Resolution 13334-18: Approve April 18, 2018 Regular Meeting Executive Session Minutes

Resolution 13335-18: Approve May 2, 2018 Regular Meeting Minutes

VOICE VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

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Resolution 13333-18: Approve April 18, 2018 Regular Meeting Minutes

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the Regular Meeting Minutes of April 18, 2018.

Resolution 13334-18: Approve April 18, 2018 Regular Meeting Executive Session Minutes

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of April 18, 2018.

Resolution 13335-18: Approve May 2, 2018 Regular Meeting Minutes

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the Regular Meeting Minutes of May 2, 2018.

FINANCE & FACILITIES

Resolution 13336-18: Approve Finance & Facilities Resolutions as Listed Below

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

Resolution 13337-18: Receive, Accept, and Approve April 2018 Financial Reports

Resolution 13338-18: Board of Education's Monthly Certification of Major Account/Fund Status

Resolution 13339-18: Approve Payment of Bills for May 2018

Resolution 13340-18: Approve Transfers for April 2018

**Resolution 13341-18: Establish School Lunch and Breakfast Prices for the 2018-2019
School Year**

**Resolution 13342-18: Approve Application for Perkins Secondary and Post-Secondary Grant
Funds for FY19**

**Resolution 13343-18: Approve Submission of ESEA Application for FY18 and Approves Grant
Award of ESEA Funds upon the Approval of the FY18 ESEA Application**

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 13337-18: Receive, Accept, and Approve April 2018 Financial Reports

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that the April 2018 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 13338-18: Board of Education's Monthly Certification of Major Account/Fund Status

On the motion of Mr. Shotwell, seconded by Dr. Austin, 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 April 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

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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 13339-18: **Approve Payment of Bills for May 2018**

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for May 2018 in the amount of \$839,066.62.

Exhibit: F2

Resolution 13340-18: **Approve Transfers for April 2018**

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

Exhibit: F3

Resolution 13341-18: **Establish School Lunch and Breakfast Prices for the 2018-2019 School Year**

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board establishes the school lunch and breakfast program prices for the 2018-2019 school year as follows:

Program		Program	
Student Lunch	\$3.00	Student Breakfast	\$1.75
Reduced Student Lunch	\$0.40	Reduced Student Breakfast	\$0.30
Adult Lunch	\$4.00	Adult Breakfast	\$3.00
Milk	\$0.50		

Resolution 13342-18: **Approve Application for Perkins Secondary and Post-Secondary Grant Funds for FY19**

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approve application for Perkins Secondary and Post-Secondary Grant Funds for FY19 Perkins Grant funds through the New Jersey Department of Education for the period September 1, 2018 through August 31, 2019 for the purposes, terms and conditions set forth in the proposal.

Resolution 13343-18: **Approve Submission of Amended ESEA Application for FY18 and Approves Grant Award of ESEA Funds upon the Approval of the FY18 ESEA Application**

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approve the submission of amended ESEA application for FY18 and approves the grant award of the ESEA funds upon the approval of the FY18 ESEA application.

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PERSONNEL

Resolution 13344-18: **Approve Personnel Resolutions as Listed Below**

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

- Resolution 13345-18:** **Approve Raymond Gara to Work during the Summer Months of 2018**
Resolution 13346-18: **Terminate Bristol Jewell as Confidential Secretary to the Business Administrator**
Resolution 13347-18: **Approve Substitute Instructor for the 2017-2018 School Year**
Resolution 13348-18: **Approve Employment Contract with Maureen Joyce, Interim Business Administrator for the 2018-2019 School Year**
Resolution 13349-18: **Approve Steve Daku as Clerk of the Works for the 2018-2019 School Year**
Resolution 13350-18: **Employ Summer 2018 Maintenance/Custodial Personnel**
Resolution 13351-18: **Approve Hiring of Shop Instructors as needed**
Resolution 13352-18: **Employ Summer 2018 CIE Students**
Resolution 13353-18: **Employ Extra Curricular Personnel for the 2018-2019 School Year**
Resolution 13354-18: **Employ Extra-Curricular Sports Personnel for the 2018-2019 School Year**

ROLL CALL VOTE: YEAS: 5 (Dr. Lamonte abstained from 13348-18)

MOTION CARRIED

Resolution 13345-18: **Approve Raymond Gara to Work during the Summer Months of 2018**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves Raymond Gara to work over the course of the summer months of 2018. Days worked will be determined by the Superintendent and salary paid will be based on his daily rate of pay from the Perkins and Apprenticeship Grants. Account - Per Grant.

Resolution 13346-18: **Approve Termination of Bristol Jewell as Confidential Secretary**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED that this Board terminates Bristol Jewell, Confidential Secretary effective May 31, 2018.

Resolution 13347-18: **Approve Substitute Instructors for the 2017-2018 School Year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the following substitute instructors for the 2017-2018 school year at a daily rate of \$100.00 per day.

Shannon Miller Yareli Arreola Candice Beers

Resolution 13348-18: **Approve Employment Contract with Maureen Joyce, Interim Business Administrator for the 2018-2019 School Year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this board approves employment contract with Maureen Joyce, interim Business Administrator for the 2018-2019 school year.

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Resolution 13349-18: **Approve Steve Daku as Clerk of the Works for the 2018-2019 School Year**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves Steve Daku, Clerk of the Works for the 2018-2019 school year to supervise construction projects for a stipend of \$5,000.00 to be paid at the completion of all projects.

Resolution 13350-18: **Employ Summer 2018 Maintenance/Custodial Personnel**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board employ summer 2018 maintenance/custodial personnel to work during the period from June 21, 2018 to August 31, 2018 at the rate of \$23.00 per hour on an as needed basis as follows:

Staff Member	Department	Account Charged
S. Connolly	Maintenance	11-000-261-1000-00HP
J. Tierney	Maintenance	11-000-261-1000-00HP
R. Danner	Maintenance	11-000-261-1000-00HP
T. Longacre	Maintenance	11-000-261-1000-00HP

Resolution 13351-18: **Approve Hiring of Shop Instructors as needed**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the hiring of shop instructors to perform additional non instructional specialty trade work on an as needed basis during non-school hours at a rate of \$33.00 an hour effective June 21, 2018.

Staff Member	Department	Account Charged
V. Fattorusso	Graphic Arts	11-310-100-1010-00BG
P. Izzo	Electrical	11-000-261-1000-00HP
T. Longacre	Automotive & Equipment	11-000-261-1000-00HP
R. Danner	Automotive & Equipment	11-000-261-1000-00HP

Resolution 13352-18: **Employ Summer 2018 CIE Students**
On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves hiring CIE students during the period from June 21, 2018 to August 31, 2018 at the rate of \$8.60 per hour on an as needed basis:

Students Name	Department	Account Charged
Jared Engle	Technology	11-000-252-1001-0000
Jack Sabol	Maintenance	11-000-261-1000-00HP
Matt Ciufu	Maintenance	11-000-261-1000-00HP
Anthony Pandorf	Maintenance	11-000-261-1000-00HP
Joe Stolte	Maintenance	11-000-261-1000-00HP
Nick Hufford	Maintenance	11-000-261-1000-00HP
Blake Wyatt	Electrical	11-000-261-1000-00HP
Jared Engle	Graphics	11-000-261-1000-00HP

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Resolution 13353-18: Employ Extra Curricular Personnel for the 2018-2019 School Year

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board employs extra-curricular personnel for the 2018-2019 school year for the period from August 28, 2018 to June 30, 2019 as follows:

<u>Last</u>	<u>First</u>	<u>Extra-Curricular Personnel</u>	<u>Stipend</u>
Engel	Amanda	AM Student Monitor – Fall Semester	\$1,129
Arnold	Lenore	AM Student Monitor – Fall Semester	\$1,129
McCormick	Kim	AM Student Monitor – Fall Semester	\$1,129
Wheatley	Bob	School Security Liaison	\$5,794
Sarte	Kristen	Peer 2 Peer Advisor	\$813
Sarte	Kristen	Anti-Bullying Specialist	\$1,370

Resolution 13354-18: Employ Extra-Curricular Sports Personnel for the 2018-2019 School Year

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board employs extra-curricular personnel for the 2018-2019 school year for the period from August 28, 2018 to June 30, 2019 as follows:

<u>Last</u>	<u>First</u>	<u>Extra-Curricular Sports Personnel</u>	<u>Step</u>	<u>Stipend</u>
Banquecer	Chris	Volleyball Coach – Girls’ Varsity	3	\$4,707
Tierney	Jeffrey	Volleyball Coach – Girls’ JV	1	\$3,618
Engel	Amanda	Soccer Coach – Girls’ Varsity	3	\$4,707
Gara	Ray	Cross Country Coach – Varsity	3	\$4,707

TRAVEL

Resolution 13355-18: 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 13356-18: Approve Staff Professional Development Travel as Listed Below

Resolution 13357-18: Approve Field Trip Resolutions as Listed Below

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

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Resolution 13356-18: 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
4 24 18	R. Cammarota	School Safety Seminar	\$0 + Mileage
4 25 18	Z. Ziegler	504 Legal One – North Hunterdon Voorhees HS	\$0 + Mileage
5 2 18	J. Mylecraine	Voc. Council Special Ed Meeting	\$0 + Mileage
5 3 18	R. Cammarota	Law Enforcement Security Hacker	\$0 + Mileage
5 18 18	J. Mylecraine	Parent, Protect, and Prevail	\$0 + Mileage
5 22 18	P. Lilly	Mission to Honor/ Memorial Day	\$0 + Mileage
6 1 18	R. Gara	ANJAC Apprenticeship Meeting, Point Pleasant	\$0 + Mileage
6 1 18	A. Drescher	Strauss Esmay Ed. Policy & School Law	\$0 + Mileage
6 1 18	B. Hachlica	Strauss Esmay Ed. Policy & School Law	\$0 + Mileage
6 6 18	Z. Ziegler	Response to Intervention	\$0 + Mileage
6 12 18	R. Gara	CTE Program Re-Approval Workshop	\$0 + Mileage
6 25-28 18	J. Mylecraine	NJDOE School Safety Specialist	\$0 + Mileage
9 20 - 24 18	B. Hachlica	ASBO Workshop	\$2,500

Resolution 13357-18: 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
*4 30 2018	Washington Library	S. McGeough	10	Measure Library for Student Projects	WCTS
*5 1 2018	Washington Library	S. McGeough	10	Measure Library for Student Projects	WCTS
*5 10 2018	Brooklyn Botanic Garden	V. Fattorusso	8	Photograph Flowers	\$0

* Paper work received after cutoff date for Board agenda.

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POLICY

Resolution 13358-18: **Approve on First Reading Revisions to the Board Policy Manual**

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

P & R 1550	Equal Employment/Anti-Discrimination Practices (M) (Revised)
P 2431	Athletic Competition (M) (Revised)
R 2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
P 2431.8	Varsity Letters for Interscholastic Extracurricular Activities (M) (New)
P& R 5350	Student Suicide Prevention (M) (Revised)
P 5533	Student Smoking (M) (Revised)
P 5535	Passive Breath Alcohol Sensor Device (Revised)
P& R 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

ADDENDUM ITEMS

Resolution 13359-18: **Approve DiGroup Architecture to perform Planning study of Library Repurpose**

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approves DiGroup Architecture to conduct planning study of the library reuse for a fee of \$9,500.

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 13360-18: **Approve Separation Agreement of Employee # 0309**

On the motion of Dr. Austin, seconded by Mr. Shotwell, BE IT RESOLVED that the Warren County Technical-Vocational School Board of Education hereby approves the attached Employment Separation Agreement and Release with Employee #0309; and

BE IT RESOLVED that the Warren County Technical-Vocational School Board of Education hereby approves the attached Employment Separation Agreement and Release with Employee #0309; and

BE IT FURTHER RESOLVED that the Warren County Technical-Vocational School Board of Education hereby accepts Employee # 0309's irrevocable retirement effective June 1, 2018; and

BE IT FURTHER RESOLVED that the Warren County Technical-Vocational School Board of Education authorizes the Board President and the Business Manager/Board Secretary to execute the Employment Separation Agreement and Release on behalf of the Board; and to take such further steps as may be necessary to effectuate the within Employment Separation Agreement and Release and carry out this action of the Board.

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

Resolution 13361-18: **Approve Withdrawal of \$619,582 from Capital Reserve Fund for Locker Room Renovation**

On the motion of Dr. Austin, seconded by Mr. Rutledge, BE IT RESOLVED that this Board approve the withdrawal of \$619,582 from the Capital Reserve account for the Locker Room Renovation Project and deposit the funds in to Fund 12 for the 2017-2018 school year.

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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:

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- 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 Mr. Shotwell, the Board adjourned the meeting at 5:44 p.m.

Upcoming Dates of Interest:

May 28, 2018 School Closed for Memorial Day
June 1, 2018 Prom
June 13, 2018 4:30 p.m. Executive Session 5:30 p.m. Regular Session
June 19, 2018 Graduation/Last day for students

Respectively Submitted,

Beth Hachlica