

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
June 13, 2018

CALL TO ORDER

President Roschewsk called the meeting to order at 4:31 p.m. on Wednesday, June 13, 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 May 25, 2018

Roll Call – Board Secretary Hachlica

Present: Dr. Austin, Mr. Roschewsk, Mr. Rutledge

Absent: Dr. Lamonte, Mr. Shotwell

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

Others Present: Approximately 55 members of the public.

Adopt the Meeting Agenda

Resolution 13362-18: Adopt the Meeting Agenda

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board adopts the Meeting Agenda for the June 13, 2018 meeting as published with any addenda.

VOICE VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. Shotwell

MOTION CARRIED

Resolution E634-18: Personnel, Negotiations and Legal Matters

On the motion of Dr. Austin, seconded by Mr. Rutledge, the Board moved into executive session at 4:33 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:
 - Employee #0222
 - Employee #0743 – Donaldson Hearing
 - Employee #0815 – Donaldson Hearing
- 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: 3 ABSENT: Dr. Lamonte, Mr. Shotwell **MOTION CARRIED**

Resolution E635-18: Resume Regular Session

On the motion of Mr. Rutledge, seconded by Dr. Austin, the Board reconvened into regular session at 5:38 p.m.

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

Discussion

- **STUDENT RECOGNITION** – Mrs. Vogel introduced the students of the month.
- **PUBLIC COMMENTS - Related to Agenda Items Only** - None
- **COMMUNICATIONS - Included in Board Packet** – Mr. Zalewski updated board about letter of retirement for Mr. Izzo.
- **SUPERINTENDENT’S REPORT** – Mr. Zalewski updated board on locker room project and that Mrs. Vogel has finalized everything for graduation.
- **HIB REPORT/SUSPENSIONS**
 - Zero (0) HIB incidents were reported since the May Board Meeting.
 - Zero (0) in-school suspension and five (5) out-of-school suspensions were reported since the May Board Meeting.
- **BOARD PRESIDENT’S REPORT** - None
- **DISCUSS EDUCATIONAL ISSUES** – Mrs. Vogel read a letter from a parent of a former student who was mentioned in the New Jersey magazine about her job as a sous chef in Hackettstown.
- **NEW BUSINESS** – Mr. Zalewski thanked Mrs. Vogel for her service as Principal and handed her a plaque with a certificate of recognition.

Minutes – Regular Meeting Minutes

Resolution 13363-18: 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 13364-18: Approve May 16, 2018 Regular Meeting Minutes

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Resolution 13365-18: **Approve May 16, 2018 Regular Meeting Executive Session Minutes**

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

Resolution 13364-18: **Approve May 16, 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 16, 2018.

Resolution 13365-18: **Approve May 16, 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 May 16, 2018.

FINANCE & FACILITIES

Resolution 13366-18: **Approve Finance & Facilities Resolutions as Listed Below**

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

Resolution 13367-18: **Receive, Accept, and Approve May 2018 Financial Reports**

Resolution 13368-18: **Board of Education's Monthly Certification of Major Account/Fund Status**

Resolution 13369-18: **Approve Transfers for May 2018**

Resolution 13370-18: **Approve Transfer of Current Year Surplus to a Capital Reserve**

Resolution 13371-18: **Acknowledge 2018-2019 Anticipated Contracts to be Renewed, Awarded, or to Expire During the School Year as Required by – PL2015-Chapter 47**

Resolution 13372-18: **Renew Maschio's Food Service Contract for the 2018-2019 School Year**

Resolution 13373-18: **Approve Application for Apprenticeship Coordinator Grant Funds for FY19**

Resolution 13374-18: **Approve Renewal of the Services Agreement with US Omni as Third Party Administrator for 403b services**

ROLL CALL VOTE: YEAS: 3 ABSENT: Dr. Lamonte, Mr. Shotwell **MOTION CARRIED**

Resolution 13367-18: **Receive, Accept, and Approve May 2018 Financial Reports**

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

Exhibit: F1

Resolution 13368-18: **Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of Mr. Rutledge, 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 May 31, 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 13369-18: Approve Transfers for May 2018

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

Exhibit: F3

Resolution 13370-18: Approve Transfer of Current Year Surplus to a Capital Reserve

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves transfer of current year surplus to a Capital reserve;

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Warren County Technical School Board of Education has determined that an amount not to exceed \$1,000,000.00 is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Technical School Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution 13371-18-: Acknowledge 2018-2019 Anticipated Contracts to be Renewed, Awarded, or to Expire During the School Year as Required by – PL2015-Chapter 47

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board Acknowledges; Pursuant to PL 2015, Chapter 47 the Warren County Technical School Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulation; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.

Professional Services Agreement with Nisivoccia & Company, LLP.
Transportation Contracts with First Student, Inc.
Transportation Contracts with GST, Inc.
Transportation Contracts with Snyder Bus Company
Florio, Perrucci, Steinhardt & Fader, LLC. as Board Attorney

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On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board renew Maschio's Food Service, Inc. contract and addendum to provide Food Service for the 2018-19 school year.

\$ 9,528.00 Represents a 3% increase over 2017-18

Guarantees a “No-Cost Operation”

FY19

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approve application for FY19 County Apprenticeship Coordinator Grant funds in the amount of \$10,600 through the New Jersey Department of Labor and Workforce Development (LWD) for the period July 1, 2018 through June 30, 2019 for the purposes, terms and conditions set forth in the proposal. Final determination for funding is contingent upon authorization and availability from the state.

Administrator for 403b services

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves renewal of the services agreement with US Omni as third party administrator for 403(b) and 457 (b) accounts for the 2018-2019 school year.

PERSONNEL

Resolution 13375-18: 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:

Effective June 30, 2018

2018

Resolution 13378-18: Authorize Edmund Zalewski, Superintendent, to Hire Staff

Resolution 13379-18: Approve Substitute Instructor for the 2017-2018 School Year

2019 School year

2019 School year

School year

Resolution 13383-18: Accept the Resignation of Ross Segreaves effective May 30, 2018

2018-2019 School year

MOTION CARRIED

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Resolution 13376-18: **Accept the Resignation of Paula Hatch as Treasurer of School Monies Effective June 30, 2018**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board accepts the resignation of Paula Hatch as the Treasurer of School Monies Effective June 30, 2018.

Resolution 13377-18: **Approve Nancy DeRiso as Treasurer of School Monies Effective July 1, 2018**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves Nancy DeRiso as Treasurer of School Monies effective July 1, 2018 at a prorated rate of \$4,900 per year.

Resolution 13378-18: **Authorize Edmund Zalewski, Superintendent, to Hire Staff**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board authorize Edmund Zalewski, Superintendent, to hire staff prior to Board approval as deemed necessary. Board approval will be requested as soon as the next scheduled Board meeting.

Resolution 13379-18: **Approve Substitute Instructor for the 2017-2018 School Year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves (pending Chapter 5 verification) Daniela B. Cleveland as a substitute instructor for the 2017-2018 school year at a daily rate of \$100.00 per day.

Resolution 13380-18: **Employ Stephen Petonak as a Physical Education Instructor for the 2018-2019 School year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves (pending Chapter 5 verification) Stephen Petonak as a Physical Education Instructor at step 1, for the 2018-2019 School year.

Resolution 13381-18: **Employ Daryle Weiss as a Special Education Instructor for the 2018-2019 School year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves (pending Chapter 5 verification) Daryle Weiss as a Math Special Education Instructor at step 14, for the 2018-2019 School year.

Resolution 13382-18: **Employ Joanna Krajewski as a Spanish Instructor for the 2018-2019 School year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves (pending Chapter 5 verification) Joanna Krajewski as a Spanish Instructor Education Instructor at step 5, for the 2018-2019 School year.

Resolution 13383-18: **Accept the Resignation of Ross Segreaves effective May 30, 2018**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED that this Board accept the resignation of Ross Segreaves, Spanish Instructor, effective May 30, 2018.

Exhibit: A

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Resolution 13384-18: **Employ Taylor Shafer as an English Special Education Instructor for the 2018-2019 School year**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves (pending Chapter 5 verification) Taylor Shafer as an English Special Education Instructor at step 1, for the 2018-2019 School year.

TRAVEL

Resolution 13385-18: **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 13386-18: **Approve Staff Professional Development Travel as Listed Below**

Resolution 13387-18: **Approve Field Trip Resolutions as Listed Below**

ROLL CALL VOTE: YEAS: 3 ABSENT: Dr. Lamonte, Mr. Shotwell **MOTION CARRIED**

Resolution 13386-18: **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
5 30 2018	Hachlica, Beth	Preparing for Your Audit, Nisivoccia	\$0 + Mileage
6 14 2018	Tamburro, Maria	WC Community College Spring Board Meeting	\$0 + Mileage
6 11 2018	Mylecraine, John	Active Shooter Incident Management	\$0 + Mileage
6 21 2018	Mylecraine, John	ESSA Work Session	\$0 + Mileage
6 08 2018	Gara, Ray	Perkins Work Session	\$0 + Mileage

Resolution 13387-18: **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	Instruct or	Number Of Students	Purpose	Approx. Transp. Cost
6-25 to 6-30-2018	Louisville, Kentucky	R. Gara	7	Skills USA National Competition	WCTS

* Paper work received after cutoff date for Board agenda.

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POLICY

Resolution 13388-18: **Approve on Second Reading Revisions to the Board Policy Manual**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves on Second 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: 3 ABSENT: Dr. Lamonte, Mr. Shotwell **MOTION CARRIED**

ADDENDUM ITEMS

Resolution 13389-18: **Accept the Resignation of Peter Izzo effective September 1, 2018**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED that this Board accept the retirement resignation of Peter Izzo, Electrical Applications Instructor, effective September 1, 2018.

Exhibit: B

ROLL CALL VOTE: YEAS: 3 ABSENT: Dr. Lamonte, Mr. Shotwell **MOTION CARRIED**

Resolution 13390-18: **Approve Adams Gutierrez & Lattiboudere, LLC as Labor Counsel**

On the motion of Mr. Rutledge, seconded by Dr. Austin, approve Adams Gutierrez & Lattiboudere, LLC as labor counsel effective June 11, 2018 and 2018-2019 school year.

Exhibit: F4

ROLL CALL VOTE: YEAS: 3 ABSENT: Dr. Lamonte, Mr. Shotwell **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.

- **Several parents and students voiced to the board their support to keep Ms. Nodoro as the Culinary instructor.**
- **Several parents, students and community members voiced to the board their support to keep Mr. Earl as the P. E. instructor.**
- **A parent asked the board to look into joining a co-op bowling team with Warren Hills High School.**

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Dr. Austin, the Board adjourned the meeting at 6:36 p.m.

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Upcoming Dates of Interest:

June 19, 2018	Graduation
August 29, 2018	5:00 p.m. Executive Session 5:30 p.m. Regular Session

Respectively Submitted,

Beth Hachlica