

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
July 19, 2017

CALL TO ORDER

President Roschewsk called the meeting to order at 5:00 p.m. on Wednesday, July 19, 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 April 8, 2017.

Roll Call – Board Secretary Zalewski

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

Absent: Dr. Lamonte

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

Others Present: Approximately 3 members of the public.

Adopt the Meeting Agenda

Resolution 13028-17: 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 July 19, 2017 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution E610-17: Personnel, Negotiations and Legal Matters

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, 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
- 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 E611-17: Resume Regular Session

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, the Board reconvened into regular session at 5:40 p.m.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION – Our Student Summer Workers have been performing a great amount of work.**
- **PUBLIC COMMENTS - Related to Agenda Items Only - None.**
- **COMMUNICATIONS - Letter received from Sheriff discussing the role of a sheriff's officer on campus.**
- **SUPERINTENDENT'S REPORT – None.**
- **HIB REPORT/SUSPENSIONS**
 - One (1) HIB incidents were reported since the June Board Meeting.
 - Zero (0) in-school suspensions and zero (0) out-of-school suspensions since the June Board Meeting.
- **BOARD PRESIDENT'S REPORT – None.**
- **DISCUSS EDUCATIONAL ISSUES – Mr. Zalewski updated the Board on the administrative team meetings in preparation for the return of the students and staff.**
- **NEW BUSINESS – None.**

Minutes – Regular Meeting Minutes

Resolution 13029-17: 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 13030-17: Approve June 21, 2017 Regular Meeting Minutes

Resolution 13031-17: Approve June 21, 2017 Regular Meeting Executive Session Minutes

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13030-17: Approve June 21, 2017 Regular Meeting Minutes

On the motion of Mr. Rutledge, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Minutes of June 21, 2017.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13031-17: Approve June 21, 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 June 21, 2017.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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FINANCE & FACILITIES

Resolution 13032-17: **Approve Finance & Facilities Resolutions as Listed Below**

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

- Resolution 13033-17:** **Receive, Accept, and Approve June 2017 Financial Reports**
Resolution 13034-17: **Board of Education's Monthly Certification of Major Account/Fund Status**
Resolution 13035-17: **Approve Payment of Bills for June 2017**
Resolution 13036-17: **Approve Transfers for June 2017**
Resolution 13037-17: **Approve Submission of the FY18 IDEA-B Grant**
Resolution 13038-17: **Approve Closing of Petty Cash Account**
Resolution 13039-17: **Approve Closing Café Enterprise Fund #69**

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13033-17: **Receive, Accept, and Approve June 2017 Financial Reports**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that the June 2017 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13034-17: **Board of Education's Monthly Certification of 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: (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 June 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.

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13035-17: **Approve Payment of Bills for June 2017**

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 June 2017 in the amount of \$868,500.55.

Exhibit: F2

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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Resolution 13036-17: **Approve Transfers for June 2017**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves the transfers of monies for the month of June 2017.

Exhibit: F3

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

Resolution 13037-17: **Approve Submission of the FY18 IDEA-B Grant**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves the submission of the IDEA-B Grant for the Fiscal Year of 2018 in the amount of \$109,608.

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

Resolution 13038-17: **Approve Closing of Petty Cash Account**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves the closing of the petty cash account. Account has not been used in 8 years and is no longer needed.

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

Resolution 13039-17: **Approve Closing Café Enterprise Fund #69**

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves the closing of the Café enterprise fund effective June 30, 2017. Revenues and Expenditures will be processed through the general fund.

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

PERSONNEL

Resolution 13040-17: **Approve Personnel Resolutions as Listed Below**

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

Resolution 13041-17: **Acknowledge Tenure for John Mylecraine**

Resolution 13042-17: **Employ Extra Curricular Personnel for the 2017-2018 School Year**

Resolution 13043-17: **Employ Part Time School Psychologist for the 2017-2018 School Year**

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

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Resolution 13041-17: **Acknowledge Promotional Tenure for Employees Named Below**

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

WHEREAS, the staff members listed below will meet the requirements to attain promotional tenure in the Warren County Technical School District after completing two years' service after a promotion; and previously having tenure;
WHEREAS, this individuals' performance has been satisfactory;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Warren County Technical School grant tenure to them upon completing two years' service after from their promotion date and one day in the 2016-2017 school year:

John Mylecraine Hire Date: 07/01/2015

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13042-17: **Employ Extra Curricular Personnel for the 2017-2018 School Year**

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, 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>
McCormick	Kim	AM Student Monitor	\$1,129.00

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13043-17: **Employ Part Time School Psychologist for the 2017-2018 School Year**

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, RESOLVED that this Board employs Mary Henry as Part Time School Psychologist for the 2017-2018 school year at a salary of \$420.00 per diem for the period from August 31, 2017 to June 30, 2018.

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

TRAVEL

Resolution 13044-17: **Approve Staff Professional Development Travel as Listed Below**

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

<u>Date</u>	<u>Name</u>	<u>Description/Reason</u>	<u>Approx. Cost</u>
7/31/2017	Mylecraine, J.	ESSA Training	\$0 + Mileage
7/20/2017	Mylecraine, J.	NJCCVTS Summer Meeting	\$85 + Mileage
7/20/2017	Zalewski, E.	NJCCVTS Summer Meeting	\$85 + Mileage
7/20/2017	Drescher, A.	Certification & Professional Development	\$0 + Mileage
7/31-8/1/2017	Mylecraine, J.	Danielson Framework for General Education	\$399 + Mileage
8/2-3/2017	Vogel, G.	Danielson Framework for General Education	\$399 + Mileage
8/4/2017	Mylecraine, J.	Certification & Professional Development	\$0 + Mileage
8/15/2017	Drescher, A.	Administrative Assistants Conference	\$199 + Mileage
8/15/2017	Hachlica, B.	Administrative Assistants Conference	\$199 + Mileage
8/15/2017	Jewell, B.	Administrative Assistants Conference	\$199 + Mileage

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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POLICY

Resolution 13045-17: **Approve Policy Resolutions as Listed Below**

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

Resolution 13046-17: **Approve second Reading Revisions to the Board Policy Manual**

Resolution 13047-17: **Approve the First Reading Revisions to the Board Policy Manual**

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13046-17: **Approve second Reading Revisions to the Board Policy Manual**

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

P&R 1240	Evaluation of Superintendent (M) (Revised)
P 1511	Board of Education Website Accessibility (New)
P&R 3126	District Mentoring Program (Revised)
P&R 3221	Evaluation of Teachers (M) (Revised)
P&R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
P&R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
P&R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
P&R 2340	Professional Development for Teachers and School Leaders (M) (Revised)
P&R 5610	Suspension (M) (Revised)
P 5620	Expulsion (M) (Revised)
P&R 7424	Bed Bugs (New)
P 7461	District Sustainability Policy (New)
P 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)
P 8550	Unpaid Meal Charges/Outstanding Food Service Charges (M) (Revised)

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13047-17: **Approve the First Reading Revisions to the Board Policy Manual**

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

P4610	Personnel Terms and Conditions
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Exhibit: P1

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

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ADDENDUM ITEMS

Resolution 13048-17: Accept Additional Allocation Equalization Aid and Approve Increasing Budget

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board accepts the additional State Equalization aid of \$17,290 for the 2017-2018 Budget and approves increasing Vocational Supplies budget for Introduction of Vocational Training for freshmen and sophomores program which had not been budgeted for.

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

Resolution 13049-17: Approve Administrative Leave for Employee #0409 Effective July 1, 2017

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Shotwell, RESOLVED, that this Board approves administrative leave with pay for Employee #0409 effective July 1, 2017.

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

Resolution 13050-17: Appoint Edmund Zalewski to Superintendent in Temporary Capacity Effective July 1, 2017

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board that appoints Edmund Zalewski, Business Administrator, to Superintendent in a temporary capacity pursuant to NJSA 18A:16-1.1 in the absence of the sitting Superintendent and in addition to his duties as Business Administrator for the Board, effective July 1, 2017.

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

Resolution 13051-17: Renew Transportation Contracts with First Student, Inc. for 2017-2018 School Year

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves the following transportation contract renewal with First Student, Inc. for the 2017-2018 school year as listed below:

COMPANY	ROUTE	2016-2017	CPI ADJ.	2017-2018	
First Student Inc.	A	\$46,208.79	.30%	\$46,347.42	Per Annum
First Student Inc	B	\$43,540.07	.30%	\$43,670.69	Per Annum
First Student Inc	C	\$43,540.07	.30%	\$43,670.69	Per Annum
First Student Inc	H	\$41,850.90	.30%	\$41,976.45	Per Annum
First Student Inc	K	\$180.78	.30%	\$181.32	Per Diem
First Student Inc	D-2	\$41,485.27	.30%	\$41,970.81	Per Annum
First Student Inc	F-2	\$37,591.61	.30%	\$37,704.38	Per Annum
First Student Inc	G-2	\$38,486.18	.30%	\$38,601.64	Per Annum
First Student Inc	I-2	\$33,488.05	.30%	\$33,588.51	Per Annum
First Student Inc	M	\$33,488.05	.30%	\$33,588.51	Per Annum
First Student Inc	Activ/Field Trips	\$65.38	.30%	\$65.58	Per Hour
First Student Inc	L1 (Late Run #1)	\$86.71	.30%	\$86.97	Per Diem
First Student Inc	L2 (Late Run #2)	\$86.71	.30%	\$86.97	Per Diem
First Student Inc	Late Run #3	\$86.71	.30%	\$86.97	Per Diem
First Student Inc	Late Run #4	\$84.50	.30%	\$84.75	Per Diem

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

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Resolution 13052-17: Renew Transportation Contracts with GST, Inc. for 2017-2018 School Year

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Shotwell, RESOLVED, that this Board approves the following transportation contract renewal with GST, Inc. for the 2017-2018 school year as listed below:

COMPANY	ROUTE	2016-17	CPI Adj	2017-18	
GST Transport Inc.	J	\$185.77	.30%	\$186.33	Per Diem
GST Transport Inc.	L	\$31,486.52	.30%	\$31,580.98	Per Annum

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13053-17: Renew Transportation Contracts with Snyder Bus Company for 2017-2018 School Year

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the following transportation contract renewal with Snyder Bus Company for the 2017-2018 school year as listed below:

COMPANY	ROUTE	2016-17	CPI Adj	2017-18	
Snyder Bus Co.	E-2	\$39,758.58	.30%	\$39,877.86	Per Diem

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

MOTION CARRIED

Resolution 13054-17: Rescind Employment for Elizabeth Riley as AM Student Monitor – Spring Semester for the 2017-2018 School Year

On the motion of Mr. Shotwell, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board Rescind Employment for Elizabeth Riley as AM Student Monitor – Spring Semester for the 2017-2018 School Year as approved in resolution 12982-17.

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Lamonte

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:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;

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- 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.
-
- **Freeholder Smith recommended that the School work with the County College Drone Program in their relationship with NJIT.**
 - **Mrs. Vogel stated that the administration has been meeting regularly in an effort to acclimate to the changes.**
 - **Mr. Rutledge asked about the status of the computer programing classes. Mr. Mylecraine stated that they are going well with increased enrollment.**

ADJOURNMENT

Adjourn the Meeting

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, the Board adjourned the meeting at 5:55 p.m.

Upcoming Dates of Interest:

July 25, 2017	6:00 p.m. LPN Graduation	
August 16, 2017	5:00 p.m. Executive Session	5:30 p.m. Regular Session
August 31, 2017	First day of school for teacher.	
September 5, 2017	First day of school for students.	
September 20, 2017	5:00 p.m. Executive Session	5:30 p.m. Regular Session