

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
January 16, 2013

I. CALL TO ORDER

President Shotwell called the meeting to order at 5:00 p.m. on Wednesday, January 16, 2013 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

A. Flag Salute –President Shotwell

B. Opening Statement –President Shotwell

Mr. Shotwell read the Opening Statement:

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: Freeholder Deputy Director Smith
Robert Glowacky, Chief School Administrator
Edmund Zalewski, Board Secretary

Others Present: Approximately 8 members of the public.

D Adopt the Meeting Agenda

Resolution 11173-13: 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 January 16, 2013 meeting as published with any addenda.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution E491-13: Personnel, Negotiations and Legal Matters

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, the Board moved into executive session at 5:03 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:
 - Meet with Freeholder Deputy Director Smith
- 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 E492-13: Resume Regular Session

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, the Board reconvened into regular session at 5:39 p.m.

VOICE VOTE: YEAS: 5

MOTION CARRIED

E. Minutes – Regular Meeting Minutes

Resolution 11174-13: Approve Board Meeting Minutes as Listed Below

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

Resolution 11175-13: Approve December 19, 2012 Regular Meeting Minutes

Resolution 11176-13: Approve December 19, 2012 Regular Meeting Executive Session Minutes

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution 11175-13: Approve December 19, 2012 Regular Meeting Minutes

On the motion of Mr. Rutledge, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Minutes of December 19, 2012.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution 11176-13: Approve December 19, 2012 Regular Meeting Executive Session Minutes

On the motion of Mr. Rutledge, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of December 19, 2012.

VOICE VOTE: YEAS: 5

MOTION CARRIED

- **COMMUNICATIONS**

Mr. Shotwell read a thank you letter from the Department of Public Safety for assisting with the Red Cross emergency center.

- **SUPERINTENDENT'S REPORT**

Mrs. Vogel introduced the December Students of the Month: Jack Reinhard – Grade 10 – TV, Radio & Digital Media, Cameron Cloud – Grade 11 – Mathematics, and Benjamin Volk – Grade 11 – School Service Award

- **HIB REPORT**

Mr. Glowacky reported that there were two (2) HIB incidents were reported since the December Board Meeting.

- **BOARD PRESIDENT'S REPORT - None**

- **PUBLIC COMMENTS - None**

- **DISCUSS EDUCATIONAL ISSUES**

Mr. Glowacky discussed the security meeting he attended earlier in the day.

- **TABLED OR POSTPONED MATTERS – None**

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• **NEW BUSINESS**

Mr. Zalewski discussed with the Board the budget process and the difficulty in developing the budget this year with the limited resources. He reported that there will be some reductions in the upcoming year including reducing the late busses to two days per week, requiring the students to pay for the certification exams and uniforms as needed. The tuition rates are being increased to help offset some of the costs.

FINANCE

Resolution 11177-13: **Approve January 2013 Finance Resolutions as Listed Below**

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

Resolution 11178-13: **Receive, Accept, and Approve December 2012 Financial Reports**

Resolution 11179-13: **Board of Education's Monthly Certification of Budgetary Major Account/Fund Status**

Resolution 11180-13: **Approve Payment of Bills for January 2013**

Resolution 11181-13: **Approve Transfers for December 2012**

Resolution 11182-13: **Accept Donation to the Auto Program**

Resolution 11183-13: **Adopt the Tuition Rates Effective September 2013**

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11178-13: **Receive, Accept, and Approve December 2012 Financial Reports**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that the December 2012 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 11179-13: **Board of Education's Monthly Certification of Budgetary Major Account/Fund Status**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, 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 December 31, 2012, 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).

Exhibit: Finance 2

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11180-13: **Approve Payment of Bills for January 2013**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for January in the amount of \$791,997.68.

(Recommended by the Chief School Administrator)

Exhibit: Finance 3

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11181-13: **Approve Year to Date Net Transfers as of December 31, 2012**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves year to date net transfers as of December 31, 2012 in the amount of \$20,881.00.

(Recommended by the Chief School Administrator)

Exhibit: Finance 4

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11182-13: **Accept Donation to the Auto Program**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board accepts the donation to the automotive program of a 1999 Acura CL 3.0 valued at \$2,735.00 from Mr. Rex Powell. A letter of thanks will be mailed.

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11183-13: **Adopt the Tuition Rates Effective September 2013**

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board set the Tuition Rates effective September 2013 for the High School programs and Post-Secondary Programs as follows:

Program	In County Tuition Proposed/(Current)	Out Of County Tuition	Special Education Tuition Proposed/(Current)
High School (9-12)	\$2,300 (\$2,218)	\$11,000	\$3,425 (\$3,315)
High School Transition (9-12)			\$10,000
HVAC (Post-Secondary)	\$5,000 (\$4,000 + fees)	\$ 8,000	N/A
Cosmetology (Post-Secondary)	\$6,500 (\$5,000 + fees)	\$10,000	N/A
LPN (Post-Secondary)	\$8,500 (\$6,500 + fees)	\$13,000	N/A

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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FACILITIES

Resolution 11184-13: Approve Facility Usage Requests and Charges as Listed Below

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the facility usage requests and charges as identified below:

<u>Organization</u>	<u>Date of Use</u>	<u>Time</u>	<u>Tech Location</u>	<u>Rental Fee</u>	<u>Admission Fee</u>	<u>Food Service</u>	<u>Custodian</u>	<u>Police Coverage</u>
WCTS Post Secondary	3/11/13	6:00 – 8:00 pm	Knights Café	N/A	N/A	Yes	N/A	N/A
WCTS Post Secondary	4/12/13	6:00 – 9:00 pm	Knights Cafe	N/A	N/A	Yes	N/A	N/A
Warren Cty. Technology Managers	3/12/13	8:00 – 11:00 am	Knights Café	N/A	N/A	Yes	N/A	N/A

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

PERSONNEL

Resolution 11185-13: Approve January 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:

- Resolution 11186-13: Employ Extra Curricular Personnel for the 2012-2013 School Year**
Resolution 11187-13: Employ Substitute Instructors for the 2012-2013 School Year
Resolution 11188-13: Approve CDL drivers for 2012-2013 school year

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11186-13: 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>Stipend</u>
Bartow	Bradley	A.M. Student Monitor – Spring Semester	\$975/semester
Danner	Raymond	A.M. Student Monitor – Spring Semester	\$975/semester
Lilly	Patrick	A.M. Student Monitor – Spring Semester	\$975/semester

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11187-13: 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:

Matthew Dell Elba

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

Resolution 11188-13: Approve CDL drivers for 2012-2013 school year

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, RESOLVED, that this Board approves the following individuals that currently hold a valid NJ or PA CDL License to serve as school bus drivers, as necessary:

Vincent Fattorusso
Raymond Gara
Sean McGeough

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 5

MOTION CARRIED

ADDITIONAL INFORMATION: From time to time it is more feasible to have one of the individuals named above drive students to an employer, field trip, or other school related function using the school operated/owned vehicle. It is also a legal requirement and desired by our insurance carrier.

TRAVEL

Resolution 11189-13: Approve Travel Resolutions as Listed Below

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

Resolution 11189-13: Approve Proposed Field Trips for the 2012-2013 School Year

Resolution 11190-13: Approve Robert Cammarota, to Attend Techspo on January 30-31, 2013

SEE INDIVIDUAL ROLL CALLS BELOW

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Resolution 11189-13: Approve Proposed Field Trips for the 2012-2013 School Year

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, 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
12/19/12	Family Promise Oxford, NJ	John Metroke	8	Volunteer Work	WCTS
1/9/13 & 1/11/13	Warren County Courthouse	Bob Wheatley	14	See Court proceedings	WCTS
4/24/13	Bridgewater, NJ	Kristen Sarte	100	College Fair	\$383.94 per bus 2 busses

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

Resolution 11190-13: Approve Robert Cammarota, to Attend Techspo on January 30-31, 2013

On the motion of Mrs. Johnson-Demeter, seconded by Mr. Rutledge, RESOLVED, that this Board approves Robert Cammarota to attend the Techspo Workshop January 30-31, 2013 in Atlantic City NJ.

Hotel – Maximum Reimbursement \$96.00 for 1 night
Mileage & Tolls @ \$0.31 per mile
Plus State approved meal allowance

(Recommended by the Chief School Administrator)

ROLL CALL VOTE: YEAS: 4

ABSTAIN: Dr. Lamonte

MOTION CARRIED

CURRICULUM

Mr. Zebrowski updated the Board on the number of student applications that we have received (166). He stated that the Teacher Evaluation System is continuing and several shop programs are being renewed.

POLICY

Resolution 11191-13: Approve January 2013 Policy Resolutions as Listed Below

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

Resolution 11192-13: Approve on Second Reading Revisions to the Board Policy Manual

Resolution 11193-13: Approve on First Reading Revisions to the Board Policy Manual

(Recommended by the Chief School Administrator)

VOICE VOTE: YEAS: 5

MOTION CARRIED

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Resolution 11192-13: **Approve on Second Reading Revisions to the Board Policy Manual**

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

3282	Use of Social Networking Sites – Policy
4282	Use of Social Networking Sites – Policy

(Recommended by the Chief School Administrator)

VOICE VOTE: YEAS: 5

MOTION CARRIED

Resolution 11193-13: **Approve on First Reading Revisions to the Board Policy Manual**

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

0132	Executive Authority – Bylaw
2415	No Child Left Behind Programs – Policy
2431	Athletic Competition – Policy
R 2431.1	Emergency Procedures for Athletic Practices and Competitions – Regulation
R 2431.2	Medical Examination to Determine Fitness for Participation in Athletics – Regulation
2468	Independent Educational Evaluations – Policy
3230	Outside Activities – Policy [Teaching Staff]
R 3230	Outside Activities – Regulation [Teaching Staff]
3281	Inappropriate Staff Conduct – Policy [Teaching Staff]
R 3281	Inappropriate Staff Conduct – Regulation [Teaching Staff]
4230	Outside Activities – Policy [Support Staff]
R 4230	Outside Activities – Regulation [Support Staff]
4281	Inappropriate Staff Conduct – Policy [Support Staff]
R 4281	Inappropriate Staff Conduct – Regulation [Support Staff]
4413	Overtime Compensation – Policy [Support Staff]
6113	E-Rate – Policy
6163	Advertising on School Property – Policy
6480	Purchase of Food Supplies – Policy
8505	School Nutrition - Policy

(Recommended by the Chief School Administrator)

Exhibit: A

VOICE VOTE: YEAS: 5

MOTION CARRIED

OTHER NEW BUSINESS

ADDENDUM ITEMS

ADJOURNMENT

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Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Mrs. Johnson-Demeter, the Board adjourned the meeting at 6:14 p.m.

VOICE VOTE: YEAS: 5

MOTION CARRIED

Upcoming Dates of Interest:

February 6 th	Freeholder Budget Meeting	7:00 p.m. Wayne Dumont, Jr. Administration Building	
February 20 th	BOE meeting	5:00 p.m. Executive Session	5:30 p.m. Regular Session
March 20 th	BOE meeting	5:00 p.m. Executive Session	5:30 p.m. Regular Session

Respectively Submitted,

Edmund Zalewski