

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REORGANIZATION MEETING AGENDA
NOVEMBER 1, 2016

I. CALL TO ORDER

The Reorganization Meeting of the Warren County Technical School Board of Education will be called to order at 5:00 pm on Tuesday, November 1, 2016 by Board Secretary Edmund J. Zalewski at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

A. Flag Salute - Edmund J. Zalewski.

B. Opening Statement – Board Secretary Edmund J. Zalewski.

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 3, 2015.

C. Report of Freeholder Appointments to the Board of Education

Board Secretary Edmund Zalewski will report on the Warren County Board of Chosen Freeholder appointments to the Warren County Technical School Board of Education.

- **Oath of Office for Mr. Rutledge**

D. Roll Call:

___ Mrs. Johnson-Demeter
___ Dr. Lamonte
___ Mr. Roschewsk
___ Mr. Rutledge
___ Mr. Shotwell

Resolution 12776-16: Adopt the Meeting Agenda

On the motion of _____, seconded by _____, RESOLVED, that this Board adopts the Meeting Agenda for the November 1, 2016 meeting as published with any addenda.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

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Resolution 12777-16: Election of the President

The Board Secretary will receive, in order, nominations for the office of President of the Board of Education.

Nominee

Moved By

Seconded By

Close nominations. – Board Secretary will conduct a roll call vote for each nominee.

On the motion of _____, seconded by _____, RESOLVED, that the Board elected _____ to the office of President of the Warren County Technical School Board of Education.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12778-16: Election of the Vice-President

The President declares nominations for the office of Vice-President of the Board of Education.

Nominee

Moved By

Seconded By

Close nominations. – Board Secretary will conduct a roll call vote for each nominee.

On the motion of _____, seconded by _____, RESOLVED, that the Board elected _____ to the office of Vice-President of the Warren County Technical School Board of Education.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

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E. Code of Ethics

Board members will be given the Code of Ethics to review.

PUBLIC COMMENTS

Resolution 12779-16: Approve November 2015 Reorganization Agenda Items as Listed Below:

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following resolutions as listed below:

- Resolution 12780-16:** Appoint Edmund Zalewski, Assistant Superintendent of Business, to Serve as Board Secretary
- Resolution 12781-16:** Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Purchasing Agent
- Resolution 12782-16:** Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Certifying Officer
- Resolution 12783-16:** Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Custodian of Government Records
- Resolution 12784-16:** Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as the Public Agency Compliance Officer
- Resolution 12785-16:** Appoint Robert Wheatley, Instructor, as the Security Officer
- Resolution 12786-16:** Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as the Board Secretary to the Board of School Estimate
- Resolution 12787-16:** Appoint Paula Hatch as the Treasurer of School Moneys
- Resolution 12788-16:** Appoint Members to the Board of School Estimate
- Resolution 12789-16:** Appoint Steve Daku, Facilities Manager, as Integrated Pest Management Coordinator
- Resolution 12790-16:** Appoint Steve Daku, Facilities Manager, as the Indoor Air Quality Designated Person
- Resolution 12791-16:** Appoint Steve Daku, Facilities Manager, as Asbestos Management Plan Designated Person
- Resolution 12792-16:** Appoint Steve Daku, Facilities Manager, as Written Hazardous Communication Program Designated Person
- Resolution 12793-16:** Appoint Steve Daku, Facilities Manager as Employer Responsible Right to Know Official (ERRO)
- Resolution 12794-16:** Appoint Geta Vogel, Principal, as Affirmative Action Officer
- Resolution 12795-16:** Appoint John Mylecraine, Assistant Principal, as Americans with Disabilities Act (504) Officer
- Resolution 12796-16:** Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits
- Resolution 12797-16:** Name Depositories
- Resolution 12798-16:** Authorize Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, to Award Contracts up to the Bid Threshold
- Resolution 12799-16:** Authorize Robert Glowacky, Superintendent, and/or Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District

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<u>Resolution 12800-16:</u>	Authorize Robert Glowacky, Superintendent, and/or Edmund Zalewski, the Assistant Superintendent of Business/Board Secretary, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy
<u>Resolution 12801-16:</u>	Designate the Official Newspapers
<u>Resolution 12802-16:</u>	Adopt Open Public Meetings Act
<u>Resolution 12803-16:</u>	Adopt Warren County Technical School Policies
<u>Resolution 12804-16:</u>	Approve Warren County Technical School Curriculum and Textbooks
<u>Resolution 12805-16:</u>	Appoint SSP Architects to Serve as Architect of Record
<u>Resolution 12806-16:</u>	Approve Maximum Travel Expenses

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

<u>Resolution 12780-16:</u>	Appoint Edmund Zalewski, Assistant Superintendent of Business, to Serve as Board Secretary
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On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Purchasing Agent.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

<u>Resolution 12781-16:</u>	Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Purchasing Agent
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On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Purchasing Agent.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

<u>Resolution 12782-16:</u>	Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Certifying Officer
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On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as the Certifying Officer.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

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Resolution 12783-16: **Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Custodian of Government Records**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Custodian of Government Records.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12784-16: **Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as the Public Agency Compliance Officer**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as Public Agency Compliance Officer.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12785-16: **Appoint Robert Wheatley, Instructor, as the Security Officer**

On the motion of _____ seconded by _____, RESOLVED, that this Board appoint Robert Wheatley, Instructor, as the Security Officer.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12786-16: **Appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as the Board Secretary to the Board of School Estimate**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, as the Board Secretary to the Board of School Estimate.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12787-16: **Appoint Paula Hatch as the Treasurer of School Moneys**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Paula Hatch as the Treasurer of School Moneys at a salary of \$4,738.00.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12788-16 **Appoint Members to the Board of School Estimate**

On the motion of _____, seconded by _____, RESOLVED, that the Board President and Vice President be appointed as members of the Board of School Estimate.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

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Resolution 12789-16: Appoint Steve Daku, Facilities Manager, as Integrated Pest Management Coordinator

On the motion of _____, seconded by _____, RESOLVED, that the Board appoint Steve Daku, Facilities Manager, as the Integrated Pest Management Plan Coordinator.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12790-16: Appoint Steve Daku, Facilities Manager, as the Indoor Air Quality Designated Person

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Steve Daku, Assistant Facilities Manager, as the indoor air quality designated person.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12791-16: Appoint Steve Daku, Facilities Manager, as Asbestos Management Plan Designated Person

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Steve Daku, Facilities Manager, as the Asbestos Management Plan designated person in charge of administering the plan.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12792-16: Appoint Steve Daku, Facilities Manager, as Written Hazardous Communication Program Designated Person

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Steve Daku, Facilities Manager, as the Written Hazardous Communication designated person in charge of administering the plan.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12793-16: Appoint Steve Daku, Facilities Manager as Employer Responsible Right to Know Official (ERRO)

On the motion of _____, seconded by _____, RESOLVED, that this Board appoints Steve Daku, Facilities Manager, as the Employer Responsible Right to Know Official.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

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Resolution 12794-16: Appoint Geta Vogel, Principal, as Affirmative Action Officer

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Geta Vogel, Principal, as Affirmative Action Officer.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12795-16: Appoint John Mylecraine, Assistant Principal, as Americans with Disabilities Act (504) Officer

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint John mylecraine, Assistant Principal, as Americans with Disabilities Act (504) Officer.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12796-16: Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint the Willis Group to serve as the Broker of Record for Health and Dental Benefits.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12797-16: Name Depositories

On the motion of _____, seconded by _____, RESOLVED, that the following depositories be named for the accounts indicated:

General Account – PNC Bank
Payroll Account – PNC Bank
Agency Account – PNC Bank
Cafeteria Account - PNC Bank

Day School Student Activity – PNC Bank
Athletic Activities Account – PNC Bank
Unemployment Depository – PNC Bank

Temporary Investments – Authorize the Board Secretary to invest surplus moneys in any State approved depositories.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

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Resolution 12798-16: **Authorize Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, to Award Contracts up to the Bid Threshold**

On the motion of _____, seconded by _____, RESOLVED, that this Board authorize Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, to award contracts up to the bid threshold.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12799-16: **Authorize Robert Glowacky, Superintendent, and/or Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District**

On the motion of _____, seconded by _____, RESOLVED, that this Board authorize Robert Glowacky, Superintendent, and/or Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, to sign checks and vouchers in matters relating to the general operation of the school district.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12800-16: **Authorize Robert Glowacky, Superintendent, and/or Edmund Zalewski, the Assistant Superintendent of Business/Board Secretary, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy**

On the motion of _____, seconded by _____, RESOLVED, that this Board authorize Robert Glowacky, Superintendent, and/or Edmund Zalewski, Assistant Superintendent of Business/Board Secretary, to operate the school district in accordance with Title 18A, Title 6, Board Policy and other rules and regulation as befit the Warren County Technical School District.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

Resolution 12801-16: **Designate the Official Newspapers**

On the motion of _____, seconded by _____, RESOLVED, that the Star-Ledger, Newark, New Jersey, the Express Times, Easton, Pennsylvania, and the Warren Reporter, Washington New Jersey, be designated the official newspaper(s) for publication of legal notices.

BE IT FURTHER RESOLVED, that the Business Administrator be allowed to use any of these papers as may be necessary based on the situation.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ___ Lamonte ___ Roschewsk ___ Rutledge ___ Shotwell ___

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Resolution 12802-16: Adopt Open Public Meetings Act

On the motion of _____, seconded by _____, RESOLVED, that the Board adopt the following in accordance with the provisions of the Open Public Meetings Act N.J.S.A. 10:4-6 et seq.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12803-16: Adopt Warren County Technical School Policies

On the motion of _____, seconded by _____, RESOLVED, that all existing policies of the Board remain in effect for one year subject to change by rules within these policies

Teacher/Master Schedules
Teacher Handbook
Student Handbook
Emergency Management Plan

All exhibits available for review in High School Office.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12804-16: Approve Warren County Technical School Curriculum and Textbooks

On the motion of _____, seconded by _____, RESOLVED, that all existing policies of the Board approve the Curriculum and Textbooks for the 2015-16 School year.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12805-16: Appoint SSP Architects to Serve as Architect of Record

On the motion of _____, seconded by _____, RESOLVED, that this Board appoints SSP Architects as the architect of record.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Resolution 12806-16: Approve Maximum Travel Expenses

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the maximum travel expenses for the year of \$5,000 per employee.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

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Resolution 12807-16: Set Meeting Time and Place of Regular Board of Education Meetings

On the motion of _____, seconded by _____, RESOLVED, that the regular Board of Education meetings be held at the Warren County Technical School on the 3rd Wednesday of each month unless otherwise noted. The Board will open in public session at 5:00 pm. and immediately go into executive session until 5:30 pm. when public session will begin except for the reorganization meeting. Meeting dates are as follows:

November 16, 2016	May 17, 2017
December 21, 2016	June 21, 2017 (Tuesday- Graduation conflict)
January 18, 2017	July 19, 2017
February 15, 2017	August 16, 2017
March 1, 2017 (Tentative Budget Meeting)	September 20, 2017
March 15, 2017	October 18, 2017
April 12, 2017 (2 nd Wednesday)	November 1, 2017 (Reorganization Meeting - 5:00 pm.)

Special Meetings will be advertised within appropriate state guidelines.

ROLL CALL VOTE:

Motion Carried: Yes / No

Johnson-Demeter ____ Lamonte ____ Roschewsk ____ Rutledge ____ Shotwell ____

Discussion

• **PUBLIC COMMENTS**

• **EDUCATIONAL ISSUES**

- **Program Update – John Mylecraine**

ADJOURNMENT

Motion to adjourn the meeting by _____, seconded by _____, the Board adjourned the meeting at _____.

VOICE VOTE: Yeas:____ Nays:____ Abstain:____ Absent:____

Motion Carried: Yes / No