

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
REORGANIZATION MEETING AGENDA
NOVEMBER 1, 2018**

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 Wednesday, November 1, 2018 by Board Secretary Beth Hachlica at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

A. Flag Salute - Beth Hachlica.

B. Opening Statement – Board Secretary Beth Hachlica.

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.

C. Report of Freeholder Appointments to the Board of Education

Board Secretary Beth Hachlica 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. McDonough**

D. Roll Call:

___ Dr. Austin
___ Dr. Lamonte
___ Mr. McDonough
___ Mr. Rutledge
___ Mr. Shotwell

Resolution 13487-18: Adopt the Meeting Agenda

On the motion of _____, seconded by _____, RESOLVED, that this Board adopts the Meeting Agenda for the November 1, 2018 meeting as published with any addenda.

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

Motion Carried: Yes / No

Resolution 13488-18: 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

Austin ___ Lamonte ___ McDonough ___ Rutledge ___ Shotwell ___

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Resolution 13489-18: 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*

Austin ___ Lamonte ___ McDonough ___ Rutledge ___ Shotwell ___

E. Code of Ethics

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

PUBLIC COMMENTS

Resolution 13490-18: Approve November 2018 Reorganization Agenda Items as Listed Below:

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

- | | |
|------------------------------------|--|
| <u>Resolution 13491-18:</u> | Appoint Beth Hachlica, Business Manager, to Serve as Board Secretary |
| <u>Resolution 13492-18:</u> | Appoint Maureen Joyce, Business Administrator, as Purchasing Agent |
| <u>Resolution 13493-18:</u> | Appoint Edmund Zalewski, Superintendent, as Certifying Officer |
| <u>Resolution 13494-18:</u> | Appoint Beth Hachlica, Business Manager/Board Secretary, as Custodian of Government Records |
| <u>Resolution 13495-18:</u> | Appoint Maureen Joyce, Business Administrator, as the Public Agency Compliance Officer |
| <u>Resolution 13496-18:</u> | Appoint John Mylecraine and Robert Wheatley as School Safety Specialist |
| <u>Resolution 13497-18:</u> | Appoint Beth Hachlica, Business Manager/Board Secretary, as the Board Secretary to the Board of School Estimate |
| <u>Resolution 13498-18:</u> | Appoint Gus Rutledge as the School Delegate to NJSBA |
| <u>Resolution 13499-18:</u> | Appoint Nancy DeRiso as the Treasurer of School Moneys |
| <u>Resolution 13500-18:</u> | Appoint Members to the Board of School Estimate |
| <u>Resolution 13501-18:</u> | Appoint Steve Daku, Facilities Manager, as Integrated Pest Management Coordinator |
| <u>Resolution 13502-18:</u> | Appoint Steve Daku, Facilities Manager, as the Indoor Air Quality Designated Person |
| <u>Resolution 13503-18:</u> | Appoint Steve Daku, Facilities Manager, as Asbestos Management Plan Designated Person |
| <u>Resolution 13504-18:</u> | Appoint Steve Daku, Facilities Manager, as Written Hazardous Communication Program Designated Person |
| <u>Resolution 13505-18:</u> | Appoint Steve Daku, Facilities Manager as Employer Responsible Right to Know Official (ERRO) |
| <u>Resolution 13506-18:</u> | Appoint John Mylecraine, Assistant Principal, as Affirmative Action Officer |

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- Resolution 13507-18:** **Appoint Zana Ziegler, School Counselor, as Americans with Disabilities Act (504) Officer**
- Resolution 13508-18:** **Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits**
- Resolution 13509-18:** **Name Depositories**
- Resolution 13510-18:** **Appoint Maureen Joyce, Business Administrator, to Award Contracts up to the Bid Threshold**
- Resolution 13511-18:** **Authorize Edmund Zalewski, Superintendent, Maureen Joyce, Business Administrator and Beth Hachlica, Business Manager/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District**
- Resolution 13512-18:** **Appoint Maureen Joyce, Business Administrator, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy**
- Resolution 13513-18:** **Designate the Official Newspapers**
- Resolution 13514-18:** **Adopt Open Public Meetings Act**
- Resolution 13515-18:** **Adopt Warren County Technical School Policies**
- Resolution 13516-18:** **Appoint Florio, Perrucci, Steinhardt & Cappelli, LLC. as Board Attorney**
- Resolution 13517-18:** **Appoint Adams Gutierrez & Lattiboudere, LLC.**
- Resolution 13518-18:** **Approve Warren County Technical School Curriculum and Textbooks**
- Resolution 13519-18:** **Appoint DIGroup Architects to Serve as Architect of Record**
- Resolution 13520-18:** **Set Meeting Time and Place of Regular Board of Education Meetings**

ROLL CALL VOTE:

***Motion Carried:** Yes / No*

Austin ____ Lamonte ____ McDonough ____ Rutledge ____ Shotwell ____

Resolution 13491-18: **Appoint Beth Hachlica, Business Manager, to Serve as Board Secretary**
On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Beth Hachlica, Business Manager, as Board Secretary.

Resolution 13492-18: **Appoint Maureen Joyce Business Administrator, as Purchasing Agent**
On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Maureen Joyce Business Administrator, as Purchasing Agent. NJSA 40A:11-9b.

Resolution 13493-18: **Appoint Edmund Zalewski, Superintendent, as Certifying Officer**
On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, Superintendent, as the Certifying Officer. P.L. 2011 C.52.

Resolution 13494-18: **Appoint Beth Hachlica, Business Manager/Board Secretary, as Custodian of Government Records**
On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Beth Hachlica, Business Manager/Board Secretary, as Custodian of Government Records.

Resolution 13495-18: **Appoint Maureen Joyce Business Administrator, as the Public Agency Compliance Officer**
On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Maureen Joyce Business Administrator, as Public Agency Compliance Officer. NJAC 17:27-3.3.

Resolution 13496-18: **Appoint John Mylecraine and Robert Wheatley as School Safety Specialist**
On the motion of _____ seconded by _____, RESOLVED, that this Board appoint John Mylecraine and Robert Wheatley as the Security Safety Specialist.

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Resolution 13497-18: Appoint Beth Hachlica, Business Manager/Board Secretary, as the Board Secretary to the Board of School Estimate

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Beth Hachlica, Business Manager/Board Secretary, as the Board Secretary to the Board of School Estimate.

Resolution 13498-18: Appoint Nancy DeRiso as the Treasurer of School Monies

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Nancy DeRiso as the Treasurer of School Monies at a salary of \$4,900.00.

Resolution 13499-18: 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.

Resolution 13500-18: Appoint Gus Rutledge as the School Delegate to NJSBA

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Gus Rutledge as the Delegate for the Warren County Technical School to the New Jersey School Boards Association.

Resolution 13501-18: 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.

Resolution 13502-18: 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.

Resolution 13503-18: 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.

Resolution 13504-18: 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.

Resolution 13505-18: 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.

Resolution 13506-18: Appoint John Mylecraine, Assistant Principal, as Affirmative Action Officer

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint John Mylecraine, Assistant Principal, as Affirmative Action Officer.

Resolution 13507-18: Appoint Zana Ziegler, School Counselor, as Americans with Disabilities Act (504) Officer

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Zana Ziegler, School Counselor, as Americans with Disabilities Act (504) Officer.

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Resolution 13508-18: 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.

Resolution 13509-18: 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.

Resolution 13510-18: Authorize Edmund Zalewski, Superintendent and Maureen Joyce, Business Administrator, to Award Contracts up to the Bid Threshold

On the motion of _____, seconded by _____, RESOLVED, that this Board authorize Edmund Zalewski, Superintendent and Maureen Joyce, Business Administrator, to award contracts up to the bid threshold.

Resolution 13511-18: Authorize Edmund Zalewski, Superintendent, Maureen Joyce, Business Administrator and Beth Hachlica, Business Manager/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 Edmund Zalewski, Superintendent, Maureen Joyce, Business Administrator, and Beth Hachlica, Business Manager/Board Secretary, to sign checks and vouchers in matters relating to the general operation of the school district.

Resolution 13512-18: Authorize Edmund Zalewski, Superintendent, and/or Maureen Joyce, Business Administrator to Operate the School District in Accordance with Title 18A:6, and Board Policy

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

Resolution 13513-18: Designate the Official Newspapers

On the motion of _____, seconded by _____, RESOLVED, that the Star-Ledger, Newark, New Jersey, the New Jersey Herald, Newton, 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.

Resolution 13514-18: 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.

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Resolution 13515-18: 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.

Resolution 13516-18: 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 2018-2019 School year.

Resolution 13517-18: Appoint Florio, Perrucci, Steinhardt & Cappelli, LLC. as Board Attorney

On the motion of _____, seconded by _____, RESOLVED, that this Board appoints Florio, Perrucci, Steinhardt & Cappelli, LLC as Board attorney.

Resolution 13518-18: Appoint Adams Gutierrez & Lattiboudere, LLC.

On the motion of _____, seconded by _____, RESOLVED, that this Board appoints Adams, Gutierrez & Lattiboudere LLC. As Board attorney.

Resolution 13519-18: Appoint DiGroup Architects to Serve as Architect of Record

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

Resolution 13520-18: 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 4:30 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:

December 19, 2018	June 19, 2019
January 16, 2019	July 17, 2019
February 27, 2019 (4 th Wednesday, Budget)	August 21, 2019
March 20, 2019	September 18, 2019
April 17, 2019	October 16, 2019
May 15, 2019	November 1, 2019 (Friday 5:00 pm.)

Special Meetings will be advertised within appropriate state guidelines.

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Resolution 13521-18: Approve Personnel Resolutions as Listed Below

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

Resolution 13522-18: Employ Extra Curricular Personnel for the 2018-2019 School Year

Resolution 13523-18: Approve Maternity Leave for Employee #0725

Resolution 13524-18: Accept Donation for the 2018-2019 School Year

ROLL CALL VOTE:

Motion Carried: Yes / No

Austin ___ Lamonte ___ McDonough ___ Rutledge ___ Shotwell ___

Resolution 13522-18: Employ Extra Curricular Personnel for the 2018-2019 School Year

On the motion of _____, seconded by _____, 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:

Amanda Engel	Home Instructor
Harry Christopher Rieger	Bowling Volunteer

Resolution 13523-18: Approve Maternity Leave for Employee #0725

On the motion of _____, seconded by _____, RESOLVED, that this Board approves a maternity leave for employee #0725 starting approximately January 21, 2019 and returning June 3, 2019.

Resolution 13524-18: Accept Donation for the 2018-2019 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board gratefully accepts the following donation to the Warren County Technical School programs for the 2018-2019 school year:

Donation	Value	Donor Name
2004 Jeep SW 1J4GW48SX4C273617	\$1,450.00	V. Fattorusso

TRAVEL

Resolution 13525-18: Approve Staff Professional Development Travel as Listed Below

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

Resolution 13526-18: Approve Staff Professional Development Travel as Listed Below

Resolution 13527-18: Approve Field Trip Resolutions as Listed Below

Resolution 13528-18: Approve Transportation Services Provided by WCSS for Student #21905

ROLL CALL VOTE:

Motion Carried: Yes / No

Austin ___ Lamonte ___ McDonough ___ Rutledge ___ Shotwell ___

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Resolution 13526-18: Approve Staff Professional Development Travel as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the staff professional development travel as listed below:

Date	Name	Description/Reason	Approx. Cost
10-2,9,16,30-2018	B. Wheatley	School Security Specialist Meeting	\$0 + Mileage
10-22 to 24-2018	S. Daku	NJSBA Convention	\$400 + Mileage
10-30 to 11-2-2018	S. Akin	Practical Training for Welding Aluminum Alloys, Cleveland Ohio	\$970 + Mileage
11-8-2018	D. Kessel	NJEA Convention	\$35.00
11-8-2018	T. Shafer	NJEA Convention	\$35.00
11-13-2018	J. Cooper	Next Generation Science Standards Workshop	\$125 + Mileage
11-16-2018	J. Mylecraine	Safe Schools/Safe Future	\$0 + Mileage
11-28-2018	P. Seugling	NJ Key Club Advisory Summit	\$95 + Mileage
12-20-2018	M. Tamburro	WCCC Nursing Advisory Meeting	\$0 + Mileage
1-31 to 2-2-2019	B. Cammarota	TECHSPO 2019 Atlantic City	
7-29 to 8-2-2019	B. Wheatley	Safe Schools Resource Officer Training	\$395 + Mileage

Resolution 13527-18: Approve Field Trip Resolutions as Listed Below

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

Date	Destination	Instructor	Number Of Students	Purpose	Approx. Transp. Cost
11-10-2018	Barnes & Noble	S. McGeough	15	First Robotics Community Service	WCTS
11-18-2018	Lenape Regional HS	S. McGeough	15	First Robotics Meeting	WCTS
12-6-2018	Union County Community College	S. McGeough	15	First Robotics Meeting	WCTS
12-15-2018	Brooklawn HS	S. McGeough	15	First Robotics Meeting	WCTS
1-19-2019	Englewood HS	S. McGeough	15	First Robotics Meeting	WCTS
1-30-2019	NJIT	S. McGeough	15	First Robotics Meeting	WCTS
3-13-2019	Panasonic Headquarters	S. McGeough	15	First Robotics Meeting	WCTS
4-16-2019	NJIT	S. McGeough	15	First Robotics Meeting	WCTS

Resolution 13528-18: Approve Transportation Services Provided by WCSS for Student #21905

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the transportation provided by Warren County Special Services in the amount of \$180 + 4% for administrative fees per day for Student #21905.

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ADDENDUM

Resolution 13529-18: Approve Comprehensive Maintenance Plan for School Year 2018-2019

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Comprehensive Maintenance Plan for 2018-2019 school year.

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Warren County Technical School are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE BE IT RESOLVED, that the Warren County Technical School Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Warren County Technical School in compliance with Department of Education requirements.

ROLL CALL VOTE:

Motion Carried: Yes / No

Austin ____ Lamonte ____ McDonough ____ Rutledge ____ Shotwell ____

PUBLIC COMMENTS

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

Upcoming Dates of Interest:

November 9, 2018	NJEA Convention (School Closed)
November 21, 2018	Early Dismissal
November 22 & 23 2018	Thanksgiving Recess (School Closed)