

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
ORGANIZATION MEETING AGENDA
NOVEMBER 4, 2013

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 Monday, November 4, 2013 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 October 17, 2012.

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 Mrs. Ellen Johnson–Demeter – Exhibit (F1)**

D. Roll Call:

___ Ellen M. Johnson-Demeter
___ Rosalie Lamonte
___ Rob Roschewsk
___ Gus Rutledge
___ David J. Shotwell

Resolution 11491-13: Adopt the Meeting Agenda

On the motion of _____, seconded by _____, RESOLVED, that this Board adopts the Meeting Agenda for the November 4, 2013 meeting as published with any addenda.

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

Motion Carried: Yes / No

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Resolution 11492-13: 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 until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11493-13: 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.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

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 until the reorganization meeting to be held in November 2014.

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 and sign.

Exhibit: (F2)

2012-13 Comprehensive Annual Financial Report Presentation – Exhibits Enclosed

PUBLIC COMMENTS

Resolution 11494-13: Approve November 2013 Organization Agenda Items as Listed Below:

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

- | | |
|------------------------------------|---|
| <u>Resolution 11495-13:</u> | Appoint Edmund Zalewski, School Business Administrator, to Serve as Board Secretary |
| <u>Resolution 11496-13:</u> | Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Purchasing Agent |
| <u>Resolution 11497-13:</u> | Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Certifying Officer |
| <u>Resolution 11498-13:</u> | Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Custodian of Government Records |
| <u>Resolution 11499-13:</u> | Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Public Agency Compliance Officer |
| <u>Resolution 11500-13:</u> | Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Security Officer |
| <u>Resolution 11501-13:</u> | Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Indoor Air Quality Designated Person |
| <u>Resolution 11502-13:</u> | Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate |
| <u>Resolution 11503-13:</u> | Appoint Members to the Board of School Estimate |
| <u>Resolution 11504-13:</u> | Appoint Steve Daku Facilities Manager, as Integrated Pest Management Coordinator |
| <u>Resolution 11505-13:</u> | Appoint Steve Daku Facilities Manager, as Asbestos Management Plan Designated Person |
| <u>Resolution 11506-13:</u> | Appoint Steve Daku Facilities Manager, as Written Hazardous Communication Program Designated Person |
| <u>Resolution 11507-13:</u> | Appoint Paula Hatch as the Treasurer of School Moneys |
| <u>Resolution 11508-13:</u> | Appoint Geta Vogel, Assistant Principal, as Affirmative Action Officer |
| <u>Resolution 11509-13:</u> | Appoint Emilio Jennette, Assistant Principal, as Americans with Disabilities Act (504) Officer |
| <u>Resolution 11510-13:</u> | Appoint Bruce A. Jones as Board Attorney |
| <u>Resolution 11511-13:</u> | Appoint School Physician |
| <u>Resolution 11512-13:</u> | Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits |
| <u>Resolution 11513-13:</u> | Name Depositories for 2013-2014 |
| <u>Resolution 11514-13:</u> | Authorize Edmund Zalewski, School Business Administrator/Board Secretary, to Award Contracts up to the Bid Threshold |

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- Resolution 11515-13:** Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District
- Resolution 11516-13:** Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy
- Resolution 11517-13:** Designate the Official Newspapers
- Resolution 11518-13:** Adopt Open Public Meetings Act
- Resolution 11519-13:** Adopt Warren County Technical School Policies
- Resolution 11520-13:** Set Meeting Time and Place of Regular Board of Education Meetings
- Resolution 11521-13:** Implement the Corrective Action Plan for the FY13 Audit Recommendations

ROLL CALL VOTE: *Motion Carried:* Yes / No

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

- Resolution 11495-13:** Appoint Edmund Zalewski, School Business Administrator, to Serve as Board Secretary
- On the motion of ____, seconded by ____, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator, to serve as Board Secretary until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE: *Motion Carried:* Yes / No

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

- Resolution 11496-13:** Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Purchasing Agent
- On the motion of ____, seconded by ____, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Purchasing Agent until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE: *Motion Carried:* Yes / No

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

- Resolution 11497-13:** Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Certifying Officer
- On the motion of ____, seconded by ____, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Certifying Officer until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE: *Motion Carried:* Yes / No

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

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Resolution 11498-13: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Custodian of Government Records**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Custodian of Government Records until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11499-13: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Public Agency Compliance Officer**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as Public Agency Compliance Officer until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11500-13: **Appoint Edmund Zalewski School, Business Administrator/Board Secretary, as the Security Officer**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Security Officer until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11501-13: **Appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the Indoor Air Quality Designated Person**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Edmund Zalewski, School Business Administrator/Board Secretary, as the indoor air quality designated person until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11502-13: **Appoint Edmund Zalewski, School Business Administrator/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, School Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

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Resolution 11503-13: 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 until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11504-13: 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 until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11505-13: Appoint Steve Daku, Facilities Manager , as Asbestos Management Plan Designated Person

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Scott Pohl, Lead Maintenance/Head Custodian, as the Asbestos Management Plan designated person in charge of administering the plan until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11506-13: 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 until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11507-13: 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 until the reorganization meeting to be held in November 2014 at a salary of \$4,410.00 representing a 2% increase.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

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Resolution 11508-13: Appoint Geta Vogel, Assistant Principal, as Affirmative Action Officer

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Geta Vogel, Assistant Principal, as Affirmative Action Officer until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11509-13: Appoint Emilio Jennette, Assistant Principal, as Americans with Disabilities Act (504) Officer

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Emilio Jennette, Assistant Principal, as Americans with Disabilities Act (504) Officer until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11510-13: Appoint Bruce A. Jones as Board Attorney

On the motion of _____, seconded by _____, RESOLVED, that this Board approve the appointment of Bruce A. Jones, Esq., as School District Attorney until the reorganization meeting to be held in November 2014 at a rate of \$130.00 an hour.

Exhibit: (F3)

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11511-13: Appoint School Physician

On the motion of _____, seconded by _____, RESOLVED, that St. Luke's, Warren Hills Family Practice, be appointed as School Physician until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11512-13: 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 until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

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Resolution 11513-13: Name Depositories for 2013-2014

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 ____

Resolution 11514-13: Authorize Edmund Zalewski, School Business Administrator/Board Secretary, to Award Contracts up to the Bid Threshold

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

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11515-13: Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/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 a authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/Board Secretary, to sign checks and vouchers in matters relating to the general operation of the school district for the period until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11516-13: Authorize Robert Glowacky, Chief School Administrator, and/or Edmund Zalewski, the School Business Administrator/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, Chief School Administrator, and/or Edmund Zalewski, School Business Administrator/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 until the reorganization meeting to be held in November 2014.

ROLL CALL VOTE:

Motion Carried: Yes / No

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

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Resolution 11517-13: **Designate the Official Newspapers**

On the motion of _____, seconded by _____, RESOLVED, that the Star Gazette, Hackettstown, New Jersey, 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 ____

Resolution 11518-13: **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 11519-13: **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 ____

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Resolution 11520-13: **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 20, 2013	May 21, 2014
December 18, 2013	June 18, 2014
January 15, 2014	July – No Meeting
February 19, 2014	August 27, 2014 (4 th Wednesday)
March 19, 2014	September 17, 2014
April 16, 2014	October 15, 2014

November 3, 2014- Reorganization Meeting - Public Session will begin at 5:00 pm.

Special Meetings will be advertised within appropriate state guidelines.

Exhibit: (F4)

ROLL CALL VOTE:

Motion Carried: Yes / No

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

Resolution 11521-13: **Implement the Corrective Action Plan for the FY13 Audit Recommendations**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the attached Corrective Action Plan for the FY13 Audit Recommendations as presented in the Auditors Management Report and direct the School Business Administrator/Board Secretary to implement remediation as set forth in the plan in a timely manner.

BE IT FURTHER RESOLVED, that the Business Administrator makes periodic reports to the Board on the status of the Corrective Action Plan.

(Recommended by the Chief School Administrator)

Exhibit: (F5)

ROLL CALL VOTE:

Motion Carried: Yes / No

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

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 20, 2013	BOE Meeting	Executive Session 5:00 p.m.	Regular Session 5:30 p.m.
December 18, 2013	BOE Meeting	Executive Session 5:00 p.m.	Regular Session 5:30 p.m.