

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

**CALL TO ORDER**

President Austin called the meeting to order at 4:30 p.m. on Wednesday, September 21, 2022 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

**Flag Salute – Dr. Lori Austin**

**Opening Statement – President Austin**

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 December 1, 2021.

**Roll Call – Board Secretary Barkman**

X Dr. Lamonte  
X Mr. McDonough-Arrived 5:00  
X Mr. Rutledge  
X Ms. Warren-Arrived 4:44  
X Dr. Austin

**Adopt the Meeting Agenda**

**Resolution 14922-22: Adopt the Meeting Agenda**

On the motion of Mr. Rutledge, seconded by Dr. Lamonte, RESOLVED, that this Board adopts the Meeting Agenda for the September 21, 2022 meeting as published with any addenda.

VOICE VOTE: Yeas: 3 Nays: 0 Abstain: 0 Absent: 2

***Motion Carried: Yes***

**Resolution E686-22: Personnel, Negotiations and Legal Matters**

On the motion of Mr. Rutledge, seconded by Dr. Lamonte, the Board moved into executive session at 4:31 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:
  - Shared Services
  - Superintendent Goals
- 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: 3 Nays: 0 Abstain: 0 Absent: 2

***Motion Carried: Yes***

**Resolution E687-22: Resume Regular Session**

On the motion of Mr. Rutledge, seconded by Mr. McDonough, the Board reconvened into regular session at 5:32 p.m.

VOICE VOTE: Yeas: 5 Nays: 0 Abstain: 0 Absent: 0

***Motion Carried: Yes***

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

**Discussion**

- **PUBLIC COMMENTS** - Related to Agenda Items Only-None

- **COMMUNICATIONS**-None

- **SUPERINTENDENT'S REPORT**

- **HIB REPORT/SUSPENSIONS**

- One (1) HIB since the last Board Meeting
- Three (3) Out of School Suspensions since the last Board Meeting
- Zero (0) In School Suspensions since the last Board Meeting

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

- **STUDENT REPRESENTATIVE REPORT**

- Mathew Gerns gave an update on the following:
  - All the Clubs are in full swing
  - The Military Appreciate Club has an increase in freshmen participation
  - The Theater Club had their first meeting
  - The Gamers Club has become very active/lively
  - The LGBTQ Club has been initiated
  - The Peer to Peer Club is starting up soon
  - Sports are strong
  - The Student Government will be holding General Elections soon
  - Meeting dates and field day are being discussed

- **DISCUSS EDUCATIONAL ISSUES**

- Ms. Mai stated the district had a tremendous start to the school year. There is a great sense of belonging in the district. Back to school night was very well attended. This year there are class advisors for every grade. Friday is the freshman picnic.

- **NEW BUSINESS**-None

**Minutes – Regular Meeting Minutes**

**Resolution 14923-22: Approve Board Meeting Minutes as Listed Below**

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

**Resolution 14924-22: Approve August 17, 2022 Regular Meeting Minutes**

**Resolution 14925-22: Approve August 17, 2022 Regular Meeting Executive Session Minutes**

VOICE VOTE: Yeas: 5 Nays: 0 Abstain: 0 Absent: 0

***Motion Carried: Yes***

**Resolution 14924-22: Approve August 17, 2022 Regular Meeting Minutes**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Regular Meeting Minutes of August 17, 2022.

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

**Resolution 14925-22: Approve August 17, 2022 Regular Meeting Executive Session Minutes**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of August 17, 2022.

**FINANCE & FACILITIES**

**Resolution 14926-22: Approve Finance & Facilities Resolutions as Listed Below**

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

- |                                    |  |
|------------------------------------|--|
| <b><u>Resolution 14927-22:</u></b> | <b>Receive, Accept, and Approve August 2022 Financial Reports</b>                      |
| <b><u>Resolution 14928-22:</u></b> | <b>Board of Education's Monthly Certification of Major Account/Fund Status</b>         |
| <b><u>Resolution 14929-22:</u></b> | <b>Approve Payment of Bills for September 2022</b>                                     |
| <b><u>Resolution 14930-22:</u></b> | <b>Approve ACF Greenscapes for Snow Removal for the 2022/2023 School Year</b>          |
| <b><u>Resolution 14931-22:</u></b> | <b>Approve Submission of the 2021-2022 IDEA Final Report</b>                           |
| <b><u>Resolution 14932-22:</u></b> | <b>Approve Submission of the 2021-2022 Perkins Secondary and Postsecondary Reports</b> |
| <b><u>Resolution 14933-22:</u></b> | <b>Approve Submission of the 2021-2022 ESEA Final Report</b>                           |

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte Abstain 14931, 14932, 14933 McDonough X Rutledge X Warren X Austin X

**Resolution 14927-22: Receive, Accept, and Approve August 2022 Financial Reports**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that the August 2022 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

**Resolution 14928-22: Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, 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 September 2022, 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-expend. 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.

**Resolution 14929-22: Approve Payment of Bills for September 2022**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for September 2022 in the amount of \$797,414.28.

Exhibit: F2

**Resolution 14930-22: Approve ACF Greenscapes for Snow Removal for the 2022/2023 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves ACF Greenscapes for snow removal for the 2022/2023 school year at a cost of \$34,500.

**Resolution 14931-22: Approve Submission of the 2021-2022 IDEA Final Report**

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Submission of the 2021-2022 IDEA Final Report.

**Resolution 14932-22:**                      **Approve Submission of the 2021-2022 Perkins Secondary and Postsecondary Reports**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Submission of the 2021-2022 Perkins Secondary and Postsecondary Reports.

**Resolution 14933-22:**                      **Approve Submission of the 2021-2022 ESEA Final Report**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Submission of the 2021-2022 ESEA final report.

**PERSONNEL**

**Resolution 14934-22:**                      **Approve Personnel Resolutions as Listed Below**

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

**Resolution 14935-22:**                      **Approve Substitute Instructors for the 2022-2023 School Year**

**Resolution 14936-22:**                      **Approve Extra Curricular Positions for the 2022-2023 School Year**

**Resolution 14937-22:**                      **Approve Diana Mai's Application for Field Supervision Internship Through Centenary University**

**Resolution 14938-22:**                      **Approve the Following Superintendent Goals for the 2022-2023 School Year**

**Resolution 14939-22:**                      **Amend Resolution 14911-22 to Read Approve Judith Thompson at MA+15 Step 2**

**Resolution 14940-22:**                      **Approve Bedside Instruction for (2) Hospitalized Students (ID #251428 & #261585)**

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte Abstain 14938 McDonough X Rutledge X Warren X Austin X

**Resolution 14935-22:**                      **Approve Substitute Instructors for the 2022-2023 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the following substitute instructors for the 2022-2023 school year as follows, pending proper certification and fingerprinting:

**Joanne Miele      Erin Lowry**

**Resolution 14936-22:**                      **Approve Extra Curricular Positions for the 2022-2023 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the following stipend positions:

Jude Thompson	Weight Room Attendant
CTE Tutor	Tina Giraldi, Bob Wheatley, Chad Feilbach
ESEA / Title 1 Tutor	Mary Herb, Brian Quinones, Patti Colabella, Natalie Mutchler, Carmen Pirotte, Christie Heunaman, Kim McCormick
Regular Tutor	Christie Heuneman, Noris Lara

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

**Resolution 14937-22:**                    **Approve Diana Mai's Application for Field Supervision Internship Through Centenary University**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Diana Mai's application for Field Supervision Internship through Centenary University.

Exhibit: A

**Resolution 14638-21:**                    **Approve the Following Superintendent Goals for the 2022-2023 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board Approve the following Superintendent goals for the 2022-2023 school year:

**Goal #1: General Responsibilities**

- The superintendent is the educational leader who promotes the success of all students by maintaining a focus on professional, legal, and policy obligations to ensure the smooth operation of the district.
- Mr. Forsythe will consistently and effectively collaborate with the Board of Education and District Administration to create and/or maintain high-quality educational programs and services for students, adopt and/or implement Board policies, and fulfill all obligations in regard to NJ Education Law and the Administrative Code of the NJ DOE, provide leadership in the identification of priorities and recommend short/long-range plans for Board approval.
  - Resources in support of this goal may include Board Meeting Agendas, Executive Session topics, Administrative Meeting Agendas, Purchase Orders, new and/or existing Board policies, curricular materials, budget items, etc.

**Goal #2: Chief Executive Officer**

- The superintendent is the educational leader who promotes the success of all students by modeling appropriate administrative behavior, promoting a climate of mutual respect and trust, and establishing a professional working relationship with the Board of Education.
- Mr. Forsythe will attend all Board meetings, prepare agenda recommendations in conjunction with the Board President, provide information and advice to the Board, act with integrity and fairness, identify potential problems and recommend policies or solutions and keep the Board informed regarding all relevant matters.
  - Resources in support of this goal may include Board agendas, Executive Session discussion topics, email communications with Board members and administrative staff, new/existing policies, etc.

**Goal #3: School/Community Relations**

- The superintendent is the educational leader who promotes the success of all students by collaborating with families, community members, social agencies, and the media in order to respond to diverse community interests and needs and in order to mobilize community resources.
- Working with the Board of Education and administrative team, Mr. Forsythe will effectively communicate with the school community, Warren County Commissioners, local organizations and businesses, and the media, when necessary and appropriate. Mr. Forsythe and/or the administrative team will communicate with the PTSA

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

(Parent-Teacher-Student-Association) on a consistent basis. He will also be visible for any community/school functions, such as the PTSA Car Show and Craft Fair, in addition to other activities and projects.

- Resources in support of this goal may include social media posts, and emails with Board members, school community members, and/or County Commissioners. Call/email logs with local organizations and businesses, news media, and other relevant groups.

**Resolution 14939-22:**                    **Amend Resolution 14911-22 Approving Judith Thompson from MA Step 2 to MA+15 Step 2**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED that this Board amends Resolution 14911-22 approving Judith Thompson as a Physical Education - Health Instructor for the 2022-2023 school year to move from MA Step 2 to MA+15 Step 2 on the 2022-2023 WTEA guide retroactive to August 30, 2022.

**Resolution 14940-22:**                    **Approve Bedside Instruction for (2) Hospitalized Students (ID #251428 & #261585)**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED that this Board approves bedside instruction for (2) hospitalized students (ID #251428 & #261585).

**TRAVEL**

**Resolution 14941-22:**                    **Approve Travel Resolutions as Listed Below**

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

**Resolution 14942-22:**                    **Approve Field Trips as Listed Below**

**Resolution 14943-22:**                    **Approve Professional Development Travel as Listed Below**

ROLL CALL VOTE:

***Motion Carried: Yes***

Lamonte Abstain    McDonough \_X\_ Rutledge \_X\_ Warren \_X\_ Austin \_X\_

**Resolution 14942-22:**                    **Approve Field Trips as Listed Below**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves field trips as listed below:

DATE	TEACHER	DESTINATION	COST
10 09 2022	P. Seugling	Six Flags Great Adventure for the Key Club Annual Fall Rally	\$732 for Bus out of ESSER Grant
06 01 2023	K. Sarte	Hershey Park, Senior Class Trip	\$1,000 for Chaperone Substitutes
04 13 2023	R. Danner & Ray Gara	NY International Car Show Jr. & Sr. Automotive Class	\$651.51 for Bussing

**Resolution 14943-22:**                    **Approve Professional Development Travel as Listed Below**

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

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

DATE	TEACHER	DESTINATION	COST
10 19 2022	C. Schiller	31st Annual School Health Conference, Somerset, NJ	\$99 + Mileage
10 14 2022	H. SanFilippo	AENJ Conference Art Educators of NJ	\$440 + Mileage
10 10 2022	All Staff	PD Workshop - Cornell Thomas	\$3,500
12 02 2022	L. Goodell	NJCHE Annual Conference	\$90
10 18 2022 10 19 2022	M. Beneducci	NJ Science Convention	\$300 + Mileage
09 28 2022	K. Sarte	TLC Quarterly Meeting, Washington, NJ	\$0
09 20 2022	N. Lara	MPI Law, Annual Immigration Law and Policy Conference	\$0

**EDUCATIONAL**

**Resolution 14944-22:      Approve Educational Resolutions as Listed Below**

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

**Resolution 14945-22:    Approve Secondary School Partnership Program Agreement with NJIT**

**Resolution 14946-22:    Approve Suicide Prevention & Crisis Management Protocols**

**Resolution 14947-22:    Approve Remote Instruction Plan for the 2022-2023 School Year**

**Resolution 14948-22:    Approve School Professional Development Plan for the 2022-2023 School Year**

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte Abstain 14947 & 14948    McDonough X    Rutledge X    Warren X    Austin X

**Resolution 14945-22:    Approve Secondary School Partnership Program Agreement with NJIT**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Secondary School Partnership Program Agreement with NJIT.

Exhibit: B

**Resolution 14946-22:    Approve Suicide Prevention & Crisis Management Protocols**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the updated version of the Suicide Prevention and Crisis Management Protocol.

Exhibit: C

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

**Resolution 14947-22: Approve Remote Instruction Plan for the 2022-2023 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Remote Instruction Plan for the 2022-2023 school year.

Exhibit: D

**Resolution 14948-22: Approve School Professional Development Plan for the 2022-2023 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the School Professional Development Plan for the 2022-2023 school year.

Exhibit: E

**POLICY**

**Resolution 14949-22: Approve Policy and Regulation Resolutions as Listed Below**

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

**Resolution 14950-22: Approve First Reading of Policy and Regulation Revisions as Listed Below**

**Resolution 14951-22: Approve Second Reading of Policy and Regulation Revisions as Listed Below**

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte \_X\_ McDonough \_X\_ Rutledge \_X\_ Warren \_X\_ Austin \_X\_

**Resolution 14950-22: Approve First Reading of Policy and Regulation Revisions as Listed Below**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the first reading of the following policy and regulation revisions as listed below:

P2425	EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM
R2425	EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

Exhibit: F

**Resolution 14951-22: Approve Second Reading of Policy and Regulation Revisions as Listed Below**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the second reading of the following policy and regulation revisions as listed below:

P0143.2	High School Student Representative to the Board of Education (M)
P0163	Quorum



**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

<b>P1511</b>	<b>Board of Education Website Accessibility (M)</b>
<b>P2415</b>	<b>Every Student Succeeds Act (M)</b>
<b>P &amp; R 2432</b>	<b>School Sponsored Publications (Abolished)</b>
<b>P 3216</b>	<b>Dress and Grooming</b>
<b>P 3270</b>	<b>Professional Responsibilities</b>
<b>R 3270</b>	<b>Lesson Plans and Plan Books</b>
<b>P 4216</b>	<b>Dress and Grooming</b>
<b>P &amp; R 5513</b>	<b>Care of School Property (M)</b>
<b>P 5517</b>	<b>School District Issued Student Identification Cards (M)</b>
<b>P 5722</b>	<b>Student Journalism (M)</b>

Exhibit: G

**ADDENDUM ITEMS** -None

**PUBLIC COMMENTS – Any topic not discussed earlier** -None

**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;
  - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 21, 2022**

- 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.

**ADJOURNMENT**

**Adjourn the Meeting**

On the motion of Mrs. Warren, seconded by Mr. McDonough, the Board adjourned the meeting at 5:46 p.m.

**Upcoming Dates of Interest:**

October 10, 2022	School Closed for County In Service
October 19, 2022	BOE Meeting
October 29, 2022	School Open House