

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
January 20, 2021

CALL TO ORDER

President Austin called the meeting to order at 5:00 p.m. on Wednesday, January 20, 2021 via Zoom 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 November 18, 2020.

Roll Call – Board Secretary Barkman

X Dr. Lamonte
X Mr. McDonough
X Mr. Rutledge
X Dr. Austin

Adopt the Meeting Agenda

Resolution 14257-21: Adopt the Meeting Agenda

On the motion of Mr. Rutledge, seconded by Mr. McDonough, RESOLVED, that this Board adopts the Meeting Agenda for the January 20, 2021 meeting as published with any addenda.

VOICE VOTE: Yeas: 4 Nays: 0 Abstain: 0 *Motion Carried: Yes*

Resolution E678-21: Personnel, Negotiations and Legal Matters

On the motion of Mr. Rutledge, seconded by Mr. McDonough, the Board moved into executive session at 5:02 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:
 - i. Superintendent contract discussion
- 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: 4 Nays: 0 Abstain: 0 *Motion Carried: Yes*

Resolution E679-21: Resume Regular Session

On the motion of Mr. Rutledge, seconded by Mr. McDonough, the Board reconvened into regular session at 5:31 p.m.

VOICE VOTE: Yeas: 4 Nays: 0 Abstain: 0 *Motion Carried: Yes*

Discussion

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- **PUBLIC COMMENTS** - Related to Agenda Items Only-None
- **COMMUNICATIONS** - Included in Board Packet
 - Board of County Commissioners Reorganization Resolutions for 2021
- **SUPERINTENDENT'S REPORT**
 - Return to School
- **HIB REPORT/SUSPENSIONS**
 - Zero (0) HIB's since the last Board Meeting
 - Zero (0) Out of School Suspension since the last Board Meeting (Loss of Online Privileges)
- **BOARD PRESIDENT'S REPORT**-None
- **STUDENT REPRESENTATIVE REPORT**
 - Emily Smith - Class President
Ms. Smith informed the Board of the following: 1) The Student Government is sharing the movie the movie "Onward" with an anticipated date of the first week in February, 2) The Military Appreciation Club is currently working on care packages for Veterans who are WCTS alumni, 3) The Key Club and Military Club are planning a mask co-op, 4) Student Government is hesitant to start fundraising until all students are back to school.
- **BUSINESS ADMINISTRATOR REPORT**
 - Perkins Audit- Ms. Barkman informed the Board of the audit findings (total of 8) for the 2018/2019 Carl D. Perkins Audit.
- **NEW BUSINESS**
 - Superintendent Contract (Open to the Public for discussion)

Minutes – Regular Meeting Minutes

Resolution 14258-21: Approve Board Meeting Minutes as Listed Below

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

Resolution 14259-21: Approve December 16, 2020 Regular Meeting Minutes

Resolution 14260-21: Approve December 16, 2020 Regular Meeting Executive Session Minutes

VOICE VOTE: Yeas: 4 Nays: 0 Abstain: 0

Motion Carried: Yes

Resolution 14259-21: Approve December 16, 2020 Regular Meeting Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Minutes of December 16, 2020.

Resolution 14260-21: Approve December 16, 2020 Regular Meeting Executive Session Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of December 16, 2020.

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FINANCE & FACILITIES

Resolution 14261-21:

Approve Finance & Facilities Resolutions as Listed Below

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

Resolution 14262-21:

Receive, Accept, and Approve December 2020 Financial Reports

Resolution 14263-21:

Board of Education's Monthly Certification of Major Account/Fund Status

Resolution 14264-21:

Approve Payment of Bills for January 2021

Resolution 14265-21:

Approve Transfers for December 2020

Resolution 14266-21:

Approve Annual Audit and Corrective Action Plan For The Year 2019-2020

Resolution 14267-21:

Approve and Accept 2018/2019 Perkins Audit and Corrective Action Plan

Resolution 14268-21:

Adopt Tuition and Transportation Rates for the 2021-2022 School Year

Resolution 14269-21:

Approve Sidewalk Construction Agreement Between Warren County Community College and Warren County Technical School

Resolution 14270-21:

Approve Voiding Checks from the General Account and the Student Activities Account

ROLL CALL VOTE:

Motion Carried: Yes

Lamonte X___ McDonough _X_ Rutledge _X_ Austin _X_

Resolution 14262-21:

Receive, Accept, and Approve December 2020 Financial Reports

On the motion of _____, seconded by _____, RESOLVED, that the December 2020 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 14263-21:

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 January 2021, 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:23A-16.10(c) 4.

Resolution 14264-21:

Approve Payment of Bills for January 2021

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for January 2021 in the amount of \$824,057.22.

Exhibit: F2

Resolution 14265-21:

Approve Transfers for December 2020

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the transfers of monies for the month of December 2020.

Exhibit: F3

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Resolution 14266-21: Approve Annual Audit and Corrective Action Plan For The Year 2019-2020

On the motion of _____, seconded by _____, RESOLVED, that this Board approves that the annual audit for the year 2019/2020 be accepted and placed on file. The audit report is included in section 2, the financial section, of the Comprehensive Annual Financial Report, and that the following corrective action plan be implemented per the following recommendation:

The district ensures that pre approval of the Board and post event reports are obtained for all non-regular business travel expenses.

Recommendation Number	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
01	1/20/2021	Detailed review by Principals and Business Office	Administration	6/30/2020

Resolution 14267-21: Approve and Accept 2018/2019 Perkins Audit and Corrective Action Plan

On the motion of _____, seconded by _____, RESOLVED, that this Board accept the 2018/2019 Carl D. Perkins audit reflecting eight recommendations. The Board of Education certifies that the findings were discussed in a public meeting and approves the Corrective Action Plan which addresses the issues raised in the undisputed findings.

FINDING/RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
01	Monthly updates by the SBA given to the Board	Collaboration between administrators and grants manager on a regular basis	Administrators and grants manager	Ongoing throughout the school year
02	Approval of line item expenditures	Implementation of additional expenditure account numbers/line items	School Business Administrator	Completed as of December 2020
03	Approval of updated policies and procedures	Update/revise/add policies in regards to conform to state regulations	Superintendent	June 30, 2021
04	Review of multiple quotes prior to board approving purchases	Collaboration between administrators and grants manager on a regular basis	School Business Administrator and grants manager.	Ongoing throughout the school year. Will be implemented immediately.

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05	Continual monitoring to prevent confirming orders	All purchase orders will be verified that quotes are received and attached prior to processing of POs	School Business Administrator and accounts payable personnel	Ongoing throughout the school year. Will be implemented immediately.
06	The Board will work with the SBA and grants manager to make sure all expenditures are in the correct line item	The SBA will work with the grants manager to verify expenditure lines are correct prior to placing any orders	School Business Administrator and grants manager	Ongoing
07	Review of account codes when approving purchases/bills list	SBA has implemented new and correct expenditure account codes	School Business Administrator and grants manager	Completed as of December 2020
08	The Board will approve travel and PD for the grants manager to attend training	The grants manager will continue to pursue training to keep him up to date on current program specific requirements	School Business Administrator and grants manager	Ongoing throughout the school year. Will be implemented immediately.

Exhibit: F4

Resolution 14268-21: **Adopt Tuition and Transportation Rates for the 2021-2022 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board set the tuition and transportation rates for the 2021-2022 school year for the High School programs as follows:

Program	Tuition
High School (9-12) Regular and Special Education	\$4,600
High School Transportation for regularly scheduled route	\$1,000

Resolution 14269-21: **Approve Sidewalk Construction Agreement Between Warren County Community College and Warren County Technical School**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Sidewalk Construction Agreement between Warren County Community College and Warren County Technical school.

Exhibit: F5 and F6

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Resolution 14270-21: **Approve Voiding Checks from the General Account and the Student Activities Account**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves voiding checks from the General Account and the Student Activities Account.

F7

PERSONNEL

Resolution 14271-21: **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:

- | | |
|------------------------------------|--|
| <u>Resolution 14272-21:</u> | Approve FMLA for Employee #0958 |
| <u>Resolution 14273-21:</u> | Approve Mentoring for Anthony Lusardi |
| <u>Resolution 14274-21:</u> | Approve Mentoring for Karen Gonzalez |
| <u>Resolution 14275-21:</u> | Approve Retirement Resignation for Vinny Fattorusso |
| <u>Resolution 14276-21:</u> | Approve Harry Rieger as Volunteer Bowling Coach |
| <u>Resolution 14277-21:</u> | Approve Stipend Positions as Listed Below for the 2020-2021 School Year |
| <u>Resolution 14278-21:</u> | Approve Jared Engle As a Student Helper for the 2020-2021 School Year |

ROLL CALL VOTE:

Motion Carried: Yes

Lamonte _X_ McDonough _X_ Rutledge _X_ Austin _X_

Resolution 14272-21: **Approve FMLA for Employee #0958**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves FMLA for employee #0958 effective January 26, 2021 with an anticipated return date of February 22, 2021.

Exhibit: A

Resolution 14273-21: **Approve Mentoring for Anthony Lusardi**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Ray Danner as mentor to Anthony Lusardi.

Resolution 14274-21: **Approve Mentoring for Karen Gonzalez**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Tina Giraldi as mentor to Karen Gonzalez.

Resolution 14275-21: **Approve Retirement Resignation for Vinny Fattorusso**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the retirement resignation of Vinny Fattorusso as of July 1, 2021.

Exhibit: B

Resolution 14276-21: **Approve Harry Rieger as Volunteer Bowling Coach**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Harry Rieger as a volunteer bowling coach for the 2020-2021 season.

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Resolution 14277-21: **Approve Stipend Positions as Listed Below for the 2020-2021 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following stipend positions for the 2020-2021 school year:

AM Spring Hall Monitor	Kristen Sarte	Varsity Bowling Coach	Greg Dowling
AM Spring Hall Monitor	Colleen Schiller	Clock Operator	Steve Petonak
AM Spring Hall Monitor	Pat Lilly	Clock Operator	Steph Connolly
AM Spring Hall Monitor	Kim McCormick	Varsity Girls Basketball Coach	Brooke Cicale
Varsity Boys Basketball Coach	Will Harrigan		

Resolution 14278-21: **Approve Jared Engle As a Student Helper for the 2020-2021 School Year**

On the motion of _____, seconded by _____, RESOLVE,D, that this Board approves Jared Engle as a Student Helper in the Technology Department for the 2020-2021 school year at a rate of \$11.00 per hour from June 30, 2020 through December 31, 2020, then, at a rate of \$12.00 per hour from January 1, 2021 through June 30, 2021, not to exceed 8 hours a week. .

POLICY

Resolution 14279-21: **Approve Policy Revisions as Listed Below**

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

P6830	Audit and Comprehensive Annual Financial Report (M)
P6471	School District Travel (M)
P6422	Budget Transfers (M)
P6112	Reimbursement of Federal and Other Grant Expenditures (M)
P7450	Property Inventory (M)
P2423	Bilingual and ESL Education (M)
P3159	Teaching Staff Member/School District Reporting Responsibilities (M)
P3218	Use, Possession, or Distribution of Substances(M)
P8505	Local Wellness Policy/Nutrient Standards for Meals and other Foods (M)
P8600	Student Transportation (M)
P8630	Bus Driver/Bus Aide Responsibility (M)
P3221	Evaluation of Teachers (M)

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P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
P3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M)
P3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
P3240	Professional Development for teachers and School Leaders (M)

Exhibit: D

ROLL CALL VOTE:

Motion Carried: Yes

Lamonte X McDonough X Rutledge X Austin X

ADDENDUM ITEMS

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;
 - 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.

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ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. Rutledge, seconded by Mr. McDonough, the Board adjourned the meeting at 5:50p.m.

Upcoming Dates of Interest:

February 12&15, 2021	School Closed for President's Weekend
February 17, 2021	Board of Education Meeting