

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**October 16, 2024**

**CALL TO ORDER**

President Austin called the meeting to order at 5:01 p.m. on Wednesday, October 16, 2024, Via ZOOM.

**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 on November 7, 2023.

**Roll Call – Board Secretary Barkman**

Dr. Lamonte  
 Ms. Leahy  
 Mr. McDonough  
 Mr. Rutledge  
 Dr. Austin

**Adopt the Meeting Agenda**

**Resolution 15723-24: Adopt the Meeting Agenda**

On the motion of Mr. Rutledge, seconded by Dr. Lamonte, RESOLVED, that this Board adopts the Meeting Agenda for the October 16, 2024 meeting as published with any addenda.

VOICE VOTE: Yeas:4\_\_ Nays: 0\_\_ Abstain: 0\_\_ Absent: 1\_\_

*Motion Carried: Yes*

**Resolution E737-24: Personnel, Negotiations, and Legal Matters**

On the motion of Mr. Rutledge, seconded by Dr. Lamonte, the Board moved into executive session at 5:04 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 is excluded from attendance at a portion of this meeting for the reason that the following subject matter is discussed:
  - Personnel
  - Facility
- 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 to privacy.
- D. Action may be taken.

VOICE VOTE: Yeas: 4\_\_ Nays: 0\_\_ Abstain: 0\_\_ Absent: 1\_\_

*Motion Carried: Yes*

**Resolution E738-24: Resume Regular Session**

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

VOICE VOTE: Yeas: 4\_\_ Nays: 0\_\_ Abstain: 0\_\_ Absent: 1\_\_

*Motion Carried: Yes*

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**Discussion**

- **PUBLIC COMMENTS** - Related to Agenda Items Only-None
- **COMMUNICATIONS**-None
- **SUPERINTENDENT’S REPORT**
  - 2023-2024 NJSLA Summary Results
- **HIB REPORT/SUSPENSIONS**
- **BOARD PRESIDENT’S REPORT**
- **STUDENT REPRESENTATIVE**
  - Kate Martinez reported the following:
    - Student Government is planning the fall dessert auction
    - Key Club is collecting hygiene products
    - Archery Club received a \$2,100 grant
    - Military Appreciation Club is holding elections for the 24/25 officers
- **DISCUSS EDUCATIONAL TOPICS**
- **NEW BUSINESS**

**MINUTES**

**Resolution 15724-24: Approve Board Meeting Minutes Listed Below**

On the motion of Dr. Lamonte, seconded by Dr. Austin, RESOLVED, that this Board approves the following resolutions as listed below:

**Resolution 15725-24: Approve September 18, 2024, Regular Meeting Minutes**

**Resolution 15726-24: Approve September 18, 2024, Regular Meeting Executive Session Minutes**

VOICE VOTE: Yeas: 4 Nays: 0 Abstain: 0 Absent: 1

*Motion Carried: Yes*

**Resolution 15725-24: Approve September 18, 2024, Regular Meeting Minutes**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Regular Meeting Minutes of September 18, 2024.

**Resolution 15726-24: Approve September 18, 2024, Regular Meeting Executive Session Minutes**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of September 18, 2024.

**FINANCE & FACILITIES**

**Resolution 15727-24: Approve Finance & Facilities Resolutions as Listed Below**

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

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- Resolution 15728-24:** Receive, Accept, and Approve August 2024 Financial Reports  
**Resolution 15729-24:** Receive, Accept, and Approve September 2024 Financial Reports  
**Resolution 15730-24:** Board of Education’s Monthly Certification of Major Account/Fund Status  
**Resolution 15731-24:** Approve Payment of Bills for September 2024  
**Resolution 15732-24:** Approve Transfers for the Month of September  
**Resolution 15733-24:** Accept Donation From NORWESCAP  
**Resolution 15734-24:** Approve Contract with Krapf Bus for Field and Sports Trips for the 2024-2025 School Year  
**Resolution 15735-24:** Approve The Corrective Action Plan for the Division of Food and Nutrition  
**Resolution 15736-24:** Approve a 3-Year Contract (2025-2027) with Pat's Lawn Care, Inc.  
**Resolution 15737-24:** Approve Contract with GST for Late Buses for the 2024-2025 School Year  
**Resolution 15738-24:** Approve Submission of the M1 and Comprehensive Maintenance Plan for the 2024-2025 School Year to the NJ Department of Education

ROLL CALL VOTE: *Motion Carried: Yes*

Lamonte Abstain 15734, 15735, 15737, 15738 Leahy X McDonough A Rutledge X Austin X

**Resolution 15828-24:** Receive, Accept, and Approve August 2024 Financial Reports  
On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that the August 2024 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

**Resolution 15729-24:** Receive, Accept, and Approve September 2024 Financial Reports  
On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that the September 2024 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F2

**Resolution 15730-24:** 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) 3&4, we certify that October 2024, 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) 3&4.

**Resolution 15731-24:** Approve Payment of Bills for September 2024  
On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for September 2024, in the amount of \$500,549.59.

Exhibit: F3

**Resolution 15732-24:** Approve Transfers for the Month of September  
On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves transfers for September 2024.

Exhibit: F4

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**Resolution 15733-24:                   Accept Donation From NORWESCAP**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board accepts the donation of a refrigerator from NORWESCAP of Phillipsburg so we can provide fresh fruits and vegetables as part of our food bank for students in need.

**Resolution 15734-24:                   Approve Contract with Krapf Bus for Field and Sports Trips for the 2024-2025 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the contract with Krapf Bus for field and sports trips during the 2024-2025 school year in the amount of \$127,699.77.

Exhibit: F5

**Resolution 15735-24:                   Approve The Corrective Action Plan for the Division of Food and Nutrition**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Corrective Action Plan for the Division of Food and Nutrition.

Exhibit: F6

**Resolution 15736-24:                   Approve a 3-Year Contract (2025-2027) with Pat's Lawn Care, Inc.**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves a 3-year contract (2025-2027) with Pat's Lawn Care, Inc. in the amount of \$22,000 yearly for lawn service.

Exhibit: F7

**Resolution 15737-24:                   Approve Contract with GST for Late Buses for the 2024-2025 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the contract with GST for late buses for the 2024-2025 school year in the amount of \$19,809.05.

Exhibit: F8

**Resolution 15738-24:                   Approve Submission of the M1 and Comprehensive Maintenance Plan for the 2024-2025 School Year to the NJ Department of Education**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the submission of the M1 and Comprehensive Maintenance Plan for the 2024-2025 School Year to the NJ Department of Education.

Exhibit: F9

**PERSONNEL**

**Resolution 15739-24:                   Approve Personnel Resolutions as Listed Below**

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

**Resolution 15740-24:                   Approve Jen White and Natalie Mutchler as Home Instructors**

**Resolution 15741-24:                   Approve Sara Grumbine to Observe the Following Instructors Through the Warren County Community College Foundations of Education Class**

**Resolution 15742-24:                   Accept the Resignation of Gusna R. Rutledge, Warren County Technical School Board of Education Member**

**Resolution 15743-24:                   Accept the Resignation of Brett Liskowaski, Maintenance Personnel Effective**

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**Resolution 15744-24:**      **Approve Katarina Rogowski as a Part-Time Maintenance/Custodial Employee for the 2024-2025 School Year**

**Resolution 15745-24:**      **Approve Gerard Molion as a Part-Time Security Employee for the 2024-2025 School Year**

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte   X   Leahy   X   McDonough   A   Rutledge   X   Austin   X  

**Resolution 15740-24:**      **Approve Jen White and Natalie Mutchler as Home Instructors**  
On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Jen White and Natalie Mutchler as Home Instructors as per the WTEA Contract.

**Resolution 15741-24:**      **Approve Sara Grumbine to Observe the Following Instructors Through the Warren County Community College Foundations of Education Class**  
On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Sara Grumbine to observe the following instructors through the Warren County Community College Foundations of Education class:

Lenore Arnold                  Nancy Danner                  Taylor Shafer          Daniel Adams

**Resolution 15742-24:**      **Accept the Resignation of Gusna R. Rutledge, Warren County Technical School Board of Education Member**

**A Resolution honoring Gusna R. Rutledge for his dedication to the Warren County Technical School and his years of distinguished service as a member of the Board of Education**

**WHEREAS**, Mr. Gusna R. Rutledge has earned the respect of the residents of Warren County and the Warren County Technical School family by serving as a member of the Board of Education for twenty (20) years in a dignified and professional manner; and

**WHEREAS**, Mr. Rutledge joined the Board of Education in 2004 and has faithfully served in the position of a board member, as well as President of the Board of Education and NJSBA Delegate, during his tenure; and

**WHEREAS**, Mr. Rutledge deserves the utmost respect and admiration for his service, dedication, and commitment to the Warren County Technical School.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Warren County Technical School that Mr. Gusna Rutledge is hereby honored, recognized, thanked, and admired for his dedication to the residents of Warren County and the students of Warren County Technical School, for his contributions to improving the lives of the students of Warren County Technical School, and for his years of distinguished service as a board member; and

**BE IT FURTHER RESOLVED** that a duly authenticated copy of this Resolution shall be transmitted to Mr. Gusna Rutledge in recognition of his years of service and contributions to the Warren County Technical School.

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I, Amy Barkman, Secretary of the Board of Education of the Warren County Technical School, do hereby certify that the above is a full, true and correct copy of a Resolution passed by the Board of Education on October 16, 2024.

**Resolution 15743-24:           Accept the Resignation of Brett Liskowaski, Maintenance Personnel Effective November 15, 2024**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the resignation of Bret Liskowaski, maintenance personnel, effective November 15, 2024.

**Resolution 15744-24:           Approve Katarina Rogowski as a Part-Time Maintenance/Custodial Employee for the 2024-2025 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Katarina Rogowski as a Part-Time Maintenance/Custodial employee for the 2024-2025 school year, not to exceed 25 hours per week.

**Resolution 15745-24:           Approve Gerard Molion as a Part-Time Security Employee for the 2024-2025 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves Gerard Molion as a Part-Time Security employee for the 2024-2025 school year, not to exceed 25 hours per week.

**TRAVEL**

**Resolution 15746-24:           Approve the Field Trip Resolutions as Listed Below**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves the field trip resolutions as as listed below:

**Resolution 15747-24:           Approve the Following Field Trips as Listed Below**

**Resolution 15748-24:           Approve The Ongoing Use of Fieldtrips to the Adjacent Property Which Includes the Warren County Community College and The 911 Call Center Through the 2024-2025 School Year**

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte Abstain   Leahy X   McDonough A   Rutledge X   Austin X

**Resolution 15747-24:           Approve the Following Field Trips as Listed Below**

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

5 15 2025	J. Slowik, N. Mutchler	Pax Amicus Theater, Romeo & Juliette	\$4,427.34
1 29 2025	P. Seugling, T. Lynch, P. Lilly, A. Lazorchak	St. Phillips and James Church in Phillipsburg	\$745.78
5 2025	P. Seugling, Michelle Vulcano	Fox News Channel Tour	\$911.04
4 3 2025 - 4 5 2025	P. Seugling, M. Vulcano	Key Club Convention, Asbury Park, NJ	\$911.04

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3 20 2025	P. Seugling, J. White	Teen Summit, Centenary University, Hackettstown, NJ	\$745.78
5 28 2025	R. Gara, S. Lance, K. Wene, C. Feilbach	Construction Career Day, NJ Convention & Expo Center, Edison, NJ	\$578.41
4 3 2025	R. Gara, R. Danner	Automotive Career Fair, Mercedes Benz Training Center Robbinsville, NJ	\$578.41
TBD	T. Lynch	Cosmetology Practical State Licensing Test	\$661.04
6 7 2025	B. Wheatley, L. Shanahan	TCNJ, NJ Special Olympics	\$908.93
5 2025	B. Wheatley	NJSP Museum	\$620.98
TBD	B. Wheatley	Rockaway Boro Police Dept. Meeting	\$620.00
TBD	B. Wheatley	Police Academy Training Observation	\$612.95
3 25 2025	T. Lynch, K. Sarte, R. Gara	International Esthetics Cosmetics & Spa Conference, NYC	\$1,600

**Resolution 15748-24:                    Approve The Ongoing Use of Field Trips to the Adjacent Property Which Includes the Warren County Community College and The 911 Call Center Through the 2024-2025 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the ongoing use of field trips to the adjacent property which includes the Warren County Community College and the 911 Call Center through the 2024-2025 school year.

**POLICY**

**Resolution 15749-24:                    Approve the Second Reading of The Policy Resolution as Listed Below**

On the motion of Dr. Lamonte, seconded by Mr. Rutledge, RESOLVED, that this Board approves the second reading of the policy resolution as listed below:

P0141	Board Member Number and Term ®
P0164.6	Remote Public Board Meetings During a Declared Emergency (M) ABOLISHED
P2200	Curriculum Content (M) ®
P&R3160	Physical Examination (M) ®
P&R4160	Physical Examination (M) ®
R5200	Attendance (M) ®
P5337	Service Animals ®
P5350	Student Suicide Prevention (M) ®

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P7231	Gifts From Vendors (M) ABOLISHED
P8420	Emergency and Crisis Situations (M) ®
P&R8467	Firearms and Weapons (M) ®
P9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ®

Exhibit: A & A1

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte   X   Leahy   X   McDonough   A   Rutledge   X   Austin   X  

**EDUCATIONAL**

**Resolution 15750-24: Approve the Educational Resolutions as Listed Below**

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

**Resolution 15751-24: Approve the Memorandum of Agreement Between Education and Law Enforcement Officials for the 2024-2025 School Year**

**Resolution 15752-24: Approve the 2024-2054 Nursing Service Plan**

ROLL CALL VOTE:

*Motion Carried: Yes*

Lamonte Abstain Leahy   X   McDonough   A   Rutledge   X   Austin   X  

**Resolution 15751-24: Approve the Memorandum of Agreement Between Education and Law Enforcement Officials for the 2024-2025 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the Memorandum of Agreement between Education and Law Enforcement Officials for the 2024-2025 school year.

**Resolution 15752-24: Approve the 2024-2054 Nursing Service Plan**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED that this Board approves the 2024-2025 Nursing Service Plan.

Exhibit: B

**ADDENDUM ITEMS** -None

**PUBLIC COMMENTS – Any topic not discussed earlier.**

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.



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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 has been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question the 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.

**Mr. Forsythe thanked Kate Martinez for her report as well as Mr. Tierney for his input on NJSLA report.**

**Mr. Forsythe reminded the Board that our next meeting will be in person on November 4, 2024.**

**ADJOURNMENT**

**Adjourn the Meeting**

On the motion of Dr. Lamonte, seconded by Mr. Rutledge, the Board adjourned the meeting at 5:54p.m.

VOICE VOTE: Yeas: 4 Nays: 0 Abstain: 0 Absent: 1

***Motion Carried: Yes***

**Upcoming Dates of Interest:**

October 19, 2024	Open House
November 4, 2024	Reorganization Board of Education Meeting