

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
REORGANIZATION MEETING MINUTES
NOVEMBER 1, 2019**

I. CALL TO ORDER

The Reorganization Meeting of the Warren County Technical School Board of Education was called to order at 5:00 pm on Wednesday, November 1, 2019 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 16, 2018.

C. Roll Call:

Present: Dr. Austin, Mr. McDonough, and Mr. Rutledge

Absent: Dr. Lamonte and Mr. Shotwell

Also Present: Mr. Zalewski, Superintendent
Ms. Hachlica, Board Secretary

Others Present: Approximately 2 members of the public.

Resolution 13833-19: Adopt the Meeting Agenda

On the motion of Mr. McDonough, seconded by Dr. Austin, RESOLVED, that this Board adopts the Meeting Agenda for the November 1, 2019 meeting as published with any addenda.

VOICE VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. Shotwell

MOTION CARRIED

Resolution 13834-19: Election of the President

The Board Secretary will receive, in order, nominations for the office of President of the Board of Education.

Nominee
Mr. Gus Rutledge

Moved By
Mr. Tim McDonough

Seconded By
Dr. Lori Austin

Close nominations – Board Secretary will conduct a roll call vote for each nominee.

On the motion of Mr. McDonough, seconded by Dr. Austin, RESOLVED, that the Board elected Mr. Gus Rutledge to the office of President of the Warren County Technical School Board of Education.

ROLL CALL VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. Shotwell

MOTION CARRIED

Resolution 13835-19: Election of the Vice-President

The President declares nominations for the office of Vice-President of the Board of Education.

Nominee
Dr. Lori Austin

Moved By
Mr. Tim McDonough

Seconded By
Mr. Gus Rutledge

Close nominations – Board Secretary will conduct a roll call vote for each nominee.

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On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that the Board elected Dr. Lori Austin to the office of Vice-President of the Warren County Technical School Board of Education.

ROLL CALL VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. Shotwell

MOTION CARRIED

E. Code of Ethics

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

PUBLIC COMMENTS - None

Resolution 13836-19: Approve November 2019 Reorganization Agenda Items as Listed Below:

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

- | | |
|------------------------------------|---|
| <u>Resolution 13837-19:</u> | Appoint Beth Hachlica, Business Manager, to Serve as Board Secretary |
| <u>Resolution 13838-19:</u> | Appoint Edmund Zalewski, Superintendent, as Purchasing Agent |
| <u>Resolution 13839-19:</u> | Appoint Edmund Zalewski, Superintendent, as Certifying Officer |
| <u>Resolution 13840-19:</u> | Appoint Beth Hachlica, Business Manager/Board Secretary, as Custodian of Government Records |
| <u>Resolution 13841-19:</u> | Appoint Edmund Zalewski, Superintendent, as the Public Agency Compliance Officer |
| <u>Resolution 13842-19:</u> | Appoint John Mylecraine and Robert Wheatley as School Safety Specialist |
| <u>Resolution 13843-19:</u> | Appoint Beth Hachlica, Business Manager/Board Secretary, as the Board Secretary to the Board of School Estimate |
| <u>Resolution 13844-19:</u> | Appoint Gus Rutledge as the School Delegate to NJSBA |
| <u>Resolution 13845-19:</u> | Appoint Nancy DeRiso as the Treasurer of School Moneys |
| <u>Resolution 13846-19:</u> | Appoint Members to the Board of School Estimate |
| <u>Resolution 13847-19:</u> | Appoint Steve Daku, Facilities Manager, as Integrated Pest Management Coordinator |
| <u>Resolution 13848-19:</u> | Appoint Steve Daku, Facilities Manager, as the Indoor Air Quality Designated Person |
| <u>Resolution 13849-19:</u> | Appoint Steve Daku, Facilities Manager, as Asbestos Management Plan Designated Person |
| <u>Resolution 13850-19:</u> | Appoint Steve Daku, Facilities Manager, as Written Hazardous Communication Program Designated Person |
| <u>Resolution 13851-19:</u> | Appoint Steve Daku, Facilities Manager as Employer Responsible Right to Know Official (ERRO) |
| <u>Resolution 13852-19:</u> | Appoint John Mylecraine, Assistant Principal, as Affirmative Action Officer |
| <u>Resolution 13853-19:</u> | Appoint John Mylecraine, Assistant Principal, as Americans with Disabilities Act (504) Officer |
| <u>Resolution 13854-19:</u> | Appoint Diana Mai, Director of Curriculum and Instruction, Director of Special Services |
| <u>Resolution 13855-19:</u> | Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits |
| <u>Resolution 13856-19:</u> | Name Depositories |
| <u>Resolution 13857-19:</u> | Appoint Edmund Zalewski, Superintendent, to Award Contracts up to the Bid Threshold |
| <u>Resolution 13858-19:</u> | 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 |

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District

- Resolution 13859-19:** **Appoint Edmund Zalewski, Superintendent, to Operate the School District in Accordance with Title 18A, Title 6, and Board Policy**
- Resolution 13860-19:** **Designate the Official Newspapers**
- Resolution 13861-19:** **Adopt Open Public Meetings Act**
- Resolution 13862-19:** **Adopt Warren County Technical School Policies**
- Resolution 13863-19:** **Appoint Florio, Perrucci, Steinhardt & Cappelli, LLC. as Board Attorney**
- Resolution 13864-19:** **Appoint Adams Gutierrez & Lattiboudere, LLC. as Board attorney.**
- Resolution 13865-19:** **Approve Warren County Technical School Curriculum and Textbooks**
- Resolution 13866-19:** **Appoint DIGroup Architects to Serve as Architect of Record**
- Resolution 13867-19:** **Set Meeting Time and Place of Regular Board of Education Meetings**

ROLL CALL VOTE: YEAS: 3 ABSENT: Dr. Lamonte, Mr. Shotwell **MOTION CARRIED**

Resolution 13837-19: **Appoint Beth Hachlica, Business Manager, to Serve as Board Secretary**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Beth Hachlica, Business Manager, as Board Secretary.

Resolution 13838-19: **Appoint Edmund Zalewski, Superintendent, as Purchasing Agent**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Edmund Zalewski, Superintendent, as Purchasing Agent. NJSA 40A:11-9b.

Resolution 13839-19: **Appoint Edmund Zalewski, Superintendent, as Certifying Officer**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Edmund Zalewski, Superintendent, as the Certifying Officer. P.L. 2011 C.52.

Resolution 13840-19: **Appoint Beth Hachlica, Business Manager/Board Secretary, as Custodian of Government Records**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Beth Hachlica, Business Manager/Board Secretary, as Custodian of Government Records.

Resolution 13841-19: **Appoint Edmund Zalewski, Superintendent, as the Public Agency Compliance Officer**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board Edmund Zalewski, Superintendent, as Public Agency Compliance Officer. NJAC 17:27-3.3.

Resolution 13842-19: **Appoint John Mylecraine and Robert Wheatley as School Safety Specialist**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint John Mylecraine and Robert Wheatley as the Security Safety Specialist.

Resolution 13843-19: **Appoint Beth Hachlica, Business Manager/Board Secretary, as the Board Secretary to the Board of School Estimate**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Beth Hachlica, Business Manager/Board Secretary, as the Board Secretary to the Board of School Estimate.

Resolution 13844-19: **Appoint Nancy DeRiso as the Treasurer of School Monies**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Nancy DeRiso as the Treasurer of School Monies at a salary of \$4,900.00.

Resolution 13845-19: **Appoint Members to the Board of School Estimate**

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On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that the Board President and Vice President be appointed as members of the Board of School Estimate.

Resolution 13846-19: Appoint Gus Rutledge as the School Delegate to NJSBA

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

Resolution 13847-19: Appoint Steve Daku, Facilities Manager, as Integrated Pest Management Coordinator

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that the Board appoint Steve Daku, Facilities Manager, as the Integrated Pest Management Plan Coordinator.

Resolution 13848-19: Appoint Steve Daku, Facilities Manager, as the Indoor Air Quality Designated Person

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Steve Daku, Assistant Facilities Manager, as the indoor air quality designated person.

Resolution 13849-19: Appoint Steve Daku, Facilities Manager, as Asbestos Management Plan Designated Person

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Steve Daku, Facilities Manager, as the Asbestos Management Plan designated person in charge of administering the plan.

Resolution 13850-19: Appoint Steve Daku, Facilities Manager, as Written Hazardous Communication Program Designated Person

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Steve Daku, Facilities Manager, as the Written Hazardous Communication designated person in charge of administering the plan.

Resolution 13851-19: Appoint Steve Daku, Facilities Manager as Employer Responsible Right to Know Official (ERRO)

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoints Steve Daku, Facilities Manager, as the Employer Responsible Right to Know Official.

Resolution 13852-19: Appoint John Mylecraine, Assistant Principal, as Affirmative Action Officer

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

Resolution 13853-19: Appoint John Mylecraine, Assistant Principal, as Americans with Disabilities Act (504) Officer

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint John Mylecraine, Assistant Principal, as Americans with Disabilities Act (504) Officer.

Resolution 13854-19: Appoint Diana Mai, Director of Curriculum and Instruction, Director of Special Services

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint Diana Mai, Director of Curriculum and Instruction, Director of Special Services

Resolution 13855-19: Appoint the Willis Group to Serve as Broker of Record for Health and Dental Benefits

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoint the Willis Group to serve as the Broker of Record for Health and Dental Benefits.

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Resolution 13856-19: Name Depositories

On the motion of Mr. McDonough, seconded by Mr. Rutledge, 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 13857-19: Authorize Edmund Zalewski, Superintendent, to Award Contracts up to the Bid Threshold

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board authorize Edmund Zalewski, Superintendent, to award contracts up to the bid threshold.

Resolution 13858-19: 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 Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board a 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 13859-19: Authorize Edmund Zalewski, Superintendent to Operate the School District in Accordance with Title 18A:6, and Board Policy

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board authorize Edmund Zalewski, Superintendent 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 13860-19: Designate the Official Newspapers

On the motion of Mr. McDonough, seconded by Mr. Rutledge, 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 13861-19: Adopt Open Public Meetings Act

On the motion of Mr. McDonough, seconded by Mr. Rutledge, 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.

Resolution 13862-19: Adopt Warren County Technical School Policies

On the motion of Mr. McDonough, seconded by Mr. Rutledge, 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

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All exhibits available for review in High School Office.

Resolution 13863-19: Approve Warren County Technical School Curriculum and Textbooks

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that all existing policies of the Board approve the Curriculum and Textbooks for the 2019-2020 School year.

Resolution 13864-19: Appoint Florio, Perrucci, Steinhardt & Cappelli, LLC. as Board Attorney

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

Resolution 13865-19: Appoint Adams Gutierrez & Lattiboudere, LLC.

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board appoints Adams, Gutierrez & Lattiboudere LLC. as Board attorney.

Resolution 13866-19: Appoint DiGroup Architects to Serve as Architect of Record

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

Resolution 13867-19: Set Meeting Time and Place of Regular Board of Education Meetings

On the motion of Mr. McDonough, seconded by Mr. Rutledge, 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:

| | |
|------------------------|--------------------|
| November 20, 2019 | May 20, 2020 |
| December 18, 2019 | June 17, 2020 |
| January 15, 2020 | July 15, 2020 |
| February 19, 2020 | August 19, 2020 |
| March 4, 2020 (Budget) | September 16, 2020 |
| March 18, 2020 | October 21, 2020 |
| April 15, 2020 | November 4, 2020 |

Special Meetings will be advertised within appropriate state guidelines.

OTHER

Resolution 13868-19: Approve the Following Other Agenda Items as Listed Below:

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

Resolution 13869-19: Approve the 2019-2020 Nursing Service Plan

Resolution 13870-19: Approve Comprehensive Maintenance Plan for School Year 2019-2020

Resolution 13871-19: Approve Merit Goals for Edmund Zalewski for the 2019-2020 School Year

Resolution 13872-19: Approve Transfer from Capital Reserve account to Capital Projects Fund

ROLL CALL VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. Shotwell

MOTION CARRIED

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Resolution 13869-19: Approve the 2019-2020 Nursing Service Plan

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED that this Board approves the 2019-2020 Nursing Service Plan.

Attachment: A

Resolution 13870-19: Approve Comprehensive Maintenance Plan for School Year 2019-2020

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board approves the Comprehensive Maintenance Plan for 2019-2020 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.

Resolution 13871-19: Approve Merit Goals for Edmund Zalewski for the 2019-2020 School Year

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board approves two merit goals for Edmund Zalewski to be completed during the 2019-2020 school year. Merit Goals will also need to be approved by the Department of Education.

Attachment: B

Resolution 13872-19: Approve Transfer from Capital Reserve account to Capital Projects Fund

On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board approves the transfer of \$974,795.20 from Capital Reserve to Capital Projects fund for the Library and Main office reconfiguration project.

PUBLIC COMMENTS - None

ADJOURNMENT

On the motion of Dr. Austin, seconded by Mr. McDonough, the Board adjourned the meeting at 5:05 pm.

VOICE VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. Shotwell

MOTION CARRIED

Respectively Submitted,

Beth Hachlica

Upcoming Dates of Interest:

November 20, 2019

BOE Meeting