**CALL TO ORDER**

President Rutledge called the meeting to order at 5:00 p.m. on Wednesday, November 20, 2019 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882.

**Flag Salute** – President Rutledge

**Opening Statement** – President Rutledge

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 8, 2019.

**Roll Call** – Board Secretary Hachlica

**Present**: Dr. Austin, Dr. Lamonte, Mr. Rutledge and Mr. Shotwell

**Absent:** Mr. McDonough

**Also Present**: Mr.Zalewski, Superintendent

Ms. Hachlica, Board Secretary

**Others Present**: Approximately 12 members of the public.

**Adopt the Meeting Agenda**

**Resolution 13873-19: Adopt the Meeting Agenda**

On the motion of Mr. Shotwell, seconded by Dr. Lamonte, RESOLVED, that this Board adopts the Meeting Agenda for the November 20, 2019 meeting as published with any addenda.

VOICE VOTE: YEAS: 4 ABSENT: Mr. McDonough **MOTION CARRIED**

**Report of Freeholder Appointments to the Board of Education**

Board Secretary Beth Hachlica will report on the Warren County Board of Chosen Freeholder appointments to the Warren County Technical School Board of Education.

* **Oath of Office for Mr. Shotwell**

**Resolution E658-19: Personnel, Negotiations and Legal Matters**

On the motion of Dr. Austin, seconded by Mr. Shotwell, 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:

1. That the public be excluded from the attendance at a portion of this meeting for the reason that the following subject matter be discussed:

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 ABSENT: Mr. McDonough **MOTION CARRIED**

**Resolution E659-19: Resume Regular Session**

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

VOICE VOTE: YEAS: 4 ABSENT: Mr. McDonough **MOTION CARRIED**

**Discussion**

* **PUBLIC COMMENTS - Related to Agenda Items Only** - None
* **COMMUNICATIONS - Included in Board Packet** - None

* **SUPERINTENDENT’S** **REPORT –** Mr. Forsythe introduced the Students of Marking Period. Mr. Zalewski updated the board on construction progress, Phase 1 should be complete by end of December. Open House went well had approximately 450 attendees. Currently have 8th graders coming into shadow the career shops. Audit presentation will be at December’s meeting.
* **HIB REPORT/SUSPENSIONS**
* Four (4) out-of-school suspensions were reported since the October board meeting.
* **BOARD PRESIDENT’S REPORT** - None
* **DISCUSS EDUCATIONAL ISSUES**

**Presentation of HIB Annual Report** – Mr. Zalewski updated the board that we are doing well, our score on the report was a score of 70 out of a possible 78 total points.

* **NEW BUSINESS** - None

**Minutes – Regular Meeting Minutes**

**Resolution 13874-19: Approve Board Meeting Minutes as Listed Below**

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

**Resolution 13875-19: Approve October 16, 2019 Regular Meeting Minutes**

**Resolution 13876-19: Approve October 16, 2019 Regular Meeting Executive Session Minutes**

**Resolution 13877-19: Approve November 1, 2019 Reorganization Meeting Minutes**

VOICE VOTE: YEAS: 3 ABSTAIN: Mr. Shotwell, Dr. Lamonte (13807-19)

ABSENT: Mr. McDonough **MOTION CARRIED**

**Resolution 13875-19: Approve October 16, 2019 Regular Meeting Minutes**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Minutes of October 16, 2019.

**Resolution 13876-19: Approve October 16, 2019 Regular Meeting Executive Session Minutes**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of October 16, 2019.

**Resolution 13877-19: Approve November 1, 2019 Reorganization Meeting Minutes**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Minutes of November 1, 2019.

**FINANCE & FACILITIES**

**Resolution 13808-19: Approve Finance & Facilities Resolutions as Listed Below**

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

**Resolution 13879*-*19: Receive, Accept, and Approve October 2019 Financial Reports**

**Resolution 13880-19: Board of Education’s Monthly Certification of Major Account/Fund Status**

**Resolution 13881-19: Approve Payment of Bills for November 2019**

**Resolution 13882-19: Approve Transfers for October 2019**

**Resolution 13883-19: Accept Donations for the 2019-2020 School Year**

**Resolution 13884-19:**  **Adopt Tuition and Transportation Rates for the 2020-2021 School Year**

**Resolution 13885-19: Accept Contracts for Transportation for the 2019-2020 School Year**

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. McDonough

ABSTAIN: Dr. Lamonte (13815-19) **MOTION CARRIED**

**Resolution 13879-19: Receive, Accept, and Approve October 2019 Financial Reports**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that the October 2019 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

**Resolution 13880-19: Board of Education’s Monthly Certification of Major Account/Fund Status**

On the motion of Dr. Austin, seconded by Mr. Shotwell, 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 November 20, 2019, 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 13881-19: Approve Payment of Bills for November 2019**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for November 2019 in the amount of $1,058,731.12.

Exhibit: F2

**Resolution 13882-19: Approve Transfers for October 2019**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the transfers of monies for the month October 2019.

Exhibit: F3

**Resolution 13883-19: Accept Donations for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board gratefully accepts the following donations to the Warren County Technical School programs for the 2019-2020 school year:

|  |  |
| --- | --- |
| **Donation** | **Donor Name** |
| 2010 Ford Victoria 2FABP7BV7AX111353 | Township of Pohatcong |
| 2008 Ford Crown Victoria 2FAFP71V58X164078 | Township of Pohatcong |

**Resolution 13884-19:**  **Adopt Tuition and Transportation Rates for the 2020-2021 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board set the tuition and transportation rates for the 2020-2021 school year for the High School programs as follows:

|  |  |
| --- | --- |
| **Program** | **Tuition** |
| High School (9-12) Regular Education | $5,100 |
| High School Transportation for regularly scheduled route | $750 |

**Resolution 13885-19: Accept Contracts for Transportation for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the following new contracts for transportation with the following companies for the 2019-2020 school year as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Route** | **Provider** | **Route Cost** | **Adjustment** |
| H | Krapf | $338.00 per diem | $1.95 |
| Sports | Krapf | $78.00 per hour | -0- |
| Late 1 | GST | $118.50 per diem | $1.00 |
| Late 2 | GST | $118.50 per diem | $1.00 |
| Late 3 | GST | $118.50 per diem | $1.00 |
| Late 4 | GST | $118.50 per diem | $1.00 |

**PERSONNEL**

**Resolution 13886-19: Approve Personnel Resolutions as Listed Below**

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

**Resolution 13887-19: Employ Extra-Curricular Personnel for the 2019-2020 School Year**

**Resolution 13888-19: Approve Maternity Leave for Employee #0640**

**Resolution 13889-19: Approve Employing Amy Barkman as the Business Administrator/Board Secretary Effective January 21, 2020**

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. McDonough

ABSTAIN: Dr. Lamonte (13819-19) **MOTION CARRIED**

**Resolution 13887-19: Employ Extra-Curricular Personnel for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board employs extra-curricular personnel for the 2019-2020 school year for the period from August 28, 2019 to June 30, 2020 as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff** | **Extra-Curricular Personnel** | **Step** | **Stipend** |
| B. Cicale | Girls Basketball Varsity | 1 | $3,700 |
| S. Farber | Theater Advisor | - | $5,850 |
| P. Colabella | ESEA Math Tutor | - | $35 per hour |

**Resolution 13888-19: Approve Maternity Leave for Employee #0640**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED that this Board approves a maternity leave

for Employee #0640 effective January 24, 2020 through May, 2020.

**Resolution 13889-19: Approve Employing Amy Barkman as the Business Administrator/Board Secretary Effective Janaury 21, 2020**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED that this Board approves employing Amy Barkman as the Business Administrator/Board Secretary effective January 21, 2020.

Exhibit: A

**TRAVEL**

**Resolution 13890-19: Approve Travel Resolutions as Listed Below**

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

**Resolution 13891-19: Approve Field Trip Resolutions as Listed Below**

**Resolution 13892-19: Approve Staff Professional Development Travel as Listed Below**

ROLL CALL VOTE: YEAS: 3 ABSENT: Mr. McDonough

ABSTAIN: Dr. Lamonte **MOTION CARRIED**

**Resolution 13891-19: Approve Field Trip Resolutions as Listed Below**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Destination** | **Instructor** | **Student**  **Count** | **Purpose** | **Transp. Cost** |
| 12/6/2019 | Centenary University | J. Tierney | 12 | Dual Enrollment | $100 |
| 11/23/2019 | Kean University | S. McGeough | 12 | Robotics Competition | $0 |
| 12/5/2019 | Phillipsburg MS | S. Lentine | 40 | Phillipsburg students to WT | $210 |
| 12/5/2019 | Cranford, NJ | S. McGeough | 7 | Bridge Competition | $0 |
| 12/15/2019 | Westfield High School | S. McGeough | 12 | Robotics Competition | $0 |
| 12/2019 | TBD | S. McGeough | 9 | Community Service | $0 |
| 1/18/2020 | TBD | S. McGeough | 12 | Robotics Competition | $0 |
| 2/25,26/2020 | Pohatcong Creek/Forest | J. Cooper | 80 | Water testing | $0 |
| 3/11,12/2020 | Centenary University | V. Fattorusso | 22 | Teen Arts | $0 |
| 3/15/2020 | Maplewood, NJ | S. McGeough | 12 | Robotics Competition | $0 |
| 4/28-30/2020 | Pohatcong Creek/Forest | J. Cooper | 135 | Water testing | $0 |
| 5/14/2020 | Pax Amicus Theater | J. Slowik | 115 | Shakespeare Play | $0 |
| 5/15/2020 | NJSP Museum | B. Wheatley | 10 | Observe history of the NJSP | $0 |
| 6/5/2020 | Broadway, NJ | B. Wheatley | 25 | Torch Run | $0 |
| 6/6/2020 | The College of NJ | B. Wheatley | 25 | Special Olympics | $0 |
| TBD | Rockaway Boro Police | B. Wheatley | 14 | Observe daily functions of a police department | $0 |
| TBD | PA Museum of Art | V. Fattorusso | 22 | View Art History photography | $0 |
| TBD | Grounds for Sculpture | V. Fattorusso | 22 | Experience art relating to Graphic Arts | $0 |
| TBD | Various Potential Employers | R. Gara | 12 | Shadow potential employers | $0 |
| TBD | WC Superior Court | B. Wheatley | 21 | Observe daily court functions | $0 |
| TBD | WC Correction Facility | B. Wheatley | 14 | Compare WC/MC daily facility funcions | $0 |
| TBD | MC Correctional Facility | B. Wheatley | 14 | Observe daily facility duties | $0 |
| TBD | Liberty Science Center | V. Fattorusso | 22 | Observing technology | $0 |

**Resolution 13892-19: Approve Staff Professional Development Travel as Listed Below**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the staff professional development travel as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Name** | **Description/Reason** | **Approx. Cost** |
| 10-29-2019 | B. Cammarota | IT Security Briefing, NJCCIC | $0 + Mileage |
| 12-10-2019 | J. Mylecraine | Campus Emergencies, Picatinny Arsenal | $0 + Mileage |
| 10-23-2019 | D. Mai | Leaders 2 Leaders | $0 + Mileage |
| 12-10-2019 | J. Mylecraine | Mental Health First Aid Training | $0 + Mileage |
| 11-15-2019 | P. Seugling | Livingston High School Observation | $0 + Mileage |
| 11-7-2019 | P. Colabella | NJEA Convention, Atlantic City | $35.00 |
| 12-6-2019 | A. Van Riper | History Conference, Princeton University | $80 + Mileage |

**POLICY**

**Resolution 13893-19: Approve Second Reading of Revisions to the Board Policy Manual**

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approves revisions to the Board Policy Manual as follows:

|  |  |
| --- | --- |
| **P0131** | **Bylaws and Policies** |
| **P & R 1642** | **Earned Sick Leave Law (M) (New)** |
| **P 3159** | **Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)** |
| **P & R 3218** | **Use, Possession, or Distribution of Substances (M) (Revised)** |
| **P & R 4218** | **Use, Possession, or Distribution of Substances (M) (Revised)** |
| **P 4219** | **Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)** |
| **P 5517** | **School District Issued Student Identification Cards (Revised)** |
| **P & R 6112** | **Reimbursement of Federal and Other Grant Expenditures (M) (Revised)** |
| **P & R 7440** | **School District Security (M) (Revised)** |
| **P 8600** | **Student Transportation (M) (Revised)** |
| **R 8600** | **Student Transportation (Revised)** |
| **P 8630** | **Bus Driver/Bus Aide Responsibility (M) (Revised)** |
| **R 8630** | **Emergency School Bus Procedures (M) (Revised)** |
| **P 8670** | **Transportation of Special Needs Students (M) (Revised)** |
| **R 5511** | **Dress Code** |

Exhibit: B

ROLL CALL VOTE: YEAS: 4 ABSENT: Mr. McDonough **MOTION CARRIED**

**ADDENDUM ITEMS**

**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.

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.

* + Parent followed up on the request to look into the weighting for GPA’s. Mentioned that colleges have told them that it is actually class rank that is more important, but this is still based off of the GPA weighting.

**ADJOURNMENT**

**Adjourn the Meeting**

On the motion of Mr. Shotwell, seconded by Dr. Austin, the Board adjourned the meeting at 5:43 p.m.

Respectively Submitted,

Beth Hachlica

**Upcoming Dates of Interest:**

November 27, 2019 Early Dismissal Thanksgiving

November 28-29, 2019 Thanksgiving Recess

December 18, 2019 BOE Meeting