

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
December 18, 2019

CALL TO ORDER

President Rutledge called the meeting to order at 5:00 p.m. on Wednesday, December 18, 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 – Anne Drescher

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

Also Present: Mr. Zalewski, Superintendent
Ms. Drescher

Others Present: Approximately 6 members of the public

Adopt the Meeting Agenda

Resolution 13894-19: Adopt the Meeting Agenda

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board adopts the Meeting Agenda for the December 18, 2019 meeting as published with any addenda.

VOICE VOTE: YEAS: 3 ABSENT: Dr. Lamonte, Mr. McDonough **MOTION CARRIED**

Resolution E658-19: Personnel, Negotiations and Legal Matters

On the motion of Mr. Shotwell, seconded by Dr. Austin, the Board moved into executive session at 5:00 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:
 - Legal Update
- 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 ABSENT: Dr. Lamonte, Mr. McDonough **MOTION CARRIED**

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Resolution E659-19: Resume Regular Session

On the motion of Mr. Shotwell, seconded by Dr. Austin, the Board reconvened into regular session at 5:30 p.m.

VOICE VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. McDonough

MOTION CARRIED

Discussion

- **Audit Presentation – Ms. Wohlleb of Nisivoccia LLP. presented the CFRA to the Board of Education and assured them that the district was in good financial standing.**
- **Business Partner of the Year Award Presentation – Mr. Forsythe presented the Business Partner of the year Award to Mr. Dino Forst and Mr. Bill Heins for assisting in the hiring of the Welding instructor last year.**
- **PUBLIC COMMENTS – None.**
- **COMMUNICATIONS - Included in Board Packet**
- **SUPERINTENDENT’S REPORT**
 - Mr. Zalewski withdrew Resolution 13924-19.
 - PEOSH is scheduled to perform a walk-through on Thursday to verify that the shops are safe.
 - 85 applications have been received to date.
 - Mr. Zalewski recognized the PTA for all of the effort that went into the successful craft fair.
- **HIB REPORT/SUSPENSIONS**
 - One (1) HIB incident was reported since the November board meeting.
 - One (1) out-of-school suspension was reported since the November board meeting.
- **BOARD PRESIDENT’S REPORT – None.**

Minutes – Regular Meeting Minutes

Resolution 13895-19: Approve Board Meeting Minutes as Listed Below

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

Resolution 13896-19: Approve November 20, 2019 Regular Meeting Minutes

Resolution 13897-19: Approve November 20, 2019 Regular Meeting Executive Session Minutes

VOICE VOTE: YEAS: 3

ABSENT: Dr. Lamonte, Mr. McDonough

MOTION CARRIED

Resolution 13896-19: Approve November 20, 2019 Regular Meeting Minutes

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Minutes of November 20, 2019.

Resolution 13897-19: Approve November 20, 2019 Regular Meeting Executive Session Minutes

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of November 20, 2019.

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FINANCE & FACILITIES

Resolution 13898-19: **Approve Finance & Facilities Resolutions as Listed Below**

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

- Resolution 13899-19: **Receive, Accept, and Approve November 2019 Financial Reports****
Resolution 13900-19: **Board of Education’s Monthly Certification of Major Account/Fund Status**
Resolution 13901-19: **Approve Payment of Bills for December 2019**
Resolution 13902-19: **Approve Transfers for November 2019**
Resolution 13903-19: **Approve Application for Apprenticeship Coordinator Grant Funds for FY20**
Resolution 13904-19: **Accept Fall 2019 Bus Evacuation Drill Report**
Resolution 13905-19: **Appoint Amy Barkman, Business Administrator, to Serve as Board Secretary, Effective January 21, 2020**
Resolution 13906-19: **Appoint Amy Barkman, Business Administrator, as Purchasing Agent, Effective January 21, 2020**
Resolution 13907-19: **Appoint Amy Barkman, Business Administrator, as Certifying Officer, Effective January 21, 2020**
Resolution 13908-19: **Appoint Amy Barkman, Business Administrator/Board Secretary, as Custodian of Government Records, Effective January 21, 2020**
Resolution 13909-19: **Appoint Amy Barkman, Business Administrator, as the Public Agency Compliance Officer, Effective January 21, 2020**
Resolution 13910-19: **Appoint Amy Barkman, Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate, Effective January 21, 2020**
Resolution 13911-19: **Authorize Amy Barkman, Business Administrator, to Award Contracts up to the Bid Threshold, Effective January 21, 2020**
Resolution 13912-19: **Authorize Edmund Zalewski, Superintendent, Amy Barkman, Business Administrator/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District, Effective January 21, 2020**
Resolution 13913-19: **Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2018-2019 School Year, with No Recommendations**
Resolution 13914-19: **Approve Agreement with Hunterdon County Educational Services Commission to Provide Social Worker Services to the District**
Resolution 13915-19: **Approve Change Orders for the Change Orders for the Interior Alterations Project**
Resolution 13916-19: **Approve Additional Perkins Postsecondary State Grant Allocation**

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

Resolution 13899-19: **Receive, Accept, and Approve November 2019 Financial Reports**

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

Exhibit: F1

Resolution 13900-19: **Board of Education’s Monthly Certification of Major Account/Fund Status**

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

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Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that December 18, 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 13901-19: Approve Payment of Bills for December 2019

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for December 2019 in the amount of \$976,930.20.

Exhibit: F2

Resolution 13902-19: Approve Transfers for November 2019

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

Exhibit: F3

Resolution 13903-19: Approve Application for Apprenticeship Coordinator Grant Funds for FY20

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approve application for FY20 County Apprenticeship Coordinator Grant funds in the amount of \$10,600 through the New Jersey Department of Labor and Workforce Development (LWD) for the period July 1, 2019 through June 30, 2020 for the purposes, terms and conditions set forth in the proposal. Final determination for funding is contingent upon authorization and availability from the state.

Exhibit: A

Resolution 13904-19: Accept Fall 2019 Bus Evacuation Drill Report

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board accepts the fall, 2019 Bus Evacuation Drill Report per the attached Exhibit.

Date of the school bus emergency evacuation drill:	11/06/2019
Time of day the drill was conducted:	7:45 am
School Name	Warren County Technical School
Location of emergency evacuation drill	Bus Platform
Route numbers	A through N and Warren Tech Bus
Name of school persons overseeing the drill	Ray Gara

Exhibit: B

Resolution 13905-19: Appoint Amy Barkman, Business Administrator, to Serve as Board Secretary, Effective January 21, 2020

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

Resolution 13906-19: Appoint Amy Barkman, Business Administrator, as Purchasing Agent, Effective January 21, 2020

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board Amy Barkman, Business Administrator, as Purchasing Agent. NJSA 40A:11-9b, effective January 21, 2020.

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Resolution 13907-19: Appoint Amy Barkman, Business Administrator, as Certifying Officer, Effective January 21, 2020

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board appoint Amy Barkman, Business Administrator, as the Certifying Officer. P.L. 2011 C.52, effective January 21, 2020.

Resolution 13908-19: Appoint Amy Barkman, Business Administrator /Board Secretary, as Custodian of Government Records, Effective January 21, 2020

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

Resolution 13909-19: Appoint Amy Barkman, Business Administrator, as the Public Agency Compliance Officer, Effective January 21, 2020

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board Amy Barkman, Business Administrator, as Public Agency Compliance Officer. NJAC 17:27-3.3, effective January 21, 2020.

Resolution 13910-19: Appoint Amy Barkman, Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate, Effective January 21, 2020

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

Resolution 13911-19: Authorize Amy Barkman, Business Administrator, to Award Contracts up to the Bid Threshold, Effective January 21, 2020

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board Amy Barkman, Business Administrator, to award contracts up to the bid threshold effective January 21, 2020.

Resolution 13912-19: Authorize Edmund Zalewski, Superintendent, Amy Barkman, Business Administrator/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District, Effective January 21, 2020

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board authorize Edmund Zalewski, Superintendent, Amy Barkman, Business Administrator/Board Secretary, to sign checks and vouchers in matters relating to the general operation of the school district effective January 21, 2020.

Resolution 13913-19: Acknowledge Receipt of the Comprehensive Annual Financial Report (CAFR) and Report of Administrative Findings for the 2018-2019 School Year, with No Recommendations

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that the Comprehensive Annual Financial Report (CAFR) and the Report of the Administrative Findings, as prepared by the Superintendent, Assistant Superintendent of Business/Board Secretary and the Auditing Firm of Nisivoccia and Company, LLP, be received and accepted, discussed, and ordered filed in the Board Office, noting that there are recommendations; and BE IT FURTHER RESOLVED, that the State Department of Education be notified accordingly.

Exhibit: C

Resolution 13914-19: Approve Agreement with Hunterdon County Educational Services Commission to Provide Social Worker Services to the District

On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approves the agreement with Hunterdon County Educational Services Commission to provide Social Worker Services to Warren County Technical School effective January 2, 2020 to June 30, 2020.

Exhibit: D

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Resolution 13915-19: **Approve Change Orders for the Change Orders for the Interior Alterations Project**
On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approves the following change orders related to the Interior Alterations project:

Change Order	Amount	Remaining Allowance
CO-003 Additional Work at Door Opening 111.1	\$1,645.42	\$23,354.58
CO-004 Locating & Surveying existing manhole for new sanitary line	\$3,648.75	\$19,705.83
CO-005 Remove existing wall-mounted semi-recessed electric unit heater	\$2,469.05	\$17,236.78

Resolution 13916-19: **Approve Additional Perkins Postsecondary State Grant Allocation**
On the motion of Mr. Shotwell, seconded by Dr. Austin, RESOLVED, that this Board approve additional Perkins Postsecondary funds in the amount of \$268 for FY2020.

PERSONNEL

Resolution 13917-19: **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 13918-19:** **Employ Extra-Curricular Personnel for the 2019-2020 School Year**
- Resolution 13919-19:** **Approve Substitute Security Guard for the 2019-2020 School Year**
- Resolution 13920-19:** **Employ Matthew Ponczek as Math Instructor for the 2019-2020 School Year**
- Resolution 13921-19:** **Approve Abolishing Job Description for Business Manager/Board Secretary.**
- Resolution 13922-19:** **Approve Job Description for Confidential Secretary to the Business Administrator**
- Resolution 13923-19:** **Accept the Resignation of Beth Hachlica, Business Manager/Board Secretary Effective January 21, 2020**
- ~~**Resolution 13924-19:** **Employ Beth Hachlica as Confidential Secretary to the Business Administrator Effective January 21, 2020 WITHDRAWN**~~
- Resolution 13925-19:** **Approve Administrative Organization Chart, Effective January 21, 2020**
- Resolution 13926-19:** **Approve Substitute Bus Drivers for the 2019-2020 School Year**
- Resolution 13927-19:** **Approve Substitute Teachers for the 2019-2020 School Year**

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

Resolution 13918-19: **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:

<u>Staff</u>	<u>Extra-Curricular Personnel</u>	<u>Step</u>	<u>Stipend</u>
LePera, E.	Home Instructor	-	\$40 per hour

Resolution 13919-19: **Approve Substitute Security Guard for the 2019-2020 School Year**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board employs approves Robert Kovacs as a substitute Security Guard for the 2019-2020 school year.

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Resolution 13920-19: **Employ Matthew Ponczek as Math Instructor for the 2019-2020 School Year**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board approves employment for Matthew Ponczek as Math Instructor for the remainder of the 2019-2020 school year pending Certificate of Completion of the 50 Hour Pre-Course for the Provisional Teaching Process as per the State of NJ DOE. Employment to commence once Certificate of Completion has been submitted to the BOE.

Resolution 13921-19: **Approve Abolishing Job Description for Business Manager/Board Secretary.**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board employs approves abolishing the job description for Business Manager/Board Secretary.

Resolution 13922-19: **Approve Job Description for Confidential Secretary to the Business Administrator**
On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board employs approves the job description for Confidential Secretary to the Business Administrator.

Attachment: E

Resolution 13923-19: **Accept the Resignation of Beth Hachlica, Business Manager/Board Secretary Effective January 21, 2020**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED that this Board accept, the resignation of Beth Hachlica, Business Manager/Board Secretary effective January 21, 2020.

Resolution 13924-19: ~~**Employ Beth Hachlica as Confidential Secretary to the Business Administrator Effective January 21, 2020**~~

On the motion of _____, seconded by _____, RESOLVED that this Board employ Beth Hachlica as Confidential Secretary to the Business Administrator effective January 21, 2020. WITHDRAWN

Resolution 13925-19: **Approve Administrative Organization Chart, effective January 21, 2020.**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED that this Board approve the Administrative Organization Chart, effective January 21, 2020.

Attachment: F

Resolution 13926-19: **Approve Substitute Bus Drivers for the 2019-2020 School Year**

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

Phil Carlton Pam Schell Kathrynann Natkie Ray Gara Sean McGough

Resolution 13927-19: **Approve Substitute Teacher for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Mr. Shotwell, RESOLVED, that this Board employs approves Matteo B. Russo as a Substitute Teacher for the 2019-2020 School year.

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TRAVEL

Resolution 13928-19: Approve Travel Resolutions as Listed Below

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

Resolution 13929-19: Approve Staff Professional Development Travel as Listed Below

Resolution 13930-19: Approve Field Trip Resolutions as Listed Below

Resolution 13929-19: Approve Staff Professional Development Travel as Listed Below

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

Date	Name	Description/Reason	Approx. Cost
11/20/19	D. Mai	Leaders 2 Leaders Series 6 Cohort 5	\$0
1/6/2020	D. Mai	Leaders 2 Leaders Series 6 Cohort 5	\$0
1/10/2020	J. Mylecraine	Assistant Principal 2020 Expo, Monroe Township	\$0 + Mileage
1/23/2020	J. Krajewski	World Language Training, West Orange, NJ	\$279.00
2/3/2020	D. Mai	Leaders 2 Leaders Series 6 Cohort 5	\$0

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

Resolution 13930-19: Approve Field Trip Resolutions as Listed Below

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

Date	Destination	Instructor	Student Count	Purpose	Transp. Cost
1/18/2020	Brookdale Community College	R. Danner	2	NJ Auto Tech Competition	\$0
2/28/2020	Universal Technical Institute	K. Sarte	40	To visit a post-secondary Technical School	\$0

ADDENDUM ITEMS

Resolution 13931-19: Employ Extra-Curricular Sports Personnel for the 2019-2020 School Year

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

<u>Staff</u>	<u>Extra-Curricular Personnel</u>	<u>Step</u>	<u>Stipend</u>
Amy Alpaugh	JV Girls Basketball	1	\$2,750

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

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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.
- The PTA representative stated that 1,500 people attended the craft show and they appreciated all of the work the students, teachers and facility team put in to make the show a success.

ADJOURNMENT

Adjourn the Meeting

On the motion of _____, seconded by _____, the Board adjourned the meeting at _____ p.m.

Upcoming Dates of Interest:

December 24-31, 2019	School Closed for Winter Break
January 1, 2019	School Closed for New Year's Day
January 15, 2020	BOE Meeting

Respectively Submitted,

Anne Drescher