

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
March 19, 2025

CALL TO ORDER

President Austin called the meeting to order at 5:00 p.m. on Wednesday, March 19, 2025, 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 8, 2024.

Roll Call – Board Secretary Williams

X Dr. Austin
X Dr. Lamonte (5:01 pm)
X Ms. Leahy
X Mr. McDonough
X Dr. Mlecz

Adopt the Meeting Agenda

Resolution 15913-25: Adopt the Meeting Agenda

On the motion of Mr. McDonough, seconded by Dr. Mlecz, RESOLVED, that this Board adopts the Meeting Agenda for the March 19, 2025 meeting as published with any addenda.

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

Motion Carried: Yes

Resolution E747-25: Personnel, Negotiations, and Legal Matters

On the motion of Mr. McDonough, seconded by Dr. Lamonte, 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 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: 0

Motion Carried: Yes

Resolution E748-25: Resume Regular Session

On the motion of Dr. Austin, seconded by Dr. Mlecz, the Board reconvened into regular session at 5:26 p.m.

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

Motion Carried: Yes

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Discussion

- **PUBLIC COMMENTS** - Related to Agenda Items Only- None
- **COMMUNICATIONS** - None
- **SUPERINTENDENT'S REPORT**
 - Mr. Forsyth reminded the Board that Warren Tech is hosting the County Wide Health and Wellness Event on April 4th from 6 pm to 9 pm.
- **HIB REPORT/SUSPENSIONS**
 - One (1) HIB since the previous Board Meeting
 - Two (2) Out of School Suspensions since the previous Board Meeting
 - Five (5) In School Suspensions since the previous Board Meeting
- **BOARD PRESIDENT'S REPORT** - None
- **STUDENT REPRESENTATIVE**
 - Kate Martinez reported the following: The Archery Club held the state tournament on Monday, March 17th. Two students doubled their scores from last year, and one student nearly doubled their score from last year. The seniors won the penny war fundraiser with 2873 points, earning a french fry party. Key Club and Student Government raised \$199.00 for Erica's Lighthouse during Pi Day.
- **DISCUSS EDUCATIONAL TOPICS** - None
- **NEW BUSINESS** - None

MINUTES

Resolution 15914-25: Approve Board Meeting Minutes Listed Below

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

Resolution 15915-25: Approve February 19, 2025, Regular Meeting Minutes
Resolution 15916-25: Approve February 19, 2025, Regular Meeting Executive Session Minutes
Resolution 15917-25: Approve March 5, 2025, Regular Meeting Minutes

VOICE VOTE February Minutes: Yeas: 3 Nays: 0 Abstain: 2 Absent: 0 *Motion Carried: Yes*

VOICE VOTE March Minutes: Yeas: 3 Nays: 0 Abstain: 2 Absent: 0 *Motion Carried: Yes*

Resolution 15915-25: Approve February 19, 2025, Regular Meeting Minutes
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Minutes of February 19, 2025.

Resolution 15916-25: Approve February 19, 2025, Regular Meeting Executive Session Minutes
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of February 19, 2025.

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Resolution 15917-25: **Approve March 5, 2025, Regular Meeting Minutes**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Minutes of March 5, 2025.

FINANCE & FACILITIES

Resolution 15918-25: **Approve Finance & Facilities Resolutions as Listed Below**

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

- | | |
|------------------------------------|--|
| <u>Resolution 15919-25:</u> | Receive, Accept, and Approve February 2025 Financial Reports |
| <u>Resolution 15920-25:</u> | Board of Education's Monthly Certification of Major Account/Fund Status |
| <u>Resolution 15921-25:</u> | Approve Payment of Bills for February 2025 |
| <u>Resolution 15922-25:</u> | Approve Transfers for February 2025 |
| <u>Resolution 15923-25:</u> | Approve Donation of Culinary Textbooks to Ms. Alejandra Gheradi for Students in Ghana |
| <u>Resolution 15924-25:</u> | Appoint Donna Williams, Business Administrator, as Purchasing Agent |
| <u>Resolution 15925-25:</u> | Appoint Donna Williams, Business Administrator, as Certifying Officer |
| <u>Resolution 15926-25:</u> | Appoint Donna Williams, Business Administrator/Board Secretary, as Custodian of Government Records |
| <u>Resolution 15927-25:</u> | Appoint Donna Williams, Business Administrator, as the Public Agency Compliance Officer |
| <u>Resolution 15928-25:</u> | Appoint Donna Williams, Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate |
| <u>Resolution 15929-25:</u> | Appoint Donna Williams, Business Administrator, to Award Contracts up to the Bid Threshold |
| <u>Resolution 15930-25:</u> | Authorize Donna Williams, Business Administrator/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District |
| <u>Resolution 15931-25:</u> | Adopt the Revised Tentative Budget for the 2025-2026 School Year |
| <u>Resolution 15932-25:</u> | Approve bid award to Safeway Contracting, Inc. for the Partial Roof System Replacement |
| <u>Resolution 15933-25:</u> | Approve Warren Hills Maintenance Crew to Prepare Fields for Spring Sports |

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte Abstain 15931 Leahy X McDonough X Mlecz X

Resolution 15919-25: **Receive, Accept, and Approve February 2025 Financial Reports**

On the motion of _____, seconded by _____, RESOLVED, that the February 2025 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 15920-25: **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 February 2025,

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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 15921-25: **Approve Payment of Bills for February 2025**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for February 2025, in the amount of \$1,054,769.27.

Exhibit: F2

Resolution 15922-25: **Approve Transfers for February 2025**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves transfers for February 2025.

Exhibit: F3

Resolution 15923-25: **Approve Donation of Culinary Textbooks to Ms. Alejandra Gheradi for Students in Ghana**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the donation of 20 culinary textbooks to Ms. Alejandra Gheradi for a missionary in Ghana.

Resolution 15924-25: **Appoint Donna Williams, Business Administrator, as Purchasing Agent**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Donna Williams, Business Administrator, as Purchasing Agent.

RESOLVED, N.J.S.A 40A:11-9(g) states that if the position of Purchasing Agent becomes vacant, a local contracting unit can appoint a non-certified person as "Temporary Purchasing Agent" for one year from the date of the vacancy, whereas Donna Williams shall be appointed as "Temporary Agent from March 1, 2025, through February 28, 2026,

WHEREAS, N.J.S.A. 18A:18A-3a, permits boards of education to grant authorization to its appointed purchasing agent the right to negotiate and award contracts below the bid threshold; and purchase and sell securities on behalf of Warren County Technical School.

WHEREAS, Warren County Technical School desires to do the above pursuant to this resolution,

RESOLVED, that the governing body of Warren County Technical School Board of Education, in the County of Warren, in the State of New Jersey hereby establishes its bid threshold pursuant to 18A:18A-3, at \$44,000; and quote threshold at \$6,600 and be it further,

RESOLVED, that the governing body hereby appoints the School Business Administrator, as the Board's Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A, et. Seq. and grants authority, responsibility, and accountability of the purchasing activity of the Warren County Technical School Board of Education March 1, 2025, through February 28, 2026.

Resolution 15925-25: **Appoint Donna Williams, Business Administrator, as Certifying Officer**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoints Donna Williams, Business Administrator, as the Certifying Officer. P.L. 2011 C.52.

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Resolution 15926-25: **Appoint Donna Williams, Business Administrator/Board Secretary, as Custodian of Government Records**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Donna Williams, Business Administrator/Board Secretary, as Custodian of Government Records.

Resolution 15927-25: **Appoint Donna Williams, Business Administrator, as the Public Agency Compliance Officer**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoint Donna Williams, Business Administrator, as Public Agency Compliance Officer. NJAC 17:27-3.3.

Resolution 15928-25: **Appoint Donna Williams, Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate**

On the motion of _____, seconded by _____, RESOLVED, that this Board appoints Donna Williams, Business Administrator/Board Secretary, as the Board Secretary to the Board of School Estimate.

Resolution 15929-25: **Appoint Donna Williams, Business Administrator, to Award Contracts up to the Bid Threshold**

On the motion of _____, seconded by _____, RESOLVED, that this Board Donna Williams, Business Administrator, to award contracts up to the bid threshold.

Resolution 15930-25: **Authorize Donna Williams, Business Administrator/Board Secretary, to Sign Checks and Vouchers in Matters Relating to the General Operation of the School District**

On the motion of _____, seconded by _____, RESOLVED, that this Board authorize Donna Williams, Business Administrator/Board Secretary, to sign checks and vouchers in matters relating to the general operation of the school district.

Resolution 15931-25: **Adopt the Revised Tentative Budget for the 2025-2026 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this board adopts the following revised tentative budget for the 2025-2026 school year using the 2025-2026 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with the N.J.S.A. 18A-7-5 and 18A:7F-6:

County Tax Levy	\$ 4,702,563
Other Local Sources	\$ 1,971,130
Revenues From State Sources	\$ 3,392,675
Withdraw from Capital Reserve	\$ 1,000,000
Withdraw From Maintenance Reserve	\$ 100,000
Budgeted Fund Balance	\$ 476,442
Local Grants	\$ 2,700
Federal Grants	\$ 313,485
Total Revenue	\$11,958,995

AND, a public hearing on the budget for the 2025-2026 school year will be held at the Wayne Dumont Jr. Administrative Building on Route 519 in White Twp. on March 26, 2025, at 5:00 PM.

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$1,000,000 for Partial Roof Top Replacement.

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BE IT RESOLVED that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$100,000 for repairs to HVAC/Boilers and routine maintenance

Resolution 15932-25: **Approve bid award to Safeway Contracting, Inc. for the Partial Roof System Replacement**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves awarding the bid to Safeway Contracting, Inc. for the Partial Roof System Replacement.

Base Bid:	\$ 1,145,000.00
Alternate No. 1- Design Basis Roof System:	\$ 0.00
Alternate No. 2- Gymnasium Roof System:	\$ 322,500.00
Total Project:	\$ 1,467,500.00

Exhibit: F4

Resolution 15933-25: **Approve Warren Hills Maintenance Crew to Prepare Fields for Spring Sports**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Warren Hills Regional School District Maintenance crew to prepare the fields for Spring Sports.

PERSONNEL

Resolution 15933-25: **Approve Personnel Resolutions as Listed Below**

On the motion of Mr. McDonough, seconded by Dr. Lamonte, RESOLVED, that this Board approves personnel resolutions as listed below, upon the recommendation of the Superintendent:

<u>Resolution 15934-25:</u>	Approve Sara Grumbine, a Student of WCCC to Observe Teachers at WCTech
<u>Resolution 15935-25:</u>	Approve Adelaide Smith as a Substitute Teacher for the 2024-2025 School Year
<u>Resolution 15936-25:</u>	Approve the Following Prom Chaperones
<u>Resolution 15937-25:</u>	Approve Daniel Viola as the Music Director for Spring Musical
<u>Resolution 15938-25:</u>	Approve Tiffany Mosquera as a Sign Language Interpreter for the Spring Musical
<u>Resolution 15939-25:</u>	Approve Pit Musicians for Spring Musical
<u>Resolution 15940-25:</u>	Approve Retirement of Employee #378 as July 1, 2025

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte X Leahy X McDonough X Mlecz X

Resolution 15934-25: **Approve Sara Grumbine, a Warren County Community College Student to Observe Teachers at Warren County Technical School.**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Sara Grumbine, a Warren County Community College student to observe teachers at Warren County Technical School.

Resolution 15935-25: **Approve Adelaide Smith as a Substitute Teacher for the 2024-2025 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Adelaide Smith as a substitute teacher for the 2024-2025 school year.

Resolution 15936-25: **Approve the Following Prom Chaperones**

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On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following chaperones for the 2024-2025 Prom:

Colleen Schiller	Kayla Dora
Bob Wheatley	Kim McCormick
Rob Stasiulaitis	Gerry Molion
Lana Shanahan	

Resolution 15937-25: **Approve Daniel Viola as the Music Director for Spring Musical**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Daniel Viola as the Music Director for the Spring Musical at a rate of \$2,700.00.

Resolution 15938-25: **Approve Tiffany Mosquera as a Sign Language Interpreter for the Spring Musical**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Tiffany Mosquera as a Sign Language Interpreter for the spring musical.

Resolution 15939-25: **Approve Pit Musicians for Spring Musical**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following individuals as pit musicians for the Spring Musical at a rate of \$675.00 each.

Lily Ayotte
Emily Kwak
Jacqueline Burdwood

Resolution 15940-25: **Approve Retirement of Employee #378 as July 1, 2025**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the retirement of Employee #378 as of July 1, 2025.

TRAVEL

Resolution 15941-25: **Approve the Following Travel Resolutions as Listed Below**

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

Resolution 15942-25: **Approve Field Trips as Listed Below**

Resolution 15943-25: **Approve Professional Development as Listed Below**

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte Abstained Leahy X McDonough X Mlecz X

Resolution 15942-25: **Approve Field Trips as Listed Below**

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

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5 14 2025	S. Lance	Eastern Atlantic State Carpenter Training Union Open House, Edison, NJ	\$578.41
3 25 2025	P. Lilly	Kalahari Resort, Culinary Expo, PA	\$0

Resolution 15943-25: Approve Professional Development as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves professional development as listed below:

DATE	EMPLOYEE	DESTINATION	COST
6 4-6 2025	D. Williams	NJASBO Convention, Atlantic City, NJ	\$1,172

POLICY

Resolution 15944-25: Approve the Second Reading of the Policy Revisions as Listed Below

On the motion of Dr. Lamonte, seconded by Mr. McDonough, RESOLVED, that this Board approves the Second reading of the policy revisions as listed below:

P2453	POST-SECONDARY PROGRAMS ACCEPTANCE OF STUDENTS
P5512	HARASSMENT, INTIMIDATION, OR BULLYING (M)
P5460	HIGH SCHOOL GRADUATION (M)
P&R5516	USE OF ELECTRONIC COMMUNICATION DEVICES
P&R5533	STUDENT SMOKING (M)
P5701	ACADEMIC INTEGRITY
P5710	STUDENT GRIEVANCE
P&R7441	ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS
P8500	FOOD SERVICES (M)
P9163	SPECTATOR CODE OF CONDUCT FOR INTERSCHOLASTIC EVENTS (M)
P&R9320	COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)
P5111	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)
P4160	PERSONNEL TERMS AND CONDITIONS (ABOLISH)

Exhibit: A, A1, A2

ROLL CALL VOTE:

Motion Carried: Yes

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Austin X Lamonte X Leahy X McDonough X Mlecz X

EDUCATIONAL

Resolution 15945-25: Approve the Final Submission of the NJ QSAC (New Jersey Quality Single Accountability Continuum) District Improvement Plan

On the motion of Mr. McDonough, seconded by Dr. Mlecz, RESOLVED, that this Board approves the final submission of the NJ QSAC (New Jersey Quality Single Accountability Continuum) District Improvement Plan. The District's plan was approved by the NJ Department of Education on September 13, 2024. The Warren County Education Specialist has given preliminary approval that the evidence provided indicates adequate progress has been made as we work to improve Curriculum and Instruction.

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte Abstained Leahy X McDonough X Mlecz 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 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.

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ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. McDonough, seconded by Dr. Austin, the Board adjourned the meeting at 5:40 p.m.

VOICE VOTE: Yeas: 5 Nays: 0 Abstain: 0 Absent: 0

Motion Carried: Yes

Upcoming Dates of Interest:

March 20-23, 2025	School Play
April 4, 2025	Early Dismissal for Health & Wellness Field Day
April 16, 2025	Board of Education Meeting

