

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
April 17, 2019

CALL TO ORDER

President Rutledge called the meeting to order at 5:00 p.m. on Wednesday, April 17, 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 16, 2018.

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

Absent: Mr. McDonough, Mr. Shotwell

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

Others Present: Approximately 4 members of the public.

Adopt the Meeting Agenda

Resolution 13619-19: Adopt the Meeting Agenda

On the motion of Dr. Lamonte, seconded by Dr. Austin, RESOLVED, that this Board adopts the Meeting Agenda for the April 17, 2019 meeting as published with any addenda.

VOICE VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

MOTION CARRIED

Resolution E644-19: Personnel, Negotiations and Legal Matters

On the motion of Dr. Austin, seconded by Dr. Lamonte, the Board moved into executive session at 5:03 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: Mr. McDonough, Mr. Shotwell

MOTION CARRIED

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Resolution E645-19: Resume Regular Session

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

VOICE VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

MOTION CARRIED

Discussion

- **STUDENT RECOGNITION - None**
- **PUBLIC COMMENTS - Related to Agenda Items Only - None**
- **COMMUNICATIONS - Included in Board Packet
- 2019-2020 SEMI Approval**
- **SUPERINTENDENT'S REPORT – Mr. Zalewski updated the board about holding SAT/ACT prep courses after school. This would be open to all students in the county. Kathy Helewa from School Boards will be at next meeting to assist board in goal setting.**
- **HIB REPORT/SUSPENSIONS**
 - Two (2) HIB incidents were reported since the March Board Meeting.
 - Zero (0) in-school suspensions and seven (7) out-of-school suspensions were reported since the March Board Meeting.
- **BOARD PRESIDENT'S REPORT - None**
- **DISCUSS EDUCATIONAL ISSUES – Mr. Forsythe mentioned he attended the play this past weekend that theater did a great job with “Jasper in Deadland”.**
- **NEW BUSINESS - None**

Minutes – Regular Meeting Minutes

Resolution 13620-19: Approve Board Meeting Minutes as Listed Below

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

Resolution 13621-19: Approve March 13, 2019 Regular Meeting Minutes

Resolution 13622-19: Approve March 13, 2019 Regular Meeting Executive Session Minutes

VOICE VOTE: YEAS:

ABSTAIN: Dr. Lamonte

ABSENT: Mr. McDonough, Mr. Shotwell

MOTION CARRIED

Resolution 13621-19: Approve March 13, 2019 Regular Meeting Minutes

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the Regular Meeting Minutes of March 13, 2019.

Resolution 13622-19: Approve March 13, 2019 Regular Meeting Executive Session Minutes

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of March 13, 2019.

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FINANCE & FACILITIES

Resolution 13623-19: **Approve Finance & Facilities Resolutions as Listed Below**

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

Resolution 13624-19: **Receive, Accept, and Approve March 2019 Financial Reports**

Resolution 13625-19: **Board of Education's Monthly Certification of Major Account/Fund Status**

Resolution 13626-19: **Approve Payment of Bills for April 2019**

Resolution 13627-19: **Approve Transfers for March 2019**

Resolution 13628-19: **Approve Change Orders for Locker Room Project**

Resolution 13629-19: **Approve Application for Perkins Secondary and Post-Secondary Grant Funds for FY20**

ROLL CALL VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

MOTION CARRIED

Resolution 13624-19: **Receive, Accept, and Approve March 2019 Financial Reports**

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

Exhibit: F1

Resolution 13625-19: **Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of Dr. Austin, seconded by Dr. Lamonte, 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 April 17, 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 13626-19: **Approve Payment of Bills for April 2019**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for April 2019 in the amount of \$1,273,095.21.

Exhibit: F2

Resolution 13627-19: **Approve Transfers for March 2019**

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

Exhibit: F3

Resolution 13628-19: **Approve Change Orders for Locker Room Project as Listed Below**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the below listed change order for the Locker Room project:

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WT-01 – Total labor & materials for excavation	\$29,150.53
WT-03 – Total labor & materials to add additional epoxy flooring, including credit for VCT floor and base, and epoxy patching owed per contract.	\$ 8,592.23
WT-04-Total Labor & materials to Demo/Rebuild Wall at Girl's Locker Room	\$ 2,590.53
WT-05-Total labor & materials to install cement board & hat channels at showers	\$ 3,472.57
WT-06-Total labor & materials to remove existing supply locksets at toilet rooms (6 total) charged to allowance GC-1	\$ 3,294.01
WT-8 Total Labor & materials to remove existing & supply/install locksets at locker areas (3 total)	\$ 1,447.59
Total Allowance Available for Project	\$40,000.00
Total allowance Previously used	\$ 0.00
Remaining allowance available	\$18,758.00

Resolution 13629-19: **Approve Application for Perkins Secondary and Post-Secondary Grant Funds for FY20**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approve application for Perkins Secondary and Post-Secondary Grant Funds for FY20 Perkins Grant funds through the New Jersey Department of Education for the period September 1, 2019 through August 31, 2020 for the purposes, terms and conditions set forth in the proposal.

PERSONNEL

Resolution 13630-19: **Approve Personnel Resolutions as Listed Below**

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

- Resolution 13631-19:** **Employ Substitute Teachers for the 2018-2019 School Year**
Resolution 13632-19: **Employ LPN Adjunct for the 2018-2019 School Year**
Resolution 13633-19: **Approve AP English Literature & Composition as a Dual Enrollment Class**
Resolution 13634-19: **Employ Summer 2019 CIE Students**
Resolution 13635-19: **Approve Raymond Gara to Work during the Summer Months of 2019**
Resolution 13636-19: **Approve FMLA for Employee #0101**
Resolution 13637-19: **Approve FMLA for Employee #0724**

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

Resolution 13631-19: **Employ Substitute Teachers for the 2018-2019 School Year**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board employs Substitute Teachers for the 2018-2019 school year for the period from August 28, 2018 to June 30, 2019 as follows:

Amanda Gaughran Shanna R. Sikkes

Resolution 13632-19: **Employ LPN Adjunct for the 2018-2019 School Year**

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On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board employs Pamela Rapp as an LPN Adjunct for the remainder of the 2019 LPN program.

Resolution 13633-19: **Approve AP English Literature & Composition as a Dual Enrollment Class**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves AP English Literature & Composition as a Dual Enrollment Class with Warren County Community College.

Resolution 13634-19: **Employ Summer 2019 CIE Students**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves hiring CIE students during the period from June 14, 2019 to August 31, 2019 at the rate of \$8.60 per hour on an as needed basis:

Students Name	Department	Account Charged
Jared Engle	Technology	11-000-252-1001-0000
James Lukashonak	Maintenance	11-000-261-1000-00HP
Devin DeStefano	Maintenance	11-000-261-1000-00HP
Hayden Keiper	Electrical	11-000-261-1000-00HP
Jared Engle	Electrical	11-000-261-1000-00HP
Captain Reid	Electrical	11-000-261-1000-00HP
Isabella Daniello	Graphics	11-000-261-1000-00HP

Resolution 13635-19: **Approve Raymond Gara to Work during the Summer Months of 2019**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves Raymond Gara to work over the course of the summer months of 2019. Days worked will be determined by the Superintendent and salary paid will be based on his daily rate of pay from the Perkins and Apprenticeship Grants. Account - Per Grant.

Resolution 13636-19: **Approve FMLA for Employee #0101**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves a 6 week FMLA for employee #0101 from April 19 through May 31, 2019.

Resolution 13637-19: **Approve FMLA for Employee #0724**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves a 6 week FMLA for employee #0724 from April 17 through May 31, 2019.

TRAVEL

Resolution 13638-19: **Approve Travel Resolutions as Listed Below**

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

Resolution 13639-19: **Approve Staff Professional Development Travel as Listed Below**

Resolution 13640-19: **Approve Field Trip Resolutions as Listed Below**

ROLL CALL VOTE: YEAS: 3 ABSTAIN: Dr. Lamonte ABSENT: Mr. McDonough, Mr. Shotwell

MOTION CARRIED

Resolution 13639-19: **Approve Staff Professional Development Travel as Listed Below**

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

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Date	Name	Description/Reason	Approx. Cost
3-26-2019	R. Gara	Perkins Post-Secondary Workshop	\$0 + Mileage
4-12-2019	Z. Harbon	Transition Training W/ Mary Jane Deutsch	\$0 + Mileage
4-18-2019	R. Gara	Workforce Development Board Meeting	\$0 + Mileage
4-26-2019	Z. Harbon	School Counselor Workshop & Lunch	\$0 + Mileage
4-26-2019	K. Sarte	School Counselor Workshop & Lunch	\$0 + Mileage
4-30-2019	R. Gara	Perkins Workshop	\$0 + Mileage
5-16-2019	R. Gara	CIE/Working Papers Meeting	\$0 + Mileage
6-4 to 7-2019	B. Hachlica	NJASBO Convention Atlantic City	\$543 + Mileage
8-4-2019	M. Beneducci	American Wilderness Leadership School	\$0 + Mileage

Resolution 13640-19: **Approve Field Trip Resolutions as Listed Below**

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

Date	Destination	Instructor	Students	Purpose	Approx. Cost
06-16-2019	Pax Amicus Theater, Budd Lake	J. Slowik	120	To view a live production of Romeo & Juliet	WCTS
05-7,8,9,10-2019	Pohatcong Creek	J. Cooper	25	Assess the health of Pohatcong Creek after it flows through Washington, NJ	WCTS
05-9-2019	Trexler Nature Preserve	V. Fattorusso	17	To photograph the impact animals have on the environment.	WCTS

POLICY

Resolution 13641-19: **Approve Policy Resolutions as Listed Below**

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

Resolution 13642-19: **Approve on First Reading Revisions to the Board Policy Manual**

Resolution 13643-19: **Approve on Second Reading Revisions to the Board Policy Manual**

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

Resolution 13642-19: **Approve on First Reading Revisions to the Board Policy Manual**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves on First reading revisions to the Board Policy Manual as follows:

P4610	PERSONNEL TERMS AND CONDITIONS
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Attachment: A

Resolution 13643-19: **Approve on Second Reading Revisions to the Board Policy Manual**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves on Second reading revisions to the Board Policy Manual as follows:

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P2422	Health and Physical Education (M) ®
P2431.3	Practice and Pre-Season Heat Acclimation for School-Sponsored Athletics and Extra-Curricular Activities ®
P2610	Education Program Evaluation (M) ®
P4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) ®
P&R 5111	Eligibility of Resident/Nonresident Students (M) ®
P5330.04	Administering an Opioid Antidote (M) ®
R5330.04	Administering an Opioid Antidote (M)
P5337	Service Animals ®
P5756	Transgender Students (M) ®
P&R7440	School District Security (M) ®
P8561	Procurement Procedures for School Nutrition Programs (M) ®
P8660	Memorials ®
P2415.06	Unsafe School Choice Option (M) (Revised)
R 2460.8	Special Education – Free and Appropriate Public Education (M) (Revised)
R 5530	Substance Abuse (M) (Revised)
P&R 5600	Student Discipline/Code of Conduct (M) (Revised)
P&R 5611	Removal of Students for Firearms Offenses (M) (Revised)
P&R 5612	Assaults on District Board of Education Members or Employees (M) (Revised)
P&R 5613	Removal of Students for Assaults with Weapons Offenses (M) (Revised)
P&R 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

Attachment: B

ADDENDUM ITEMS

Resolution 13644-19: **Approve Addendum Items as Listed Below**

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

Resolution 13645-19: **Approve Dissolving the Carpentry/Carpenter Program**

Resolution 1364619: **Approve Creating Building Construction Technology Program**

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

Resolution 13644-19: **Approve Dissolving the Carpentry/Carpenter Program**

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On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves dissolving the Carpentry/Carpenter Program CIP#46.0201 effective June 30, 2019.

Resolution 13645-19: Approve Creating Building Construction Technology Program

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves creating Building Construction Technology Program CIP#46.0415 effective June 30, 2019.

Attachment: Addendum

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.

- No public comments

ADJOURNMENT

Adjourn the Meeting

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

Respectively Submitted,

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Beth Hachlica

Upcoming Dates of Interest:

April 18	Early dismissal for Spring Recess
April 19-23	Spring Recess
May 15	Board of Education Meeting