

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
June 17, 2020

CALL TO ORDER

President Rutledge called the meeting to order at 5:00 p.m. on Wednesday, June 17, 2020 at the Warren County Technical School, 1500 Route 57, Washington, NJ 07882 via Zoom.

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 Barkman

X Dr. Austin
X Dr. Lamonte
X Mr. McDonough
X Mr. Rutledge

Adopt the Meeting Agenda

Resolution 14035-20: Adopt the Meeting Agenda

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board adopts the Meeting Agenda for the June 17, 2020 meeting as published with any addenda.

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

Motion Carried: Yes

Resolution E664-20: Personnel, Negotiations and Legal Matters

On the motion of Dr. Austin, seconded by Mr. McDonough, the Board moved into executive session at 5:06 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: 4 Nays: 0 Abstain: 0 Absent: 0

Motion Carried: Yes

Resolution E665-20: Resume Regular Session

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

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

Motion Carried: Yes

Discussion

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- **PUBLIC COMMENTS** - Related to Agenda Items Only-None

- **COMMUNICATIONS** - Included in Board Packet

- **SUPERINTENDENT'S REPORT**

- **HIB REPORT/SUSPENSIONS**

None Reported

- **BOARD PRESIDENT'S REPORT-None**

- **STUDENT REPRESENTATIVE REPORT-None**

- **DISCUSS EDUCATIONAL ISSUES**

- **NEW BUSINESS**

Discussion on potential budget changes

Minutes – Regular Meeting Minutes

Resolution 14036-20: Approve Board Meeting Minutes as Listed Below

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

Resolution 14037-20: Approve May 20, 2020 Regular Meeting Minutes

Resolution 14038-20: Approve May 20, 2020 Regular Meeting Executive Session Minutes

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

Motion Carried: Yes

Resolution 14037-20: Approve May 20, 2020 Regular Meeting Minutes

On the motion of Mr. McDonough, seconded by Dr. Austin, RESOLVED, that this Board approves the Regular Meeting Minutes of May 20, 2020.

Resolution 14038-20: Approve May 20, 2020 Regular Meeting Executive Session Minutes

On the motion of Dr. Austin, seconded by Mr. McDonough, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of May 20, 2020.

FINANCE & FACILITIES

Resolution 14039-20: Approve Finance & Facilities Resolutions as Listed Below

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

Resolution 14040-20: Receive, Accept, and Approve May 2020 Financial Reports

Resolution 14041-20: Board of Education's Monthly Certification of Major Account/Fund Status

Resolution 14042-20: Approve Payment of Bills for June 2020

Resolution 14043-20: Approve Transfers for May 2020

Resolution 14044-20: Approve Transfer of Current Year Surplus to a Capital Reserve

Resolution 14045-20: Approve Vendor List for the 2020-2021 School Year

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- Resolution 14046-20:** Approve Nisivoccia as Auditor for the School Year Ending June 30, 2020
- Resolution 14047-20:** Approve Submission of Perkins Post-Secondary Grant for the 2020-2021 School Year
- Resolution 14048-20:** Approve Submission of Perkins Secondary Grant for the 2020-2021 School Year
- Resolution 14049-20:** Approve Increasing the Bid Threshold – Qualified Purchasing Agent
- Resolution 14050-20:** Approve Establishing an Emergency Reserve Account for the 2020-2021 School Year
- Resolution 14051-20:** Approve Transfer of Current Year Surplus to an Emergency Reserve
- Resolution 14052-20:** Approve Change of Use of Educational Space for the 2020-2021 School Year

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte Abstain 14052-20__ McDonough X Rutledge X

Resolution 14040-20: Receive, Accept, and Approve May 2020 Financial Reports
On the motion of _____, seconded by _____, RESOLVED, that the May 2020 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 14041-20: 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)4, we certify that May 2020, 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 14042-20: Approve Payment of Bills for June 2020
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for June 2020 in the amount of \$866,251.31.

Exhibit: F2

Resolution 14043-20: Approve Transfers for May 2020
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the transfers of monies for the month May 2020.

Exhibit: F3

Resolution 14044-20: Approve Transfer of Current Year Surplus to a Capital Reserve
On the motion of _____, seconded by _____, RESOLVED, that this Board approves transfer of current year surplus to a Capital reserve;

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

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WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Warren County Technical School Board of Education has determined that an amount not to exceed \$1,000,000.00 is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Technical School Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution 14045-20: **Approve Vendor List for the 2020-2021 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Vendor List for the 2020-2021 School Year.

Attachment: A

Resolution 14046-20: **Approve Nisivoccia LLP, for Auditing Services for the School Year Ending June 30, 2020**

On the motion of _____, seconded by _____, RESOLVED, that the Board approve Nisivoccia LLP, for auditing services for the school year ending June 30, 2020.

Attachment: B

Resolution 14047-20: **Approve Submission of Perkins Post-Secondary Grant for the 2020-2021 School Year**

On the motion of _____, seconded by _____, RESOLVED, that the Board approve the submission of Perkins Post-Secondary Grant in the amount of \$76,847 for the 2020-2021 school year.

Resolution 14048-20: **Approve Submission of Perkins Secondary Grant for the 2020-2021 School Year**

On the motion of _____, seconded by _____, RESOLVED, that the Board approve the submission of Perkins Secondary Grant in the amount of \$50,062 for the 2020-2021 school year.

Resolution 14049-20: **Approve Increasing the Bid Threshold – Qualified Purchasing Agent**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves increasing the bid threshold – qualified Purchasing Agent;

WHEREAS, Amy Barkman, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to **\$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Warren County Technical School, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **\$44,000** for the Board of Education, and further authorizes Amy M. Barkman, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

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Resolution 14050-20: **Approve Establishing an Emergency Reserve Account for the 2020-2021 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Warren County Technical School to establish an Emergency Reserve Account for the 2020-2021 School Year.

Resolution 14051-20: **Approve Transfer of Current Year Surplus to an Emergency Reserve**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Warren County Technical School to transfer current year surplus to an Emergency Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Warren County Technical School Board of Education has determined that an amount not to exceed \$1,000,000.00 is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Technical School Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution 14052-20: **Approve Change of Use of Educational Space for the 2020-2021 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the change of use of educational space for the 2020-2021 School Year; original use old library space to proposed use of Child Development and Health Sciences.

PERSONNEL

Resolution 14053-20: **Approve Personnel Resolutions as Listed Below**

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

- | | |
|------------------------------------|---|
| <u>Resolution 14054-20:</u> | Employ Summer 2020 CIE Students |
| <u>Resolution 14055-20:</u> | Approve Merit Goal Accomplishment for Edmund Zalewski, Superintendent |
| <u>Resolution 14056-20:</u> | Approve Program of Study for the 2020-2021 School Year |
| <u>Resolution 14057-20:</u> | Employ Extra Curricular Positions for the 2020-2021 School Year |
| <u>Resolution 14058-20:</u> | Approve the Following Curriculum for the 2020-2021 School Year |
| <u>Resolution 14059-20:</u> | Approve the Reduction in Force for Joanna Krajewski from Full Time to Part Time Spanish Instructor |
| <u>Resolution 14060-20:</u> | Accept Retirement Resignation from Maryanne Czarnecki, Math Instructor |
| <u>Resolution 14061-20:</u> | Approve Organizational Chart Effective July 1, 2020 |
| <u>Resolution 14062-20:</u> | Approve Nancy DeRiso as Treasurer of School Monies Effective July 1, 2020 |
| <u>Resolution 14063-20:</u> | Eliminate Part Time Custodial Staff |

ROLL CALL VOTE:

Motion Carried: Yes

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Austin X Lamonte Abstain 14055-20 McDonough X Rutledge X

Resolution 14054-20: Employ Summer 2020 CIE Students

On the motion of _____, seconded by _____, RESOLVED, that this Board approves hiring CIE students during the period from July 1, 2020 to August 31, 2020 at the rate of \$11.00 per hour on an as needed basis:

| Students Name | Department | Account Charged |
|---------------|------------|----------------------|
| Jared Engle | Technology | 11-000-252-1001-0000 |

Resolution 14055-20: Approve Qualitative Merit Goal Accomplishment for Edmund Zalewski, Superintendent

On the motion of _____, seconded by _____, RESOLVED, that the Board approves the accomplishment by Edmund Zalewski, Superintendent of the merit goal "Increase post-secondary revenue at least 10% over the 2018-2019 revenue amount as calculated at year-end." This Board approved this Qualitative merit goal in October for the amount of \$4,928. The merit goal accomplished by a 27% increase in receipts for the 2019-2020 school year. The payout will not occur until after approval by the Department of Education.

Exhibit: Merit Goal

Resolution 14056-20: Approve Program of Study for the 2020-2021 School Year

On the motion of _____, seconded by _____, RESOLVED, that the Board approves the Program of Study for the 2020-2021 school year.

Attachment: C

Resolution 14057-20: Employ Extra Curricular Positions for the 2020-2021 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following staff members for extra curricular position for the 2020-2021 School Year:

| Staff | Position | Amount | Account # |
|-------------------|---------------------------|-----------------|----------------------|
| Patty Colabella | Summer Tutor | \$35.00 per hr. | 20-231-100-1000-FF21 |
| Taylor Shafer | Summer Tutor | \$35.00 per hr. | 20-231-100-1000-FF21 |
| Heidi SanFilippo | Summer Tutor | \$35.00 per hr. | 20-231-100-1000-FF21 |
| Meghan Fredericks | Summer Tutor | \$35.00 per hr. | 20-231-100-1000-FF21 |
| Kim McCormick | Summer Tutor | \$35.00 per hr. | 20-231-100-1000-FF21 |
| Maria Tamburro | Summer Curriculum Writing | \$1,260.00 | 11-140-100-1010-00LD |
| Taylor Shafer | Summer Curriculum Writing | \$1,260.00 | 11-140-100-1010-00LD |
| Patty Colabella | Summer Curriculum Writing | \$1,260.00 | 11-140-100-1010-00LD |
| Nancy Danner | Summer Curriculum Writing | \$1,260.00 | 11-140-100-1010-00LD |
| Heidi SanFilippo | Summer Curriculum Writing | \$1,260.00 | 11-140-100-1010-00LD |
| Michele Vulcano | Summer Curriculum Writing | \$1,260.00 | 11-140-100-1010-00LD |

Resolution 14058-20: Approve the Following Curriculum for the 2020-2021 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following curriculum for the 2020-2021 School Year:

| | |
|------------------------|------------------|
| Earth Science | Welding 1 |
| Earth Science A | Welding 2 |

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| | |
|-------------------------------------|-------------------------------|
| Environmental Science | Welding 3 |
| Environmental Science A | Welding 4 |
| Honors Environmental Science | |
| Computer Programming 1 | Computer Programming 3 |
| Computer Programming 2 | Computer Programming 4 |

Resolution 14059-20: **Approve the Reduction in Force for Joanna Krajewski from Full Time to Part Time Spanish Instructor**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the reduction in force for Joanna Krajewski from full time to part time Spanish instructor for the 2020-2021 School Year.

Resolution 14060-20: **Accept Retirement Resignation from Maryanne Czarnecki, Math Instructor**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the retirement resignation from Maryanne Czarnecki, Math Instructor as of July 1, 2020.

Resolution 14061-20: **Approve Organizational Chart Effective July 1, 2020**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the revised Organizational chart effective July 1, 2020.

Attachment: D

Resolution 14062-20: **Approve Nancy DeRiso as Treasurer of School Monies Effective July 1, 2020**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Nancy DeRiso as Treasurer of School Monies effective July 1, 2020 at a prorated rate of \$4,900 per year.

Resolution 14063-20: **Eliminate Part Time Custodial Staff**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the elimination of the following part time custodial staff:

Anthony Pandorf Matthew Ciufu Nicholas Hufford

ADDENDUM ITEMS

Resolution 14064-20: **Approve Continue Membership with NJSIG for the next three years**

On the motion of Mr. Rutledge, seconded by Dr. Austin, RESOLVED, that this Board approves continued membership with the New Jersey Schools Insurance Group for the next three years.

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;

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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.

Patti Angell spoke on behalf of the PTSA and thanked the administrative team for everything that has been done in regards to the graduation ceremony.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. McDonough, seconded by Mr. Rutledge, the Board adjourned the meeting at 5:53p.m.

Upcoming Dates of Interest:

July, 6th Senior Celebration Ceremony