

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
June 20, 2024

CALL TO ORDER

President Austin called the meeting to order at 5:00 p.m. on Thursday, June 20, 2024, 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 7, 2023.

Roll Call – Board Secretary Barkman

X Dr. Lamonte
A Ms. Rachel Leahy
X Mr. McDonough-Arrived 5:27
X Mr. Rutledge
X Dr. Austin

Adopt the Meeting Agenda

Resolution 15642-24: Adopt the Meeting Agenda

On the motion of Dr. Lamonte, seconded by Mr. Rutledge, RESOLVED, that this Board adopts the Meeting Agenda for the June 20, 2024 meeting as published with any addenda.

VOICE VOTE: Yeas: 3 Nays: 0 Abstain: 0 Absent: 2

Motion Carried: Yes

Resolution E729-24: Personnel, Negotiations, and Legal Matters

On the motion of Mr. Rutledge, 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 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: 3 Nays: 0 Abstain: 0 Absent: 2

Motion Carried: Yes

Resolution E730-24: Resume Regular Session

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

VOICE VOTE: Yeas: 3 Nays: 0 Abstain: 0 Absent: 2

Motion Carried: Yes

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Discussion

- **PUBLIC COMMENTS** - Related to Agenda Items Only-None
- **COMMUNICATIONS**-None
- **SUPERINTENDENT’S REPORT**-NJQSAC Scores
- **HIB REPORT/SUSPENSIONS**
 - Three (3) HIBs since the last Board Meeting
 - Zero (0) Out of School Suspensions since the last Board Meeting
 - Four (4) In School Suspensions since the last Board Meeting
- **BOARD PRESIDENT’S REPORT**-None
- **STUDENT REPRESENTATIVE**-None
- **DISCUSS EDUCATIONAL TOPICS**-None
- **NEW BUSINESS**-None

MINUTES

Resolution 15643-24: Approve Board Meeting Minutes Listed Below

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

- Resolution 15644-24: Approve May 15, 2024, Regular Meeting Minutes**
Resolution 15645-24: Approve May 15, 2024, Regular Meeting Executive Session Minutes

VOICE VOTE: Yeas: 4 Nays: 0 Abstain: 0 Absent: 1 *Motion Carried: Yes*

Resolution 15644-24: Approve May 15, 2024, Regular Meeting Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Minutes of May 15, 2024.

Resolution 15645-24: Approve May 15, 2024, Regular Meeting Executive Session Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of May 15, 2024.

FINANCE & FACILITIES

Resolution 15646-24: 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 15647-24: Receive, Accept, and Approve May 2024 Financial Reports**
Resolution 15648-24: Board of Education’s Monthly Certification of Major Account/Fund Status
Resolution 15649-24: Approve Payment of Bills for June 2024
Resolution 15650-24: Approve Transfers for May 2024

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- Resolution 15651-24:** Approve Contract Renewal of Maschio’s Food Service Inc
Resolution 15652-24: Approve the Transfer of Current Year Surplus to Reserve Accounts
Resolution 15653-24: Approval Applications for Perkins Postsecondary State Funds for \$78,444
Resolution 15654-24: Approve Application for Perkins Secondary Federal Funds for \$38,945 and Reserve Funds of \$15,793
Resolution 15655-24: Approve the Training Agreement Between the Morris/Sussex/Warren for the Workforce Development Board of Northwest New Jersey and the One-Stop Operator for the 2024/2025 School Year
Resolution 15656-24: Approve the Individual Training Agreement Master Agreement with the Greater Raritan One-Stop Career Center for the 2024/2025 School Year
Resolution 15657-24: Approve the Disposal of (1) Non-Working Autoclave Asset Tag #01385
Resolution 15658-24: Approve Payment #5 to Iron Mountain Mechanical, LLC for Partial Rooftop Unit Replacement, for \$18,743.05
Resolution 15659-24: Approve Payment #6 to Iron Mountain Mechanical, LLC for Partial Rooftop Unit Replacement Duct Detectors (Change Order #3) for \$11,435
Resolution 15660-24: Approve Contract with Comegno Law Group, P.C. for Legal Services as Labor Relations Counsel to the Board for the 2024/2025 School Year

ROLL CALL VOTE: *Motion Carried: Yes*

Lamonte Abstain 15653 & 15654 Leahy A McDonough X Rutledge X Austin X

Resolution 15647-24: **Receive, Accept, and Approve May 2024 Financial Reports**
On the motion of _____, seconded by _____, RESOLVED, that the May 2024 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 15648-24: **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 June 2024, 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 15649-24: **Approve Payment of Bills for June 2024**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for May 2024, in the amount of \$998,597.90.

Exhibit: F2

Resolution 15650-24: **Approve Transfers for May 2024**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves Transfers for May 2024.

Exhibit: F3

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Resolution 15651-24: Approve Contract Renewal of Maschio’s Food Service Inc

On the motion of _____, seconded by _____ RESOLVED, that this Board approves the contract renewal of Maschio’s Food Service Inc. to provide food service for the 2024/2025 school year.

Yearly Management Fee \$11,747.93
Cost Reimbursement
No Guarantee
Total Cost of the Contract \$200,125.13

Resolution 15652-24: Approve the Transfer of Current Year Surplus to Reserve Accounts

Approve the Transfer of Current Year Surplus to Reserve Accounts
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the transfer of current years 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
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 \$2,000,000.00 may be 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 15653-24: Approve Application for Perkins Post-Secondary State Funds for \$78,444

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the application for Perkins Post-Secondary State Funds in the amount of \$78,444.

Resolution 15654-24: Approve Application for Perkins Secondary Federal Funds for \$38,945 and Reserve Funds of \$15,793

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the application for Perkins Secondary Federal Funds in the amount of \$38,945 and Reserve Funds \$15,793.

Resolution 15655-24: Approve the Training Agreement Between the Morris/Sussex/Warren for the Workforce Development Board of Northwest New Jersey and the One-Stop Operator for the 2024/2025 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Training Agreement Between the Morris/Sussex/Warren for the Workforce Development Board of Northwest New Jersey and the One-Stop Operator for the 2024/2025 school year.

Exhibit: F4

Resolution 15656-24: Approve the Individual Training Agreement Master Agreement with the Greater Raritan One-Stop Career Center for the 2024/2025 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Individual Training Agreement Master Agreement with the Greater Raritan One Stop Career Center for the 2024/2025 School Year.

Exhibit: F5

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Resolution 15657-24: **Approve the Disposal of (1) Non-Working Autoclave Asset Tag #01385**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the disposal of (1) non-working Autoclave Asset Tag #01385.

Resolution 15658-24: **Approve Payment #5 to Iron Mountain Mechanical, LLC for Partial Rooftop Unit Replacement, for \$18,743.05**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves Payment #5 to Iron Mountain Mechanical, LLC for partial rooftop unit replacement for \$18,743.05.

Resolution 15659-24: **Approve Payment #6 to Iron Mountain Mechanical, LLC for Partial Rooftop Unit Replacement Duct Detectors (Change Order #3) for \$11,435**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves Payment #6 to Iron Mountain Mechanical, LLC for partial rooftop unit replacement duct detectors (Change Order #3) for \$11,435.

Resolution 15660-24: **Approve Contract with Comegno Law Group, P.C. for Legal Services as Labor Relations Counsel to the Board for the 2024/2025 School Year**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves a contract with Comegno Law Group, P.C. for legal services as Labor Relations Counsel to the Board for the 2024-2025 school year.

Exhibit: F6

PERSONNEL

Resolution 15661-24: **Approve Personnel Resolutions as Listed Below**
On the motion of Mr. McDonough, seconded by Mr. Rutledge, RESOLVED, that this Board approves personnel resolutions as listed below:

- Resolution 15662-24:** **Approve Resignation of Javier Minaya Maintenance Personnel**
- Resolution 15663-24:** **Approve David Boothe as Part-Time Technology Assistant**
- Resolution 15664-24:** **Approve Bryan Schafer as Full-Time Maintenance Personnel**
- Resolution 15665-24:** **Approve Tina Giral-di-Lynch as Curriculum Writer for Engineering**
- Resolution 15666-24:** **Approve Diana Mai for Vacation Time Payout Due to Resignation**
- Resolution 15667-24:** **Approve Jay Werkheiser for Sick Time Payout Due to Retirement**
- Resolution 15668-24:** **Approve Cynthia Jones-Gaffney as a Part-Time LPN Instructor**
- Resolution 15669-24:** **Approve Jill Vitale as a Part-Time LPN Adjunct**
- Resolution 15670-24:** **Approve Summer Student Custodians at an hourly rate of \$15.13**
- Resolution 15671-24:** **Approve Jonathan Eick as a Part-Time Security Officer**
- Resolution 15672-24:** **Approve Ken Wene and Ray Danner for Summer Maintenance Personnel**

ROLL CALL VOTE: *Motion Carried: Yes*

Lamonte X Leahy A McDonough X Rutledge X Austin X

Resolution 15662-24: **Approve Resignation of Javier Minaya Maintenance Personnel**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the resignation of Javier Minaya, Maintenance Personnel effective June 14, 2024.

Resolution 15663-24: **Approve David Boothe as Part-Time Technology Assistant**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves David Boothe as part-time Technology assistant at an hourly rate of \$15.13 to be at most 15 hours per week.

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Resolution 15664-24: Approve Bryan Shafer as Full-Time Maintenance Personnel
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves Bryan Shafer as full-time Maintenance Personnel at Step 1 + 5% shift differential. The start date is approximately July 1, 2024, pending a proper criminal history background check.

Resolution 15665-24: Approve Tina Giraldi-Lynch as Curriculum Writer for Engineering
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves Tina Giraldi-Lynch as Curriculum Writer for Engineering.

Resolution 15666-24: Approve Diana Mai for Vacation Time Payout Due to Resignation
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves 13.5 days vacation payout for Diana Mai due to resignation.

Resolution 15667-24: Approve Jay Werkheiser for Sick Time Payout Due to Retirement
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves Jay Werkheiser for Sick Time Payout Due to Retirement.

Resolution 15668-24: Approve Cynthia Jones-Gaffney as a Part-Time LPN Instructor
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves Cynthia Jones-Gaffney as a Part-Time LPN Instructor at a yearly salary of \$30,000 for the 2024-2025 school year.

Resolution 15669-24: Approve Jill Vitale as a Part-Time LPN Adjunct
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves Jilian Vitale as a Part-Time LPN Adjunct at \$42.43 for the 2024-2025 school year.

Resolution 15670-24: Approve Summer Student Custodians at an hourly rate of \$15.13
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following students as part-time Maintenance Summer employees as of July 1, 2024, through August 27, 2024:

Joseph Pharo	Adrianna McCann	Kaitlynn Engle	Joseph Squeri
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Resolution 15671-24: Approve Jonathan Eick as a Part-Time Security Officer
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves Jonathan Eick as a part-time security officer at an hourly rate of \$18.63.

Resolution 15672-24: Approve Ken Wene and Ray Danner for Summer Maintenance Personnel
 On the motion of _____, seconded by _____, RESOLVED, that this Board approves Ken Wene and Ray Danner as Summer Maintenance personnel at an hourly rate of \$35.00 per hour.

POLICY

Resolution 15673-24: Approve Policy Resolution as Listed Below
 On the motion of Mr. McDonough, seconded by Dr. Lamonte, RESOLVED, that this Board approves the second reading of the following policy resolution as listed below:

P2453	POST-SECONDARY PROGRAMS ACCEPTANCE OF STUDENTS
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Exhibit: A

ROLL CALL VOTE:

Motion Carried: Yes

Lamonte X Leahy A McDonough X Rutledge X Austin X

EDUCATIONAL

Resolution 15674-24: Approve the School Bus Evacuation Drill for the 2023-2024 School Year

On the motion of Mr. McDonough, seconded by Dr. Austin, RESOLVED, that this Board approves the second 2023-2024 School Bus Evacuation Drill.

Exhibit: B

ROLL CALL VOTE:

Motion Carried: Yes

Lamonte Abstain Leahy A McDonough X Rutledge X Austin X

ADDENDUM ITEMS

Resolution 15675-24: Approve Resignation of Noreen Matias, Director of Curriculum and Instruction

On the motion of Mr. McDonough, seconded by Dr. Lamonte, RESOLVED, that this Board approves the resignation of Noreen Matias, Director of Curriculum, effective July 12, 2024.

ROLL CALL VOTE:

Motion Carried: Yes

Lamonte X Leahy A McDonough X Rutledge X Austin X

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;

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- 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.

ADJOURNMENT

Adjourn the Meeting

On the motion of Mr. McDonough, seconded by Dr. Austin, the Board adjourned the meeting at 5:33 p.m.

VOICE VOTE: Yeas: 4 Nays: 0 Abstain: 0 Absent: 1

Motion Carried: Yes

Upcoming Dates of Interest:

July 4, 2024 School Closed 4th of July
July 17, 2024 Board of Education Meeting