

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

**CALL TO ORDER**

President Rutledge called the meeting to order at 5:00 p.m. on Wednesday, July 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.

**Roll Call** – Ms. Drescher

**Present:** Dr. Lamonte, Mr. McDonough, Mr. Rutledge and Mr. Shotwell

**Absent:** Dr. Austin

**Also Present:** Mr. Zalewski, Superintendent  
Ms. Drescher  
Kate Fina, Attorney

**Others Present:** Approximately 2 members of the public

**Adopt the Meeting Agenda**

**Resolution 13720-19: Adopt the Meeting Agenda**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board adopts the Meeting Agenda for the July 17, 2019 meeting as published with any addenda.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Austin

**MOTION CARRIED**

**Resolution E650-19: Personnel, Negotiations and Legal Matters**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, the Board moved into executive session at 5:01 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
  - Superintendent Evaluation
- 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

ABSENT: Dr. Austin

**MOTION CARRIED**

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**Resolution E651-19:                      Resume Regular Session**

On the motion of Mr. McDonough, seconded by Mr. Shotwell, the Board reconvened into regular session at 5:33 p.m.

VOICE VOTE: YEAS: 4

ABSENT: Dr. Austin

**MOTION CARRIED**

**Discussion**

- **PUBLIC COMMENTS - Related to Agenda Items Only - None**
- **COMMUNICATIONS - Included in Board Packet – None**
- **SUPERINTENDENT’S REPORT - None**
- **HIB REPORT/SUSPENSIONS - None**
- **BOARD PRESIDENT’S REPORT - None**
- **DISCUSS EDUCATIONAL ISSUES - None**
- **NEW BUSINESS - None**

**Minutes – Regular Meeting Minutes**

**Resolution 13721-19:                      Approve Board Meeting Minutes as Listed Below**

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

**Resolution 13722-19:                      Approve June 19, 2019 Regular Meeting Minutes**

**Resolution 13723-19:                      Approve June 19, 2019 Regular Meeting Executive Session Minutes**

VOICE VOTE: YEAS: 4

ABSENT: Dr. Austin

**MOTION CARRIED**

**Resolution 13722-19:                      Approve June, 2019 Regular Meeting Minutes**

On the motion of Mr. McDonough, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Minutes of June 19, 2019.

**Resolution 13723-19:                      Approve June 19, 2019 Regular Meeting Executive Session Minutes**

On the motion of Mr. McDonough, seconded by Mr. Shotwell, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of June 19, 2019.

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**FINANCE & FACILITIES**

**Resolution 13724-19:**           **Approve Finance & Facilities Resolutions as Listed Below**

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

**Resolution 13725-19:**           **Receive, Accept, and Approve June 2019 Financial Reports**

**Resolution 13726-19:**           **Board of Education's Monthly Certification of Major Account/Fund Status**

**Resolution 13727-19:**           **Approve Payment of Bills for July 2019**

**Resolution 13728-19:**           **Approve Transfers for June 2019**

**Resolution 13729-19:**           **Approve Submission of IDEA Application for Fiscal Year 2019 and Accepts the Grant Award for IDEA for the Fiscal Year 2020**

**Resolution 13730-19:**           **Approve Disposal of Fixed Assets**

**Resolution 13731-19:**           **Accept New Bids for Transportation Contracts for the 2019-2020 School Year**

ROLL CALL VOTE: YEAS: 4    ABSENT: Dr. Austin    ABSTAIN: Dr. Lamonte (13731-19)    **MOTION CARRIED**

**Resolution 13725-19:**           **Receive, Accept, and Approve June 2019 Financial Reports**

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

Exhibit: F1

**Resolution 13726-19:**           **Board of Education's Monthly Certification of Major Account/Fund Status**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, 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 June 19, 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 13727-19:**           **Approve Payment of Bills for July 2019**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for July 2019 in the amount of \$516,275.91.

Exhibit: F2

**Resolution 13728-19:**           **Approve Transfers for June 2019**

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

Exhibit: F3

**Resolution 13729-19:**           **Approve Submission of IDEA Application for Fiscal Year 2019 and Accepts the Grant Award for IDEA for the Fiscal Year 2020**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board authorizes the submission of the IDEA application for Fiscal Year 2019, and accepts the grant award of the funds upon subsequent approval of the FY 2020 IDEA application.

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**Resolution 13730-19:                    Approve Disposal of Fixed Assets**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves disposal of Fixed Asset Inventory for the Warren County Technical School as of July 8, 2019.

Auto Shop	1520	LIFT AUTO	HUNTER	RL
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**Resolution 13731-19:                    Accept New Bids for Transportation Contracts for the 2019-2020 School Year**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves the following new Bids for transportation contracts with the following companies for the 2019-2020 school year as listed below:

Route	Provider	Route Cost	Adjustment
A	GST	\$ 284.00	\$ 1.50
B	GST	\$ 294.00	\$ 1.50
C	Krapf	\$ 319.00	\$ 1.75
D	GST	\$ 284.00	\$ 1.50
E	GST	\$ 294.00	\$ 1.50
F	Krapf	\$ 330.00	\$ 1.75
G	Krapf	\$ 298.00	\$ 1.75
H	First Student	\$ 338.50	\$ 0.93
I	Krapf	\$ 337.00	\$ 1.75
J	GST	\$ 274.00	\$ 1.50
K	GST	\$ 299.00	\$ 1.50
L	GST	\$ 274.00	\$ 1.50
M	Krapf	\$ 303.00	\$ 1.75
N	GST	\$ 309.00	\$ 1.50

Route	Provider	Route Cost	Adjustment
Late 1	First Student	\$ 103.00	\$ -
Late 2	First Student	\$ 103.00	\$ -
Late 3	First Student	\$ 103.00	\$ -
Late 4	First Student	\$ 103.00	\$ -
	<b>Provider</b>	<b>Per bus</b>	<b>Per hour</b>
Sports	First Student	\$ 75.00	\$ 75.00
Field Trips	Krapf	\$ 70.00	\$ 70.00

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**PERSONNEL**

**Resolution 13732-19:**            **Approve Personnel Resolutions as Listed Below**

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

**Resolution 13733-19:**            **Approve Membership in the NJ State Interscholastic Athletic Association for the 2019-2020 School Year**

**Resolution 13734-19:**            **Acknowledge Tenure for Anne Drescher, Administrative Assistant to the Superintendent**

**Resolution 13735-19:**            **Approve Teachers Having More than 4 Daily Preparation Periods**

**Resolution 13736-19:**            **Approve Raymond Danner as Mentor for Chad Feilbach for the 2019-2020 School Year**

**Resolution 13737-19:**            **Approve School Security Personnel Job Description**

**Resolution 13738-19:**            **Approve Hiring of Summer Custodian Help**

**Resolution 13739-19:**            **~~Approve Matthew Marciano as a Substitute Teacher for the 2019-2020 School Year~~**

**Resolution 13740-19:**            **Rescind Resolution 13664-19 - Employ Extra Curricular Personnel ESEA Hall Monitor for the 2019-2020 School Year**

**Resolution 13741-19:**            **Employ Extra Curricular Personnel for the 2019-2020 School Year**

**Resolution 13742-19:**            **Approve Payment for Completion of Merit Goal for Edmund Zalewski**

**Resolution 13743-19:**            **Approve Brooke Cicale as a Physical Education Instructor for the 2019-2020 School Year**

ROLL CALL VOTE: YEAS: 4    ABSENT: Dr. Austin    ABSTAIN: Dr. Lamonte (13742-19)    **MOTION CARRIED**

**Resolution 13733-19:**            **Approve Membership in the NJ State Interscholastic Athletic Association for the 2019-2020 School Year.**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves the membership in the NJ State Interscholastic Athletic Association for the 2019-2020 school year.

**Resolution 13734-19:**            **Acknowledge Tenure for Anne Drescher, Administrative Assistant to the Superintendent.**

On the motion of Mr. Shotwell, seconded by Mr. McDonough,

**WHEREAS**, the staff members listed below will meet the requirements to attain tenure in the Warren County Technical School District who has held an Administrative Assistant to the Superintendent position for a period of three consecutive calendar years;

**WHEREAS**, this individuals' performance has been satisfactory;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of Warren County Technical School grant tenure to them upon completing three years' service from their promotional hire date and one day in the 2019-2020 school year as per N.J.S.A. 18A:17-2.

Anne Drescher	Date of Hire: 07-01-2016
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**Resolution 13735-19:**            **Approve Teachers Having More than 4 Daily Preparation Periods**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves the following staff members to have more than 4 daily preparation periods as outlined in the WTEA agreement for the 2019-2020 school year:

<b>Name</b>	<b># of Preparation Periods</b>	<b>Amount</b>
G. Bossard	5	\$1,250
K. McCormick	5	\$1,250
A. Van Riper	5	\$1,250

**Resolution 13736-19:**            **Approve Raymond Danner as Mentor for Chad Feilbach for the 2019-2020 School Year**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves Raymond Danner to Mentor new Welding Instructor, Chad Feilbach, for the 2019-2020 school year with the agreement of a \$550 fee to be paid by Chad Feilbach to Raymond Danner.

**Resolution 13737-19:**            **Approve School Security Personnel Job Description**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves the School Security Personnel job description as attached.

Attachment: A

**Resolution 13738-19:**            **Approve Hiring of Summer Custodian Help**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves the hiring of Anthony Pandorf as summer custodian help from July 1, 2019 to August 27, 2019 at an hourly rate of \$12.00.

**Resolution 13739-19:**            **Approve Matthew Marciano as a Substitute Teacher for the 2019-2020 School Year**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, RESOLVED, that this Board approves the hiring of Matthew Marciano as a substitute Teacher for the 2019-2020 school year.

**Resolution 13740-19:**            **Rescind Resolution 13664-19 - Employ Extra Curricular Personnel ESEA Hall Monitor for the 2019-2020 School Year**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board rescinds Resolution 13664-19 for the extra-curricular personnel for the period from August 28, 2019 to June 30, 2020 as follows:

<b><u>Last</u></b>	<b><u>First</u></b>	<b><u>Extra-Curricular Personnel</u></b>	<b><u>Stipend</u></b>
Glowacky	Laurel	ESEA Hall Monitor	\$35 Hr.

**Resolution 13741-19:**            **Employ Extra Curricular Personnel for the 2019-2020 School Year**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, 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:

<b><u>Last</u></b>	<b><u>First</u></b>	<b><u>Extra-Curricular Personnel</u></b>	<b><u>Stipend</u></b>
Glowacky	Laurel	ESEA Hall Monitor	\$25 Hr.

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**Resolution 13742-19:**                    **Approve Payment for Completion of Merit Goal for Edmund Zalewski**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves payment of \$4,981 for the successful completion of his merit goal "Increase number of dual enrollment classes completed". Documents will be forwarded to the Department of Education for review and approval.

Attachment: C

**Resolution 13743-19:**                    **Approve Brooke Cicale as a Physical Education Instructor for the 2019-2020 School Year**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, RESOLVED, that this Board approves the hiring of Brooke Cicale as a Physical Education Instructor at Step 1 for the 2019-2020 school year.

**TRAVEL**

**Resolution 13744-19:**                    **Approve Travel Resolutions as Listed Below**

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

**Resolution 13745-19:**                    **Approve Field Trip Resolutions as Listed Below**

**Resolution 13746-19:**                    **Approve Staff Professional Development Travel as Listed Below**

ROLL CALL VOTE: YEAS: 4

ABSENT: Dr. Austin

**MOTION CARRIED**

**Resolution 13745-19:**                    **Approve Field Trip Resolutions as Listed Below**

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

Date	Destination	Instructor	Number Of Students	Purpose	Approx. Transp. Cost
10/29/2019	Centenary University	L. Arnold	13	Attend Future Educators Field Experience	WCTS

**Resolution 13746-19:**                    **Approve Staff Professional Development Travel as Listed Below**

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

Date	Name	Description/Reason	Approx. Cost
07/16/2019	J. Mylecraine	Middlesex Co. Fire Academy	\$0 + Mileage
07/24/2019	B. Hachlica	NJCCVTS Summer Meeting, Jamesburg, NJ	\$0 + Mileage
07/24/2019	D. Mai	NJCCVTS Summer Meeting, Jamesburg, NJ	\$0 + Mileage
07/29/2019	D. Forsythe	School Climate for Adults, Monroe, NJ	\$0 + Mileage
08/14/2019	A. Drescher	Passaic County Public Safety Academy/ District Certification Training	\$0 + Mileage

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**POLICY**

**Resolution 13747-19:**            **Approve on Second Reading Revisions to the Board Policy Manual**

On the motion of Mr. McDonough, seconded by Mr. Shotwell, RESOLVED, that this Board approves on Second reading revisions to the Board Policy Manual as follows:

<b>1642P&amp;R</b>	<b>Earned Sick Leave Law (M)</b>
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Attachment: B

ROLL CALL VOTE: YEAS: 3    ABSENT: Dr. Austin    ABSTAIN: Dr. Lamonte            **MOTION CARRIED**

**ADDENDUM ITEMS**

**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.



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**ADJOURNMENT**

**Adjourn the Meeting**

On the motion of Mr. Shotwell, seconded by Mr. McDonough, the Board adjourned the meeting at 5:51 p.m.

Respectively Submitted,  
*Beth Hachlica*

**Upcoming Dates of Interest:**

August 21, 2019	Board of Education Meeting
August 28, 2019	First Day of School for Teachers
September 3, 2019	First Day of School for Students