

**WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION**  
**1500 ROUTE 57 ~ WASHINGTON, NJ 07882**  
**REGULAR MEETING MINUTES**  
**September 18, 2019**

**CALL TO ORDER**

President Rutledge called the meeting to order at 4:08 p.m. on Wednesday, September 18, 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 September 12, 2019.

**Roll Call** – Board Secretary Hachlica

**Present:** Dr. Austin, Dr. Lamonte, and Mr. Rutledge  
**Absent:** Mr. McDonough, Mr. Shotwell  
**Also Present:** Mr. Zalewski, Superintendent  
Ms. Hachlica, Board Secretary  
Kerry Cahill, Attorney

**Others Present:** Approximately 6 members of the public.

**Adopt the Meeting Agenda**

**Resolution 13776-19: Adopt the Meeting Agenda**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board adopts the Meeting Agenda for the September 18, 2019 meeting as published with any addenda.

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

**Goal Setting**

Kathy Helewa from NJSBA discussed goal setting and help board to come up with Board Goals and District Goals.

**Resolution E654-19: Personnel, Negotiations and Legal Matters**

On the motion of Dr. Austin, seconded by Dr. Lamonte, the Board moved into executive session at 4:52 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 E655-19:**                      **Resume Regular Session**

On the motion of Dr. Austin, seconded by Dr. Lamonte, the Board reconvened into regular session at 5:32 p.m.

VOICE VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

**MOTION CARRIED**

**Discussion**

- **PUBLIC COMMENTS - Related to Agenda Items Only - None**
- **COMMUNICATIONS - Included in Board Packet - None**
- **SUPERINTENDENT'S REPORT – Mr. Zalewski updated the board on the library construction project. School had a great start to the year. Recruitment will have some changes this year. We will not be going out to the schools, will be utilizing social media, word of mouth, and our Open House. Mr. Zalewski also updated the board on a change to a couple of our transportation contracts.**
- **HIB REPORT/SUSPENSIONS**
  - Zero (0) HIB incidents were reported since the beginning of the school year.
  - Zero (0) in-school suspensions and two (2) out-of-school suspensions were reported since the beginning of the school year.
- **BOARD PRESIDENT'S REPORT - None**
- **DISCUSS EDUCATIONAL ISSUES - None**
- **NEW BUSINESS - None**

**Minutes – Regular Meeting Minutes**

**Resolution 13777-19:**                      **Approve Board Meeting Minutes as Listed Below**

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

**Resolution 13778-19:**                      **Approve August 21, 2019 Regular Meeting Minutes**

**Resolution 13779-19:**                      **Approve August 21, 2019 Regular Meeting Executive Session Minutes**

VOICE VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

**MOTION CARRIED**

**Resolution 13778-19:**                      **Approve August 21, 2019 Regular Meeting Minutes**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Minutes of August 21, 2019.

**Resolution 13779-19:**                      **Approve August 21, 2019 Regular Meeting Executive Session Minutes**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of August 21, 2019.

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**FINANCE & FACILITIES**

**Resolution 13780-19:**            **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:

- |                                    |  |
|------------------------------------|--|
| <b><u>Resolution 13781-19:</u></b> | <b>Receive, Accept, and Approve August 2019 Financial Reports</b>              |
| <b><u>Resolution 13782-19:</u></b> | <b>Board of Education's Monthly Certification of Major Account/Fund Status</b> |
| <b><u>Resolution 13783-19:</u></b> | <b>Approve Payment of Bills for September 2019</b>                             |
| <b><u>Resolution 13784-19:</u></b> | <b>Approve Transfers for August 2019</b>                                       |
| <b><u>Resolution 13785-19:</u></b> | <b>Establish 2019-2020 Tuition Reimbursement Rates</b>                         |
| <b><u>Resolution 13786-19:</u></b> | <b>Approve Contracts for Transportation for the 2019-2020 School Year</b>      |
| <b><u>Resolution 13787-19:</u></b> | <b>Approve Additional Charge for Locker Room/Toilet Room Project</b>           |

ROLL CALL VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

ABSTAIN: Dr. Lamonte (13786-19)

**MOTION CARRIED**

**Resolution 13781-19:**            **Receive, Accept, and Approve August 2019 Financial Reports**

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

Exhibit: F1

**Resolution 13782-19:**            **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 September 18, 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 13783-19:**            **Approve Payment of Bills for September 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 September 2019 in the amount of \$617,692.46.

Exhibit: F2

**Resolution 13784-19:**            **Approve Transfers for August 2019**

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

Exhibit: F3

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**Resolution 13785-19:**                    **Establish 2018-2019 Tuition Reimbursement Rates**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board establishes the 2019-2020 tuition reimbursement rates as \$718.00 per credit for Graduate courses and \$385.00 per credit for Undergraduate courses effective for the period July 1, 2019 through June 30, 2020. Reimbursement rate will be based upon the start date of the course taken.

Exhibit A

**Resolution 13786-19:**                    **Accept Contracts for Transportation for the 2019-2020 School Year**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the following new Contracts for transportation 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
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
Field Trips	Krapf	\$ 70.00	\$ 70.00

**Resolution 13787-19:**                    **Approve Additional Charge for Locker Room/Toilet Room Project**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the additional charge for the Locker Room/Toilet Room Project of \$3,334.83 to be funded from capital reserve.

**PERSONNEL**

**Resolution 13788-19:**                    **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 13789-19:**                    **Accept the Retirement Resignation of Debra Kessel as of March 1, 2020**

**Resolution 13790-19:**                    **Approve Student Observation from Warren County Community College to Observe Pat Lilly's Culinary Class**

**Resolution 13791-19:**                    **Approve FMLA for Employee #0895**

**Resolution 13792-19:**                    **Approve Harry Rieger as Bowling Volunteer Assistant for the 2019-2020 School Year**

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**Resolution 13793-19:**

**Approve Anthony Pandorf as Part Time Custodian for the 2019-2020 School Year**

**Resolution 13794-19:**

**Approve The Affirmative Action Team to Conduct a Needs Assessment Plan and The Comprehensive Equity Plan 2019-2022.**

**Resolution 13795-19:**

**Authorize the Affirmative Action Team to Develop a Needs Assessment, Comprehensive Plan, Implement the Plan Over a Three-Year Period of Time, and Submit an Annual Statement of Assurance of its Implementation and Progress**

**Resolution 13796-19:**

**Approve Juliann M. Cicco as a Substitute Teacher for the 2019-2020 School Year**

ROLL CALL VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

ABSTAIN: Dr. Lamonte (13795-19)

**MOTION CARRIED**

**Resolution 13789-19:**

## Accept the Retirement Resignation of Debra Kessel as of March 1, 2020

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED that this Board accept the retirement resignation of

Exhibit C

**Resolution 13790-19:**

## Approve Student Observation from Warren County Community College to Observe Pat Lilly's Culinary Class

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approve Emily Bussard from

**Resolution 13791-19:**

**Approve FMLA for Employee #0895**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves a 2 week FMLA for

**Resolution 13792-19:**

## Approve Harry Rieger as Bowling Volunteer Assistant for the 2019-2020 School Year

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves Harry Rieger as a

**Resolution 13793-19:**

## Approve Anthony Pandorf as Part Time Custodian for the 2019-2020 School Year

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves Anthony Pandorf as a Part

**Resolution 13794-19:**

**Approve The Affirmative Action Team to Conduct a Needs Assessment Plan and The Comprehensive Equity Plan 2019-2022.**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the Affirmative

**Resolution 13795-19:**

**Authorize the Affirmative Action Team to Develop a Needs Assessment, Comprehensive Plan, Implement the Plan Over a Three-Year Period of Time, and Submit an Annual Statement of Assurance of its Implementation and Progress**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board approves the submission of the

Exhibit D

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10/3/2019	K. Sarte	HESAA Financial Aid	\$0 + Mileage
10/11/2019	D. Forsythe	Social/Emotional Character Development Training	\$0 + Mileage
10/14/2019	R. Danner	Mentoring for Quality & Sustainability	\$40 + Mileage
10/21-10/24 2019	B. Hachlica	NJ School Board Association Conference Atlantic City, NJ	\$697.00 + Mileage
10/21-24/2019	A. Drescher	NJ School Board Association Conference Atlantic City, NJ	\$ -0-
10/21-24/2019	B. Cammarota	NJ School Board Association Conference Atlantic City, NJ	\$500.00 + Mileage
10/21-24/2019	G. Rutledge	NJ School Board Association Conference Atlantic City, NJ	\$500.00 + Mileage
10/24-10/28 2019	B. Hachlica	NJ International Association for Business Administrators Conference, National Harbor, Maryland	\$2,041.00 + Mileage
10/24/2019	M. Tamburro	Rutgers University Advisory	\$0 + Mileage
12/10/2019	K. Sarte	Writing Effective HIB Reports MUJC	\$0 + Mileage

**POLICY**

**Resolution 13800-19:**                      **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:

<b>5111.1</b>	<b>Vocation-Technical Education Application Process</b>
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Exhibit E

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

**ADDENDUM ITEMS**

**Resolution 13801-19:**                      **Accept The Uniform State Memorandum of Agreement Between the Education and Law Enforcement Official for 2019-2020**

On the motion of Dr. Austin, seconded by Dr. Lamonte, RESOLVED, that this Board accepts the Uniform State Memorandum of Agreement between the Education and Law Enforcement Officials for 2019-2020 School Year.

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

**Resolution 13802-19:**                      **Approve Bus Routes Based on The Emergency Transportation Quote**

On the motion of Dr. Austin, seconded by Mr. Rutledge, RESOLVED, that this Board approve the following routes based on the emergency transportation quote as listed below for the period of October 1<sup>st</sup> through November 30<sup>th</sup>:

<b>Route</b>	<b>Provider</b>	<b>Route Cost</b>	<b>Adjustment</b>
H	Krapf	\$350.00	\$1.00
Sports	Krapf	\$78.00 per hour	\$78.00 per hour
Late 1	GST	\$124.00	\$1.25
Late 2	GST	\$124.00	\$1.25

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Late 3	GST	\$124.00	\$1.25
Late 4	GST	\$124.00	\$1.25

ROLL CALL VOTE: YEAS: 3

ABSENT: Mr. McDonough, Mr. Shotwell

ABSTAIN: Dr. Lamonte

**MOTION CARRIED**

**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 5:41 p.m.

Respectively Submitted,

*Beth Hachlica*



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**Upcoming Dates of Interest:**

October 14	No School – County In-Service
November 2	Middle School Open House 9:00 A.M.
November 7	School Closed for Students – Teacher In-Service
November 8	School Closed – NJEA Convention