

WARREN COUNTY TECHNICAL SCHOOL BOARD OF EDUCATION
1500 ROUTE 57 ~ WASHINGTON, NJ 07882
REGULAR MEETING MINUTES
June 18 , 2025

CALL TO ORDER

President Austin will call the meeting to order at 5:01 p.m. on Wednesday, June 18, 2025, 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 8, 2024.

Roll Call – Board Secretary Williams

X Dr. Austin
X Dr. Lamonte
A Ms. Leahy
X Mr. McDonough
X Dr. Mlecz

Adopt the Meeting Agenda

Resolution 16005-25: Adopt the Meeting Agenda

On the motion of Mr. McDonough, seconded by Dr. Mlecz, RESOLVED, that this Board adopts the Meeting Agenda for the June 18, 2025, meeting as published with any addenda.

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

Motion Carried: Yes

Resolution E753-25: Personnel, Negotiations, and Legal Matters

On the motion of Mr. McDonough, seconded by Dr. Austin, 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. 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: 4 Nays: 0 Abstain: 0 Absent: 1

Motion Carried: Yes

Resolution E754-25: Resume Regular Session

On the motion of Mr. McDonough, seconded by Dr. LaMonte, the Board reconvened into regular session at 5:18 p.m.

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

Motion Carried: Yes

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Discussion

- **PUBLIC COMMENTS** - Related to Agenda Items Only- None
- **COMMUNICATIONS** None
- **SUPERINTENDENT'S REPORT** None
- **HIB REPORT/SUSPENSIONS**
 - Zero (0) HIB's since the previous Board Meeting
 - Zero (0) Out of School Suspensions since the previous Board Meeting
 - One (1) In School Suspensions since the previous Board Meeting
- **BOARD PRESIDENT'S REPORT** None
- **STUDENT REPRESENTATIVE** None
- **DISCUSS EDUCATIONAL TOPICS**
 - Student of the Marking Period
 - Mr. Tierney discussed the two students of the Marking Period
- **NEW BUSINESS**

MINUTES

Resolution 16006-25: 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 16007-25: Approve May 21, 2025, Regular Meeting Minutes

Resolution 16008-25: Approve May 21, 2025, Regular Meeting Executive Session Minutes

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

Motion Carried: Yes

Resolution 16007-25: Approve May 21, 2025, Regular Meeting Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Minutes of May 21, 2025.

Resolution 16008-25: Approve May 21, 2025, Regular Meeting Executive Session Minutes

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Regular Meeting Executive Session Minutes of May 21, 2025.

FINANCE & FACILITIES

Resolution 16009-25: Approve Finance & Facilities Resolutions as Listed Below

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

Resolution 16010-25: Receive, Accept, and Approve May 2025 Financial Reports

Resolution 16011-25: Board of Education's Monthly Certification of Major Account/Fund Status

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<u>Resolution 16012-25:</u>	Approve Payment of Bills for May 2025
<u>Resolution 16013-25:</u>	Approve Transfers for May 2025
<u>Resolution 16014-25:</u>	Approve the Transfer of Current Year Surplus to Reserve Accounts
<u>Resolution 16015-25:</u>	Approve Application for Perkins Post-Secondary State Funds for \$78,783
<u>Resolution 16016-25:</u>	Approve Application for Perkins Secondary Federal Funds for \$59,869 and Reserve Funds of \$15,793
<u>Resolution 16017-25:</u>	Approve Business Administrator's Contract for the 2025-2026 School Year

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte Abstain from 16017-25 Leahy Absent McDonough X Mlecz X

Resolution 16010-25: **Receive, Accept, and Approve May 2025 Financial Reports**
On the motion of _____, seconded by _____, RESOLVED, that the May 2025 financial reports of the Secretary and Treasurer be received, accepted, and approved.

Exhibit: F1

Resolution 16011-25: **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 May 2025, 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 16012-25: **Approve Payment of Bills for May 2025**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the payment of bills as shown on the attached Bills List for May 2025, in the amount of \$913,434.36.

Exhibit: F2

Resolution 16013-25: **Approve Transfers for May 2025**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves transfers for May 2025.

Exhibit: F3

Resolution 16014-25: **Approve the Transfer of Current Year Surplus to Reserve Accounts**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the transfer of the current year's surplus to a capital reserve;
WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit 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

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Regulations.

Resolution 16015-25: Approve Application for Perkins Post-Secondary State Funds for \$78,783

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the application for Perkins Post-Secondary State Funds in the amount of \$78,783.

Resolution 16016-25: Approve Application for Perkins Secondary Federal Funds for \$59,869 and Reserve Funds of \$15,379

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the application for Perkins Secondary Federal Funds in the amount of \$59,869 and Reserve Funds \$15,379.

Resolution 16017-25: Approve Business Administrator's Contract for the 2025-2026 School Year

On the motion of _____, seconded by _____, RESOLVED that this Board approves the employment contract with Donna Williams, Business Administrator for the 2025-2026 School Year.

Exhibit: F4

PERSONNEL

Resolution 16018-25: Approve Personnel Resolutions as Listed Below

On the motion of Mr. McDonough, seconded by Dr. LaMonte, RESOLVED, that this Board approves personnel resolutions as listed below, upon the recommendation of the Superintendent:

Resolution 16019-25: Approve Extra-Curricular Appointments for the 2025-2026 School Year

Resolution 16020-25: Approve Maintenance Custodian Job Description

Resolution 16021-25: Approve Facility Manager Job Description

Resolution 16022-25: Approve FMLA for Employee #1184

Resolution 16023-25: Approve Part-Time Maintenance Custodial Personnel for the 2025-2026 School Year

Resolution 16024-25: Revise Resolution 15988-25 for Cynthia Jones-Gaffney to Reflect the Following

Resolution 16025-25: Approve Michele Beneducci for Curriculum Writing

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte X Leahy Absent McDonough X Mlecz X

Resolution 16019-25: Approve Extra-Curricular Appointments for the 2025-2026 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following extra-curricular appointments for the 2025-2026 school year:

Testing Coordinator	K. Sarte
Curriculum Coordinators	M. Vulcano, C. Feilbach, M. Fredericks
AM Monitor Fall	T. Giraldi Lynch
PM Monitor	A. Lazorchak

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Resolution 16020-25: **Approve Maintenance Custodian Job Description**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Maintenance Custodian job description as follows:

Exhibit: A

Resolution 16021-25: **Approve Facility Manager Job Description**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Facility Manager job description.

Exhibit: B

Resolution 16022-25: **Approve FMLA for Employee #1184**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves FMLA for the employee #1184 effective approximately September 19, 2025, with an anticipated return date of December 1, 2025.

Exhibit: C

Resolution 16023-25: **Approve Part-Time Maintenance Custodial Personnel for the 2025-2026 School Year**

On the motion of _____, seconded by _____, RESOLVED that this Board approves the following personnel as Part-Time Maintenance Custodial personnel, for the remainder of the 2025-2026 school year, not to exceed 20 hours per week unless approved by the Business Administrator.

Exhibit: D

Resolution 16024-25: **Revise Resolution 15988-25 for Cynthia Jones-Gaffney to Reflect the Following**

On the motion of _____, seconded by _____, RESOLVED that this Board approves the revision of Resolution 15988-25 for Cynthia Jones-Gaffney to reflect the following: Part-Time 12-month LPN Instructor (30 hours per week) at an annual salary of \$45,000 for the 2025-2026 school year.

Resolution 16025-25: **Approve Michele Beneducci for Curriculum Writing**

On the motion of _____, seconded by _____, RESOLVED that this Board approves Michele Beneducci for Summer Curriculum Writing for the 2024-2025 school year for Science for the Trades.

TRAVEL

Resolution 16026-25: **Approve Field Trips and Chaperones as Listed Below**

On the motion of Mr. McDonough, seconded by Dr. Austin, RESOLVED, that this Board approves the field trip and chaperones as listed below:

July 4, 2025	B. Wheatley	Washington 4th of July Parade with Police Explorers Club	\$0
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ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte Abstain Leahy Absent McDonough X Mlecz X

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EDUCATIONAL

Resolution 16027-25: Approve Educational Resolutions as Listed Below

On the motion of Mr. McDonough, seconded by Dr. Mlecz, RESOLVED, that this Board approves educational resolutions as listed below, upon the recommendation of the Superintendent:

Resolution 16028-25: Approve the School Bus Evacuation Drill for the 2024-2025 School Year

Resolution 16029-25: Approve the Remote Instruction Plan for the 2024-2025 School Year

ROLL CALL VOTE:

Motion Carried: Yes

Austin X Lamonte Abstain Leahy Absent McDonough X Mlecz X

Resolution 16028-25: Approve the School Bus Evacuation Drill for the 2024-2025 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the second 2024-2025 School Bus Evacuation Drill.

Exhibit: E

Resolution 16029-25: Approve the Remote Instruction Plan for the 2025-2026 School Year

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the Remote Instruction Plan for the 2025-2026 school year.

Exhibit: F, F(1)

Discussion- What is Remote Instruction? - Approving a remote instruction plan is required annually. It is for if the district experiences an emergency and needs to be closed more than three days in a row

ADDENDUM ITEMS

PUBLIC COMMENTS – Any topic not discussed earlier. -None

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 in duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic has been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question the Board members individually;

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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.

ADJOURNMENT

Adjourn the Meeting

On the motion of Dr. LaMonte, seconded by Mr. McDonough, the Board adjourned the meeting at 5:32 p.m.

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

Motion Carried: Yes

Upcoming Dates of Interest:

July 16, 2025 Board of Education Meeting