

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

CALL TO ORDER

President Rutledge will call the meeting to order at 4:00 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

___ Dr. Austin
___ Dr. Lamonte
___ Mr. McDonough
___ Mr. Shotwell
___ Mr. Rutledge

Adopt the Meeting Agenda

Resolution 13776-19: Adopt the Meeting Agenda

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

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Goal Setting

Kathy Helewa from NJSBA will discuss goal setting.

Resolution E654-19: Personnel, Negotiations and Legal Matters

On the motion of _____, seconded by _____, the Board moved into executive session at _____ 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:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

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Resolution E655-19: Resume Regular Session

On the motion of _____, seconded by _____, the Board reconvened into regular session at _____ p.m.

VOICE VOTE: Yeas:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

Discussion

- **PUBLIC COMMENTS** - Related to Agenda Items Only
- **COMMUNICATIONS** - Included in Board Packet
- **SUPERINTENDENT'S REPORT**
- **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**
- **DISCUSS EDUCATIONAL ISSUES**
- **NEW BUSINESS**

Minutes – Regular Meeting Minutes

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

On the motion of _____, seconded by _____, 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:___ Nays:___ Abstain:___ Absent:___

Motion Carried: Yes / No

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

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

<u>Resolution 13781-19:</u>	Receive, Accept, and Approve August 2019 Financial Reports
<u>Resolution 13782-19:</u>	Board of Education's Monthly Certification of Major Account/Fund Status
<u>Resolution 13783-19:</u>	Approve Payment of Bills for September 2019
<u>Resolution 13784-19:</u>	Approve Transfers for August 2019
<u>Resolution 13785-19:</u>	Establish 2019-2020 Tuition Reimbursement Rates
<u>Resolution 13786-19:</u>	Approve Contracts for Transportation for the 2019-2020 School Year
<u>Resolution 13787-19:</u>	Approve Transferring Transportation Contracts for the 2019-2020 School Year
<u>Resolution 13788-19:</u>	Approve Additional Charge for Locker Room/Toilet Room Project

ROLL CALL VOTE:

Motion Carried: Yes / No

Austin ___ Lamonte ___ McDonough ___ Shotwell ___ Rutledge ___

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

On the motion of _____, seconded by _____, 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 _____, 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 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 _____, seconded by _____, 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 _____, seconded by _____, 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 _____, seconded by _____, 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 _____, seconded by _____, 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	Kraph	\$ 319.00	\$ 1.75
D	GST	\$ 284.00	\$ 1.50
E	GST	\$ 294.00	\$ 1.50
F	Kraph	\$ 330.00	\$ 1.75
G	Kraph	\$ 298.00	\$ 1.75
H	First Student	\$ 338.50	\$ 0.93
I	Kraph	\$ 337.00	\$ 1.75
J	GST	\$ 274.00	\$ 1.50
K	GST	\$ 299.00	\$ 1.50
L	GST	\$ 274.00	\$ 1.50
M	Kraph	\$ 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	\$ -
	Provider	Per bus	Per hour
Sports	First Student	\$ 75.00	\$ 75.00
Field Trips	Kraph	\$ 70.00	\$ 70.00

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Resolution 13787-19: **Approve Transferring Transportation Contracts for the 2019-2020 School Year**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves transferring transportation contracts with the following companies for the 2019-2020 school year as listed below:

Route	Previous Provider	New Provider	Route Cost	Adjustment
Late 1	First Student	Kraph	\$ 103.00	\$ -
Late 2	First Student	Kraph	\$ 103.00	\$ -
Late 3	First Student	Kraph	\$ 103.00	\$ -
Late 4	First Student	Kraph	\$ 103.00	\$ -
	Provider		Per bus	Per hour
Sports	First Student	Kraph	\$ 75.00	\$ 75.00
Bus H	First Student	Kraph	\$ 338.50 per day	

Exhibit B

Resolution 13788-19: **Approve Additional Charge for Locker Room/Toilet Room Project**
On the motion of _____, seconded by _____, 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 13789-19: **Approve Personnel Resolutions as Listed Below**
On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following personnel resolutions as listed below:

Resolution 13790-19: **Accept the Retirement Resignation of Debra Kessel as of March 1, 2020**
Resolution 13791-19: **Approve Student Observation from Warren County Community College to Observe Pat Lilly's Culinary Class**
Resolution 13792-19: **Approve FMLA for Employee #0895**
Resolution 13793-19: **Approve Harry Rieger as Bowling Volunteer Assistant for the 2019-2020 School Year**
Resolution 13794-19: **Approve Anthony Pandorf as Part Time Custodian for the 2019-2020 School Year**
Resolution 13795-19: **Approve The Affirmative Action Team to Conduct a Needs Assessment Plan and The Comprehensive Equity Plan 2019-2022.**
Resolution 13796-19: **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 13797-19: **Approve Juliann M. Cicco as a Substitute Teacher for the 2019-2020 School Year**

ROLL CALL VOTE:

Motion Carried: Yes / No

Austin ___ Lamonte ___ McDonough ___ Shotwell ___ Rutledge ___

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Resolution 13790-19: **Accept the Retirement Resignation of Debra Kessel as of March 1, 2020**

On the motion of _____, seconded by _____, RESOLVED that this Board accept the retirement resignation of Debra Kessel, Physical Education Instructor, effective March 1, 2020.

Exhibit C

Resolution 13791-19: **Approve Student Observation from Warren County Community College to Observe Pat Lilly's Culinary Class**

On the motion of _____, seconded by _____, RESOLVED, that this Board approve Emily Bussard from Warren County Community College to observe Pat Lilly's Culinary class during the fall of 2019.

Resolution 13792-19: **Approve FMLA for Employee #0895**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves a 2 week FMLA for employee #0895 between October and November 2019.

Resolution 13793-19: **Approve Harry Rieger as Bowling Volunteer Assistant for the 2019-2020 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Harry Rieger as a Bowling Volunteer Assistant for the 2019-2020 school year.

Resolution 13794-19: **Approve Anthony Pandorf as Part Time Custodian for the 2019-2020 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves Anthony Pandorf as a Part Time Custodian at the hourly rate of \$15.00 for the 2019-2020 school year.

Resolution 13795-19: **Approve The Affirmative Action Team to Conduct a Needs Assessment Plan and The Comprehensive Equity Plan 2019-2022.**

On the motion of _____ seconded by _____, RESOLVED, that this Board approves the Affirmative Action Team to conduct a needs assessment and develop the Comprehensive Equity Plan (CEP) 2019-2022.

Resolution 13796-19: **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 _____ seconded by _____, RESOLVED, that this Board approves the submission of the Comprehensive Equity Plan (CEP) for 2019-2020 through 2021-2022 and support for the full implementation of the plan commencing on July 1, 2019 upon approval from the New Jersey State Department of Education

Exhibit D

Resolution 13797-19: **Approve Juliann M. Cicco as a Substitute Teacher for the 2019-2020 School Year**

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the hiring of Juliann m. Cicco as a substitute Teacher for the 2019-2020 school year.

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TRAVEL

Resolution 13798-19: Approve Travel Resolutions as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the following travel resolutions as listed below:

Resolution 13799-19: Approve Field Trip Resolutions as Listed Below

Resolution 13800-19: Approve Staff Professional Development Travel as Listed Below

ROLL CALL VOTE:

Motion Carried: Yes / No

Austin ____ Lamonte ____ McDonough ____ Shotwell ____ Rutledge ____

Resolution 13799-19: Approve Field Trip Resolutions as Listed Below

On the motion of _____, seconded by _____, RESOLVED, that this Board approves the field trip travel resolutions as listed below:

Date	Destination	Instructor	Number Of Students	Purpose	Approx. Transp. Cost
TBA	NJ College Fair Expo	K. Sarte	75	College exploration and Information	Other
9/25,26/2019	Pohatcong Creek	J. Cooper	40	Observe changes in water quality & forest characteristics through the seasons	\$0
1/13/2019	Warren County Library, Lopatcong, NJ	E. LePera	5	To obtain research material.	WCTS

Resolution 13800-19: Approve Staff Professional Development Travel as Listed Below

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

Date	Name	Description/Reason	Approx. Cost
9/18,11/13,12/11, 1/15,2/19,3/18, 4/15,5/13	J. Mylecraine	Warren/Sussex Special Education Meeting	\$0 + Mileage
9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/18, 4/22, 5/20	B. Hachlica	Hunterdon/Warren Association of School Board Officials	\$0 + Mileage
9/18/2019	R. Gara	Bowling Coaches Clinic	\$90 + Mileage
9/24/2019	K. Forsythe	Administrators Evaluating Administrators	\$0 + Mileage
9/27/2019	R. Danner	ASE Re-Certification, Allentown, PA	\$175.94 + Mileage
9/27/2019	R. Gara	Skills USA Advisors Meeting	\$0 + Mileage
10/2/2019	K. Sarte	School Support Network-School Climate	\$0 + Mileage
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

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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 13801-19: Approve on First Reading Revisions to the Board Policy Manual

On the motion of _____ seconded by _____, RESOLVED, that this Board approves on First reading revisions to the Board Policy Manual as follows:

5111.1	Vocation-Technical Education Application Process
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Exhibit E

ROLL CALL VOTE:

Motion Carried: Yes / No

Austin ___ Lamonte ___ McDonough ___ Shotwell ___ Rutledge ___

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:

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- 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 _____, seconded by _____, the Board adjourned the meeting at _____ p.m.

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