

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
Reorganization/Regular Business Meeting

November 1, 2016

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2016 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Mrs. Barbara Dawson at 6:31 p.m. with a salute to the flag.

Presiding Officer Mrs. Barbara Dawson read the following statement:

"I hereby announce that adequate notice of this meeting of the Board of Education of the Morris County Vocational School District was given as required by the "Open Public Meetings Act" as follows:

Written notice was given to the official newspapers, the Star Ledger and Daily Record/Morristown Newspapers, Inc., by fax or hand delivered on November 3, 2015 and a copy of the notice was posted on the bulletin board in the Morris County School of Technology, Denville, New Jersey by the Secretary of this Board and a copy of the notice was likewise filed in the Secretary's Office and a copy sent to the Clerk of the Board of Chosen Freeholders of Morris County and the Clerk of the Township of Denville at the same time. Copies of this notice were mailed, by certified mail to all persons who have requested it, and the Secretary of this Board shall incorporate into the minutes of this meeting a copy of the notice as above set forth."

ROLL CALL

The following Board Members were present: President Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, and Mr. Roger A. Jinks, Sr.

Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

APPOINTMENT AND ELECTION OF OFFICERS

Freeholder Appointment to Board of Education

<u>Board Members</u>	<u>Renewal Date</u>
Barbara Dawson	November 2019
Lawrence J. Colasurdo	November 2020
Mary Dougherty	November 2018
John P. Hyland	November 2017
Roger A. Jinks, Sr.	N/A

Appointed Lawrence J. Colasurdo as a Trustee to the Morris County Vocational School District Board of Education. Mr. John Mills administered the oath of office.

Motion made by Mrs. Dougherty, seconded by Mr. Colasurdo, to appoint Susan Young as temporary chairperson for the purpose of conducting the election of President and Vice President.

Roll Call Vote - All Present Voting Yes - Motion Carried.

The temporary chairperson called for nominations for the Office of President: Mr. Jinks, seconded by Mrs. Dougherty, nominated Mrs. Barbara Dawson. There being no other nominations from the floor, Mr.

Colasurdo moved, seconded by Mr. Jinks, to close nominations for the Office of the President and elected Mrs. Barbara Dawson by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

The temporary chairperson called for nominations for the Office of Vice President: Mrs. Dougherty, seconded by Mr. Jinks, nominated Mr. Lawrence Colasurdo. There being no other nominations from the floor, Mrs. Dougherty moved, seconded by Mr. Jinks, to close nominations for the Office of the Vice President and elected Mr. Lawrence Colasurdo by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

Appointment of Committees

The following individuals are appointed to serve on committees until the Annual Reorganization Meeting on November 1, 2017:

COMMITTEE MEMBERSHIP FOR 2016-2017

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
Personnel	Mr. Colasurdo	Mrs. Dawson
Finance	Mr. Hyland	Mrs. Dougherty

Appointment of Delegates and Representatives

Motion made by Mr. Jinks, seconded by Mrs. Dougherty, to appoint the following delegates/representatives for the 2016-2017 school year:

Morris County Educational Services Commission: Mary Dougherty

Alternate to the Morris County Educational Services Commission: John Hyland

Morris County School Boards Association: Lawrence Colasurdo

Alternate to the Morris County School Boards Association: Barbara Dawson

New Jersey School Boards Association: Barbara Dawson

Alternate to the New Jersey School Boards Association: Lawrence Colasurdo

Morris County Board of School Estimate: John Hyland

Alternate to the Morris County Board of School Estimate: Barbara Dawson

Second Alternate to the Morris County Board of School Estimate: Mary Dougherty

Roll Call Vote - All Present Voting Yes - Motion Carried.

The following reorganization motions made by Mr. Colasurdo, seconded by Mrs. Dougherty, were approved as submitted.

Meeting Dates

Established regular meeting dates on the 2nd Tuesday of the month at 6:30 p.m. unless specified otherwise on the below schedule :

December 13, 2016	6:30 P.M.	July 18, 2017 (third Tuesday)	7:30 A.M.
January 10, 2017	6:30 P.M.	August 8, 2017	7:30 A.M.
February 14, 2017	6:30 P.M.	September 12, 2017	6:30 P.M.
March 14, 2017	6:30 P.M.	October 10, 2017	6:30 P.M.
April 18, 2017 (third Tuesday)	6:30 P.M.	*November 1, 2017	6:30 P.M.
May 9, 2017	6:30 P.M.	(Wednesday) Annual Reorganization	
June 13, 2017	6:30 P.M.	and Regular Business Meeting	

**Reorganization Meeting (1st day of November by State Statute 18A:54-18.)*

Code of Ethics

Adopted the "Code of Ethics for School Board Members" as per the attached.

Authorizations

Approved the Board Attorney or in his/her absence, the President, or the Vice President, to act as Board Secretary in the absence of the Board Secretary.

Curriculum

Approved, the re-adoption of all existing curricula revised to the 2009-2010 New Jersey Student Learning Standards as per attached list.

Textbooks

Approved, the re-adoption of all existing textbooks for the 2016-2017 school year as per attached list.

Policies and Procedures

Approved the re-adoption of all existing policies of the Morris County Vocational School District for the 2016-2017 school year.

Organization Chart

Approved, the organization chart as attached.

Standard Operating Procedures Manual

Approved, the 2016-2017 Standard Operating Procedures Manual.

Roll Call Vote - All Present Voting Yes - Motions Carried.

REGULAR BUSINESS MEETING

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

Reports:

- Open House Update presented by Shari Castelli.
- Update on visit by new CCM President, Anthony J. Iacono by Scott Moffitt.
- 2017-2018 Tentative Budget Calendar presented by Susan Young.

Information Only:

- Fire and Security Drills Log
- Student Incident Report

COMMITTEE PROGRAMS - NONE

HEARING OF THE PUBLIC - NONE

MINUTES

The following motion made by Mr. Colasurdo, seconded by Mr. Jinks, was approved as submitted.

Approved, the minutes of the Regular Meeting of the Board of Education of October 11, 2016.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo, and Mrs. Dougherty

No: 0

Abstain: 1 Mr. Jinks, Sr.

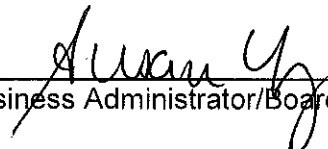
Motion Carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT and TREASURER'S REPORT

The following motions made by Mr. Colasurdo, seconded by Mr. Jinks, were approved as submitted.

Approved the Report of the Business Administrator/Board Secretary submitted pursuant to 18A:17-9 for the period ending and investments made during the month of September 2016. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 30, 2016, after review of the Secretary's monthly financial report (appropriate section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Attachment #10)

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of September 30, 2016 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.



Business Administrator/Board Secretary

11-1-16

Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2016.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo, and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks, Sr.
Motion Carried.

FINANCE

The following motions made by Mr. Colasurdo, seconded by Mrs. Dougherty, were approved as submitted.

- A.** Approved, upon the recommendation of the Superintendent, the payment of bills as attached.
- B.** Approved, upon the recommendation of the Superintendent, the following amendments to the 2016-2017 Current Expense anticipated revenue budget statement and the corresponding appropriations budget for Funds 11, 12, 13, 20, 30, 60, 62, 63, 66 and 67 as per listing attached.
- C.** Approved, upon the recommendation of the Superintendent, the attached list of travel and related costs which are educationally necessary, fiscally prudent, in compliance with state travel reimbursement guidelines, are related to and within the scope of the employee's current responsibilities and promote the delivery of instruction or further the efficient operation of the school district.
- D.** Amended, upon the recommendation of the Superintendent, the resolution of October 11, 2016 to accept the donation of a 2002 Ford Taurus Wagon from John Davidson, Denville, New Jersey, with an estimated value of \$2,400.00 for use in the auto programs, with a letter of appreciation to the donor (correction to the estimated value).

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo, and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks, Sr.
Motion Carried.

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mrs. Dougherty, seconded by Mr. Colasurdo, were approved as submitted.

- A.** Approved, upon the recommendation of the Superintendent, the senior internships for the 2016-2017 school year as per the attached list.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Jinks
No: 0
Abstain: 0
Motion Carried.

- B.** Accepted, upon the recommendation of the Superintendent, the attached Harassment, Intimidation and Bullying Report.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Jinks
No: 0
Abstain: 0
Motion Carried.

- C.** Approved, upon the recommendation of the Superintendent, the 2016-2017 Nursing Services Plan.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Jinks
No: 0
Abstain: 0
Motion Carried.

- D.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2016-2017 school year.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Jinks
No: 0
Abstain: 0
Motion Carried.

- E.** Approved, upon the recommendation of the Superintendent, the attached School Bus Emergency Evacuation Drill Report for drills completed on October 25 and 26, 2016.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Jinks
No: 0
Abstain: 0
Motion Carried.

- F.** Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS the Quality Single Accountability Continuum (QSAC) is a statutorily-mandated system of school district performance assessment and is New Jersey's system of education accountability; and

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum;

NOW THEREFORE BE IT RESOLVED, that the 2016-2017 New Jersey Quality Single Accountability Continuum (QSAC) Statement of Assurance is approved for submission to the New Jersey Department of Education.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo, and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks, Sr.
Motion Carried.

PERSONNEL

The following motions made by Mr. Colasurdo, seconded by Mrs. Dougherty, were approved as submitted.

- A.** Approved, upon the recommendation of the Superintendent, the appointment of Kathleen Whitehead as a Timekeeper for the 2016-2017 school year at the rate of \$35.00 per game.
- B.** Approved, upon the recommendation of the Superintendent, the appointment of Ashley Gaunt as a School Counselor to fulfill a leave of absence at MA Step 3 with an anticipated start date of December 12, 2016 through June 30, 2017, pending successful completion of a criminal history background check and pre-employment physical examination.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of the following staff members as Accuplacer Proctors for the 2016-2017 school year:

Erin Lowe
Briana Spann

- D.** Accepted the resignation of Michael Quaglio as a Lead Teacher effective August 27, 2016.
- E.** Approved, upon the recommendation of the Superintendent, reimbursement to the following MCVSD administrators for mentoring fees incurred in the amount of \$3,300.00 per person upon successful completion of the NJ Leaders to Leaders program:

Athena Borzeka
Kerry Eberhardt
Mark Menadier

- F.** Accepted the resignation of Robert Lynch, part-time Adult Continuing Education Electrical Instructor, effective December 31, 2016.
- G.** Approved, upon the recommendation of the Superintendent, the appointment of Herbert Browne and Oscar Nieves to write a new curriculum for the Adult Continuing Education Foundations in Fabrication program for a total of 25 hours each at the rate of \$33.00 per hour with final product due by May 1, 2017, with funding provided by FY17 Perkins Postsecondary Grant.
- H.** Rescinded the appointment of the Supervisor of Science, Technology, Engineering and Mathematics as the Chemical Hygiene Officer for the 2016-2017 school year.
- I.** Approved, upon the recommendation of the Superintendent, the appointment of the Supervisor of Instruction, Core Academic Programs, as the Chemical Hygiene Officer for the 2016-2017 school year.

- J. Approved, upon the recommendation of the Superintendent, an unpaid maternity leave of absence for Jessica Prentice, Physical Education Teacher, for the period December 5, 2016 through December 31, 2016.
- K. Approved, upon the recommendation of the Superintendent, an extension to the the appointment of John Lisella as a Physical Education Teacher to fulfill a leave of absence at BA Step 1-2 at the annual salary of \$58,966.00 prorated for the period November 29, 2016 through December 31, 2016.
- L. Approved, upon the recommendation of the Superintendent, the appointment of Kathleen Whitehead to write a new curriculum for Sports Medicine Grade 12, at the rate of \$33.00 per hour for a maximum of 50 hours with final product due by May 15, 2017, with funding provided by FY17 Perkins Secondary Grant.
- M. Approved, upon the recommendation of the Superintendent, the appointment of the following faculty members as After School Language Arts Instructors for a total of 4 hours per week each for a maximum of 30 weeks at the rate of \$33.00 per hour for the period November 2, 2016 through June 30, 2017, with funding provided by FY17 NCLB Grant:

Joan Naegele
Jennifer Skomial

- N. Approved, upon the recommendation of the Superintendent, the appointment of William Mickley as a part-time Adult Continuing Education Electrical Instructor at the rate of \$35.00 per hour for a maximum of 63 hours for the period January 2, 2017 through June 30, 2017, pending sufficient enrollment.
- O. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following individuals as Instructors/Supervisors for Local Hack Day on December 3, 2016 at the rate of \$33.00 per hour:

<u>Name</u>	<u>Maximum # Hours</u>
Peter Brillon	12 hours
Steven Hendricks	12 hours
Timothy Lopreiato	12 hours
Thomas Randolph	12 hours

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Jinks
No: 0
Abstain: 0
Motion Carried.

BUILDINGS AND GROUNDS

The following motion made by Mr. Jinks, seconded by Mr. Colasurdo, was approved as submitted.

- A. Approved, upon the recommendation of the Superintendent, the submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Comprehensive Maintenance Three Year Plan, 2015-2016 through 2017-2018 to the County Office.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo, and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks, Sr.
Motion Carried.

HEARING OF THE PUBLIC – NONE

OLD BUSINESS - NONE

NEW BUSINESS

- Freeholder Liaison Meeting: December 7th or December 8th at 6:00 p.m.?
- Next Board Meeting: December 13, 2016 at 6:30 p.m.
- Academic Achievement Award Dinner: June 7, 2017
- Graduation: June 23, 2017

SUNSHINE RESOLUTION

The following motion made by Mr. Colasurdo, seconded by Mrs. Dougherty, was approved as submitted.

WHEREAS, this meeting is duly and properly called for a regular session meeting of this Body and adequate notice has been given as provided for by the “Open Public Meetings Act:” and,

WHEREAS, it is now necessary that the Board of Education of the Morris County Vocational School District consider the following matter:

- Land Acquisition

which falls within the exceptions as set forth in the “Open Public Meetings Act” and therefore is a matter which this Body determines should be discussed at a closed meeting. It is anticipated that this closed session will last approximately **15 minutes**.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE Board of Education of the Morris County Vocational School District as follows:

That this Body shall at this time recess this meeting and conduct a closed meeting concerning the above referenced matter, which involves exceptions this Body hereby determines are of such a nature that they cannot be discussed at an open meeting and this Body is at this time unable to determine when the matter under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

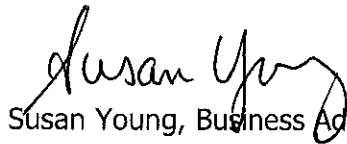
The meeting was recessed at 7:04 p.m. and reconvened at 7:25 p.m. with the following Board Members present: President Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, and Mr. Roger A. Jinks, Sr. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Mr. Jinks, to adjourn the meeting at 7:26 p.m.

Roll Call Vote – All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Young". The signature is written in black ink and is positioned above the printed name.

Susan Young, Business Administrator/Board Secretary