

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

February 14, 2017

A regular meeting of the Morris County Vocational School District held on February 14, 2017 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:35 p.m. with a salute to the flag.

Presiding Officer President 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:

Pursuant to Section 5 of the Open Public Meetings Act adequate written notice was given to the official newspapers the Star Ledger and Daily Record/Morristown Newspapers, Inc. by email on November 1, 2016 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 at roll call: President Barbara Dawson, Mr. John Hyland, and Mrs. Mary Dougherty.

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

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

Reports:

- 2015-2016 District and School HIB Grades Report- presented by Scott Moffitt with a total score for the Denville campus, LPS (Butler) and MSE (Morris Hills)- 71 out of 78 Final score
- 2016-2017 Violence and Vandalism Report as reported by Mark Menadier showed no incidences during the period September-December 2016

Information Only:

- Security and Fire Drill Logs
- Student Incident Report

COMMITTEE PROGRAMS

Strategic Plan: Culture and Climate Task Force status report presented by Rori Benson, Kerry Eberhardt, Lynne Jackson and Mark Menadier

HEARING OF THE PUBLIC (related to agenda items only) – NONE

MINUTES

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

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of January 10, 2017 as submitted.

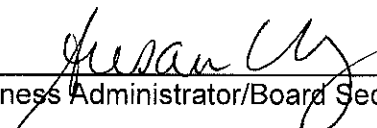
Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

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

The following motions made by Mr. Hyland, seconded by Mrs. Dougherty, 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 December 2016. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of December 31, 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.

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of December 31, 2016 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.



Business Administrator/Board Secretary

2-14-17

Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending December 31, 2016.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

FINANCE

The following motions made by Mrs. Dougherty, seconded by Mr. Hyland, 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, and 66 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.** Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, N.J.S.A. 6A:23A-14.2 et. seq. permits a board of education, at any time, to establish a maintenance reserve account by board resolution; and,

WHEREAS, the account shall be established and held in accordance with GAAP and shall be subject to annual audit; and

WHEREAS, the funds in the maintenance reserve account are restricted to required maintenance appropriations as reported on in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and,

WHEREAS, a district board of education or board of school estimate shall not transfer such funds to any other line-item account.

NOW THEREFORE BE IT RESOLVED that the Morris County Vocational School District Board of Education hereby authorizes the district's School Business Administrator to establish said account consistent with all applicable laws and regulations in the amount of \$1.00.

- E.** Approved, upon the recommendation of the Superintendent, that the Board of Education gives Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project as applicable for the following work as an educational facility capital project:

USA Project #2016-138 HVAC Upgrades and Water Heater Replacements Bldgs. #1 & #4
NJ DOE State Plan No. 3365-050-17-1000

- F.** Approved, upon the recommendation of the Superintendent, that the Board of Education authorizes amendments to the district's approved Long Range Facility Plan for the following project:

USA Project #2016-138 HVAC Upgrades and Water Heater Replacements Bldgs. #1 & #4
NJ DOE State Plan No. 3365-050-17-1000

- G.** Approved, upon the recommendation of the Superintendent, that the Board of Education approves submission to the State Department of Education, the project application for the following work as an educational facility capital project requesting debt service aid:

USA Project #2016-138 HVAC Upgrades and Water Heater Replacements Bldgs. #1 & #4
NJ DOE State Plan No. 3365-050-17-1000

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

WHEREAS, there exists a need for the retention of engineering services; and

WHEREAS, funds are available for these purposes, and

WHEREAS, contracts for "Professional Services" under Local Public Contracts Law (N.J.S.A. 18A:18A-5) require an award by the Board of Education by resolution at a public meeting.

The President and Secretary are hereby authorized and directed to execute an agreement with:

Strunk Albert Engineering to serve as engineering professionals to the Board of Education for the 2016-2017 school year per the rate schedule attached.

These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Contracts Law because:

The services of licensed engineers et al. are considered "Professional Services" under the provisions of the Local Public Contracts Law because such services are of such qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

- I. Approved, upon the recommendation of the Superintendent, the attached Collaboration Agreement between the Morris County Vocational School District and Morris Hills Regional Board of Education for the Academy for Mathematics, Science and Engineering for the period July 1, 2017 through June 30, 2022 (second student cohort added).
- J. Approved, upon the recommendation of the Superintendent, the waiver of the district's participation in the SEMI program for the 2017-2018 school year:

WHEREAS, N.J.A.C. 6A:23A-5.3(b)2 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 school year; and

WHEREAS, the Morris County Vocational School District Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty Medicaid eligible full-time classified students;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2017-2018 school year.

- K. Approved, upon the recommendation of the Superintendent, the following tuition rates for the postsecondary programs for the 2017-2018 school year (5% rate increase from 2016-2017):

Program	2016-2017 In County Rate	2017-2018 In County Rate	2016-2017 Out of County Rate	2017-2018 Out of County Rate
Cosmetology	\$8,335	\$8,752	\$9,335	\$9,802
HVAC	\$8,575	\$9,004	\$9,575	\$10,054
LPN	\$10,325	\$10,841	\$11,325	\$11,891

- L. Accepted, upon the recommendation of the Superintendent, two Dremel Idea Builder 3D20 printers won by the CADD program in a Dremel Education contest with an estimated total value of \$2,000.00.
- M. Approved, upon the recommendation of the Superintendent, the agreement with The OMNI Financial Group, Inc. to act as third party administrator for the district's tax shelter annuity plans effective March 15, 2017.
- N. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, the Morris County Vocational School District has heretofore maintained an arrangement intended to satisfy the requirements of Section 403(b) of the Code;

WHEREAS, final regulations under Section 403(b) of the Code issued by the Internal Revenue Service on July 26, 2007 require that the District's 403(b) arrangement be maintained pursuant to the terms of a written plan document; and

WHEREAS, through execution of an Adoption Agreement, the District wishes to amend and restate

the District's 403(b) arrangement as set forth herein and in such Adoption Agreement;

NOW THEREFORE, the Morris County Vocational School District hereby amends and restates its 403(b) arrangement effective March 15, 2017 as provided herein and in the Adoption Agreement.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mrs. Dougherty, seconded by Mr. Hyland, 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.
- B.** Accepted, upon the recommendation of the Superintendent, the attached Harassment, Intimidation and Bullying Report.
- C.** Approved, upon the recommendation of the Superintendent, the contract between Morris County Vocational School District and Morris View Healthcare Center to provide a clinical site for the Licensed Practical Nursing Program for the period February 14, 2017 through February 13, 2020.
- D.** Approved, upon the recommendation of the Superintendent, the 2016-2017 Violence and Vandalism Report for the period September 1, 2016 – December 31, 2016.
- E.** Approved, upon the recommendation of the Superintendent, the adoption of the 2017-2018 school calendar as attached.
- F.** Confirmed and approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2016-2017 school year.
- G.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2016-2017 school year.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

POLICIES AND PROCEDURES

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

- A.** Approved, upon the recommendation of the Superintendent, the following revised policies:

4111.1/4211.1	NonDiscrimination/Affirmative Action
4116	Evaluation
5145.4	Equal Educational Opportunity
6121	NonDiscrimination/Affirmative Action
6147	Standards of Proficiency

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland, and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

PERSONNEL

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

- A. Accepted the resignation of Antonietta Alberto, School Social Worker, effective March 15, 2017.
- B. Approved, upon the recommendation of the Superintendent, the appointment of Helene Leonard as an After School Math Instructor for a total of four hours per week for a maximum of 120 hours at the rate of \$50.00 per hour for the period February 15, 2017 through June 30, 2017, with funding provided by FY17 NCLB Grant.
- C. Amended the resolution of January 10, 2017 to approve the appointment of Kathleen Harrington as an After School Math Instructor for a total of four hours per week for a maximum of 120 hours at the rate of \$50.00 per hour for the period January 11, 2017 through June 30, 2017, with funding provided by FY17 NCLB Grant. (correction to funding source)
- D. Approved, upon the recommendation of the Superintendent, the appointment of the following chaperones for the 2016-2017 school year:

<u>Name</u>	<u>Club</u>
Jacqueline Graulich	DECA/SkillsUSA
Edward Netherland	SkillsUSA
Kathleen Whitehead	HOSA

- E. Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Kieran Killeen from William Paterson University as a Practicum Student in the Physical Education and Health Department for the period February 6, 2017 through May 5, 2017.
- F. Approved, upon the recommendation of the Superintendent, the appointment of Briana Spann as a School Social Worker at MA Step 1-2 at the annual salary of \$62,966.00 to be prorated for the period March 15, 2017 through June 30, 2017.
- G. Approved, upon the recommendation of the Superintendent, the appointment of Kathleen Whitehead as Athletic Site Manager for the Spring 2017 season.
- H. Approved, upon the recommendation of the Superintendent, the appointment of the following faculty members to revise curriculum for the 2016-2017 school year at the rate of \$33.00 per hour, with final approved product by June 1, 2017:

<u>Name</u>	<u>Curriculum</u>	<u># Hours</u>
Gregory Cohen	World History	37.5 Hours
Emily Bohn-Drake	World History Honors	37.5 Hours
Gregory Cohen	U.S. History I	37.5 Hours
Tairran Moschella	U.S. History I Honors	37.5 Hours
Robert Doran	U.S. History II	37.5 Hours
Scott Malagold	U.S. History II Honors	37.5 Hours

- I. Approved, upon the recommendation of the Superintendent, the appointment of Lauren Martin as a Teacher of Biology to fulfill a leave of absence at BA Step 1-2 at the annual salary of \$58,966.00 to

be prorated for the period April 17, 2017 through June 30, 2017, pending successful completion of a criminal history background check and pre-employment physical examination.

J. Approved, upon the recommendation of the Superintendent, the appointment of Michael Romano as a Special Education Teacher for share-time career and technical education trade programs at MA Step 1-2 at the annual salary of \$62,966.00 to be prorated with an anticipated start date of March 15, 2017 through June 30, 2017, with funding provided by FY17 IDEA Grant, pending successful completion of a criminal history background check and pre-employment physical examination.

K. Approved, upon the recommendation of the Superintendent, the appointment of the following substitute teachers for the 2016-2017 school year:

Lauren Martin
Daniel Montgomery
Jennifer Schweitzer (pending successful completion of a criminal history background check)

L. Approved, upon the recommendation of the Superintendent, the appointment of the following staff members as Placement Test Proctors at the rate of \$33.00 per hour for the 2016-2017 school year:

Jacqueline Graulich
Erin Lowe
Patricia Mann
Penny Manser
Spyridon Mantzas
Terry Schweon
Jennifer Skomial
April Stearns
Eva Ursell

M. Approved, upon the recommendation of the Superintendent, the appointment of the following faculty members as Achievement Coaches with a stipend of \$1,000.00 each for the period February 15, 2017 through June 30, 2017:

Lisa Adams
Melissa Sevola

N. Approved, upon the recommendation of the Superintendent, the appointment of Scott Malagold as a Lead Teacher with a stipend of \$1,000 for the period February 15, 2017 through June 30, 2017.

O. Rescinded the appointment of Tina Giraldi as a Home Instruction Tutor for the 2016-2017 school year.

P. Confirmed and approved, upon the recommendation of the Superintendent, the appointment of the following faculty members as Cosmetology Instructors for Remediation at their hourly rate on an as needed basis for the 2016-2017 school year:

Tina Giraldi
Patrice O'Keefe

Q. Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Joan Pinto as a part-time Adult Education ESL Instructor at the rate of \$32.00 per hour for a maximum of 96 hours for the period February 6, 2017 through June 30, 2017, with funding provided by FY17 ABE/IELCE Grant.

- R. Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Joan Pinto as a part-time Adult Education ESL Saturday Instructor at the rate of \$35.00 per hour for a maximum of 67.5 hours for the period February 4, 2017 through June 30, 2017, with funding provided by FY17 ABE/IELCE Grant.
- S. Amended the resolution of January 10, 2017 to appoint Brian Prendergast as a part-time Adult Continuing Education Welding Instructor at the rate of \$35.00 per hour for a maximum of 100 hours the period January 11, 2017 through June 30, 2017 (correction to number of hours).
- T. Accepted the resignation of Darlene Moore as an ABE/IELCE Child Care Provider effective February 10, 2017.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

FACILITIES

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

- A. Approved, upon the recommendation of the Superintendent, the use of the facility by the Morris County Clerk's Office for an appreciation breakfast in the Building #4 Culinary Dining Room from 9:15 a.m. – 11:30 a.m. on Friday, March 31, 2017.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

HEARING OF THE PUBLIC - NONE

OLD BUSINESS

- Academic Achievement Award Dinner: June 7, 2017 at Hanover Marriott
- Completers Ceremony: June 16, 2017
- Graduation: June 23, 2017 at Mennen Arena

NEW BUSINESS

- Next Board Meeting: March 14, 2017 at 6:30 p.m.
- Board of School Estimate Meeting: March 29, 2017 at 9:30 a.m. (Barbara Dawson and John Hyland to attend; Mary Dougherty as alternate)
- Sports Recognition Banquet: June 14, 2017 at 6:00 p.m. at Zeris Inn

SUNSHINE RESOLUTION

The following motion made by Mrs. Dougherty, seconded by Mr. Hyland, 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 matters:

- Employee Benefits
- Land Acquisition
- Personnel

which fall within the exceptions as set forth in the "Open Public Meetings Act" and therefore are matters which this Body determines should be discussed at a closed meeting. It is anticipated that this closed session will last approximately **20 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 matters, which involve 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 matters under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

The meeting was recessed at 7:33 p.m. and reconvened at 8:12 p.m. with the following Board Members present: Mrs. Dawson, Mr. Hyland, and Mrs. Dougherty. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADDITIONAL BUSINESS

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

BE IT RESOLVED that the Morris County Vocational School District Board of Education ("Board") hereby approves the attached Employment Separation Agreement and Release with Employee 4184; and

BE IT FURTHER RESOLVED that the Board hereby accepts Employee 4184's irrevocable resignation effective immediately; and

BE IT FURTHER RESOLVED that the Board authorizes the Board President and the Business Administrator/Board Secretary to execute the Employment Separation Agreement and Release on behalf of the Board; and to take such further steps as may be necessary to effectuate the within Employment Separation Agreement and Release and carry out this action of the Board.

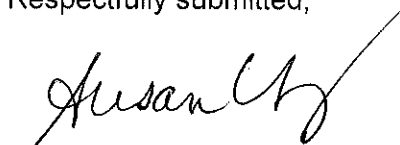
Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 0
Motion Carried.

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Mrs. Dougherty, to adjourn the meeting at 8:14 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary