

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

March 21, 2017

A regular meeting of the Morris County Vocational School District held on March 21, 2017 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:30 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 March 13, 2017 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. Lawrence Colasurdo, and Mr. Roger A. Jinks, Sr.

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

CORRESPONDENCE – Mrs. Trivedi spoke regarding the district's admissions process and policy in addition to referencing her letter to the board regarding the same issue.

SUPERINTENDENT'S REPORT

Reports:

- The highlights of the 2017-2018 proposed budget were presented by Susan Young.

Information Only:

- Security and Fire Drill Logs
- Student Incident Report

COMMITTEE PROGRAMS

Strategic Plan: Expansion Task Force Committee status report presented by Susan Young, William Mickley, Peter Brillon and Michael Harriott.

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

MINUTES

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

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of February 14, 2017 as submitted.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mr. Jinks
No: 0
Abstain: 0
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 January 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2017, 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 January 31, 2017 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.

Business Administrator/Board Secretary

Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending January 31, 2017.

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

FINANCE

The following motions made by Mr. Colasurdo, seconded by Mr. Jinks, 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 submission of the application for FY18 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant in the amount of \$645,160.00 to be shared between Morris, Sussex and Warren counties.

E. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, the Board of Education, the governing body of the Morris County Vocational School District, hereby authorizes the submission of the 2017-2018 school year budget to the Board of School Estimate and the Morris County Office of Education with the addition of 300 post secondary students to the enrollment page;

NOW, THEREFORE, BE IT RESOLVED, that the proposed budget for the 2017-2018 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$18,328,351
Capital Outlay	364,071
Special Schools	
Postsecondary	496,988
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TOTAL GENERAL FUND	\$19,189,410

SPECIAL FUNDS:

State Projects	\$ 12,000
Federal Projects	<u>1,352,017</u>
TOTAL SPECIAL REVENUE FUND	\$ 1,364,017

TOTAL BUDGET \$20,553,427

BE IT FURTHER RESOLVED, that the Board of School Estimate of the Vocational School be requested pursuant to N.J.S.A. 18A:54-28 to certify the following as the amount established to be necessary and to be raised by the county appropriations in support of the proposed budget:

CURRENT EXPENSE

General Fund	<u>\$ 6,351,286</u>
TOTAL AMOUNT TO BE RAISED BY COUNTY TAXES	\$6,351,286

BE IT FURTHER RESOLVED, that an itemized statement of the proposed budget of the 2017-2018 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

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

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2016-2017 school year was \$45,850; and

WHEREAS, travel and expense reimbursement has reached a total amount \$15,458.76 as of March 1, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2017-2018 school year at the sum of \$43,023; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

G. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations:

Legal	\$84,541
Accounting	\$45,000
Architect	\$40,000; and

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wish to minimize the amount of paperwork involved in this area;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2017-2018 school year.

H. Adopted, upon the recommendation of the Superintendent, the following resolution to certify the amount to be raised by the County of Morris for Capital Projects funding:

WHEREAS, the estimated cost of the HVAC culinary rooftop replacement unit for Building #4 is \$43,000 and the estimated cost of the water heater replacements for Building #1 and #3 is \$73,000 ("the Projects") and

WHEREAS, this Board has met and considered the said \$116,000 and is satisfied that the sum is the amount of money necessary for the purposes set forth.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Education of the Vocational School in the County of Morris, New Jersey, does hereby fix and determine that \$116,000 is the amount of money necessary to be raised for these Capital Projects for the lawful school purpose consisting of improvements/renovations to the buildings at Morris County School of Technology.

BE IT FURTHER RESOLVED, that the Board of School Estimate of the Vocational School be requested pursuant to N.J.S.A. 18A:54-28 to certify said amount established to be necessary for the purposes set forth.

BE IT FURTHER RESOLVED, that the certificate of said amount so fixed and determined shall be prepared in accordance with law and one of the said certificates shall be delivered to said Board of Education and the other to the Board of Chosen Freeholders in the County of Morris, New Jersey.

TOTAL AMOUNT TO BE RAISED BY COUNTY OF MORRIS \$116,000

I. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, the District, heretofore has maintained the Morris County Vocational School District 457 plan ("the Plan") for the benefit of its eligible employees; and

WHEREAS, the District has reserved the right to amend the Plan at any time; and

WHEREAS, the Superintendent has recommended that it would be in the best interest of the District to amend the Plan;

NOW THEREFORE BE IT RESOLVED, by the Board of Education, that this Plan amends and replaces the Plan previously established by the District effective December 20, 2005.

J. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, on March 7, 2017, the Morris County Vocational School District ("District") held a public bid opening for the HVAC upgrades at Buildings #3 & #4 for the Morris County School of Technology project ("Project"); and

WHEREAS, the District received eight (8) bids at the public bid opening; and

WHEREAS, the lowest was submitted by AMCO Enterprises, Inc., New Jersey, with a base bid, inclusive of a Five Thousand Dollar (\$5,000.00) Contingency Allowance, of Five Hundred Seventy-Eight Thousand Dollars (\$578,000.00); and

WHEREAS, the District, in conjunction with its Design Professional, has determined AMCO Enterprises, Inc. to be the lowest responsive and responsible bidder,

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., the District awards a contract for the Project to AMCO Enterprises, Inc. in the total amount of Five Hundred Seventy-Eight Thousand Hundred Dollars (\$578,000.00), inclusive of a Five Thousand Dollar (\$5,000.00) Contingency Allowance; and

BE IT FURTHER RESOLVED, that the District authorizes its legal counsel to prepare the contract for the Project, transmit same to AMCO Enterprises, Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that because of the time constraints involved with the Project and the District's meeting schedule over the summer, the District hereby authorizes the Business Administrator to execute the contract on behalf of the District, and further appoints the Administration to act as the District's Representative during the construction of the Project.

K. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, NJSA 6A:23A-14.1(d) permits a Board of Education to withdraw such funds from the capital reserve account and appropriate into the required capital account lines at budget time or any

time during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Capital Reserve Account any time during the year by resolution, and

WHEREAS, the Morris County Vocational School District Board of Education is desirous to withdraw funds from the Capital Reserve Account and appropriate said funds into the required capital account line in the amount of \$43,200.00, and

WHEREAS, according to 6A:23A-14.1(h)5.v, the Morris County Vocational School District Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the capital reserve account;

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

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

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mr. Colasurdo, seconded by Mr. Jinks, 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.** Confirmed and approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2016-2017 school year, as amended.
- D.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2016-2017 school year, as amended.

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

POLICIES AND PROCEDURES

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

- A.** Approved, upon the recommendation of the Superintendent, the first reading of the following new policy:

5118.2 Foster Care and Educational Stability

B. Approved, upon the recommendation of the Superintendent, the following revised policies:

1120	Board of Education Meetings
1330	Use of School Facilities
2131	Chief School Administrator
2240	Research, Evaluation and Planning
3100	Budget Planning, Preparation and Adoption
3510	Operation and Maintenance of Plant
3515	Smoking Prohibition
3542.1	Wellness and Nutrition
4112.2	Certification
4131/4131.1	Staff Development; Inservice Education/Visitations/Conferences
6142.12	Career and Technical Education
6142.2	English as a Second Language; Bilingual Programs
6171.4	Special Education
6172	Alternative Education Programs

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

PERSONNEL

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

- A.** Accepted the resignation of Pauline Doherty, Biology Teacher, effective April 28, 2017.
- B.** Rescinded the appointment of Pauline Doherty as a Curriculum Writer to revise biology curriculum for the 2016-2017 school year.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of LaToya Evans to revise curriculum for biology at the rate of \$33.00 per hour for a maximum of 37.5 hours, with final approved product by May 1, 2017.
- D.** Rescinded, upon the recommendation of the Superintendent, the motion of February 14, 2017 to appoint Lauren Martin as a Teacher of Biology to fulfill a leave of absence for the period April 17, 2017 through June 30, 2017.
- E.** Approved, upon the recommendation of the Superintendent, the appointment of Lauren Martin as a Teacher of Biology at BA Step 1-2 at the annual salary of \$58,966.00 to be prorated with an anticipated start date of May 1, 2017 through June 30, 2017, pending successful completion of a criminal history background check and pre-employment physical examination.
- F.** Approved, upon the recommendation of the Superintendent, the appointment of Jennifer Schweitzer as a Teacher of Social Studies at MA Step 3 at the annual salary of \$63,626.00 to be prorated for the period March 22, 2017 through June 30, 2017, pending successful completion of a criminal history background check and pre-employment physical examination, as amended.
- G.** Accepted the resignation of David Keidel as a substitute school bus driver effective March 2, 2017.
- H.** Rescinded the appointment of Oscar Nieves to write a new curriculum for the Adult Continuing Education Foundations in Fabrication program.

- I. Amended the motion of November 1, 2016 to approve the appointment of Herbert Browne to write a new curriculum for the Adult Continuing Education Foundations in Fabrication program for a total of 50 hours at the rate of \$33.00 per hour with final product due by May 1, 2017, with funding provided by FY17 Perkins Post Secondary Grant (previously approved for 25 hours).
- J. Approved, upon the recommendation of the Superintendent, an additional 135 hours for Michael Reynolds, Part-Time Adult Continuing Education Electrical Instructor, at the rate of \$35.00 per hour for the period March 15, 2017 through June 30, 2017.
- K. Approved, upon the recommendation of the Superintendent, the appointment of Ariel Hernandez as a part-time ESL Program Child Care Provider at the rate of \$17.00 per hour for a maximum of 78 hours for the period March 22, 2017 through June 30, 2017, with funding provided by FY17 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.
- L. Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Makers Day Event Staff at the rate of \$33.00 per hour for a maximum of 4 hours each on March 25, 2017:

Sheila Arakelian
Jacqueline Graulich
Steven Hendricks
Scott Kindler
Kristen Maday
Louis Rosso
April Stearns

- M. Confirmed and 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>
Kevin Gillis	HOSA
Louis Rosso	SkillsUSA

- N. Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Chaperones for the 2016-2017 school year:

<u>Name</u>	<u>Club</u>
Irene Fitzpatrick	SkillsUSA
Scott Kindler	SkillsUSA

- O. Approved, upon the recommendation of the Superintendent, the appointment of Olivera Bevanda as a Teacher of Biology to fulfill a leave of absence at BA Step 3 at the annual salary \$59,626.00 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.

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

FACILITIES

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

A. Approved, upon the recommendation of the Superintendent, the use of the facility by Monster Basketball, Inc. for youth basketball practices and scrimmages in the gymnasium on the following dates and times:

March 22, 2017	8:00 p.m. – 9:15 p.m.	May 3, 2017	6:45 p.m. – 9:15 p.m.
March 27, 2017	8:00 p.m. – 9:00 p.m.	May 8, 2017	8:00 p.m. – 9:00 p.m.
March 29, 2017	6:45 p.m. – 9:15 p.m.	May 10, 2017	6:45 p.m. – 9:15 p.m.
April 5, 2017	6:45 p.m. – 9:15 p.m.	May 15, 2017	8:00 p.m. – 9:00 p.m.
April 17, 2017	8:00 p.m. – 9:00 p.m.	May 17, 2017	6:45 p.m. – 9:15 p.m.
April 19, 2017	6:45 p.m. – 9:15 p.m.	May 31, 2017	6:45 p.m. – 9:15 p.m.
April 24, 2017	8:00 p.m. – 9:00 p.m.	June 5, 2017	8:00 p.m. – 9:00 p.m.
April 26, 2017	6:45 p.m. – 9:15 p.m.		

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

HEARING OF THE PUBLIC - NONE

OLD BUSINESS

- Board of School Estimate Meeting: March 29, 2017 at 9:30 a.m. (Barbara Dawson and John Hyland to attend; Mary Dougherty as alternate)
- Academic Achievement Award Dinner: June 7, 2017 at Hanover Marriott
- Sports Recognition Banquet: June 14, 2017 at 6:00 p.m. at Zeris Inn
- Completers Ceremony: June 16, 2017
- Graduation: June 23, 2017 at Mennen Arena

NEW BUSINESS

- Next Board Meeting: April 18, 2017 at 6:30 p.m.

SUNSHINE RESOLUTION

The following motion made by Mr. Jinks, seconded by Mr. Colasurdo, 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:

- Personnel Issue
- Land Acquisition
- Legal

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 7:58 p.m. and reconvened at 8:25 p.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, and Mr. Jinks. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADDITIONAL BUSINESS

The following motions were made by Mr. Colasurdo, seconded by Mrs. Dawson, and approved as submitted:

- A. WHEREAS, employee #4014 whose name has been provided to the Board members (hereinafter the "employee"), is employed by the Morris County Vocational School District Board of Education (hereinafter "Board"); and

WHEREAS, based upon information provided by the Administration, in the judgment of the Board the employee has exhibited evidence of a deviation from normal physical or mental health, which is adversely affecting the employee's ability to perform essential job functions and creating inefficiencies in the school setting; and

WHEREAS, as a result of the foregoing, the Board desires to direct the employee to submit to a psychiatric examination pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent, that pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the employee identified above is hereby required and directed to submit to a psychiatric examination by the Board's designated psychiatrist and/or by such other specialist licensed psychiatrist or medical institution as may deemed necessary or advisable, with the examinations to include such laboratory tests or imaging procedures as the psychiatrists may require, and a written medical report detailing the results of such examinations is to be provided confidentially to the Board; and be it

FURTHER RESOLVED, that the Superintendent is hereby authorized and directed to prepare and provide the employee with appropriate statutory notice of the Board's action, and the reasons therefore; and be it

FURTHER RESOLVED, that the employee identified above is to be placed on administrative leave with pay pending completion of this examination and/or further Board action. While on such administrative leave, the employee is not allowed on school grounds or at school sponsored and/or approved activities.

- B. Approved, upon the recommendation of the Superintendent, and in response to a matter brought before the Board and discussed in closed session, the Board directs the Administration to draft a response to the parent indicating that they have considered the matter including the related board policy and have determined that the Administration followed the policy in an objective manner and that no further action be taken at this time.

Roll Call Vote – Yes: 2 Mrs. Dawson and Mr. Colasurdo
No: 0
Abstain: 1 Mr. Jinks
Motions Carried.

ADJOURNMENT

Motion made by Mr. Jinks, seconded by Mr. Colasurdo, to adjourn the meeting at 8:27 p.m.

All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Susan Y", with a large, stylized flourish at the end.

Susan Young, Business Administrator/Board Secretary