

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

April 18, 2017

A regular meeting of the Morris County Vocational School District held on April 18, 2017 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by Vice President Lawrence Colasurdo at 6:33 p.m. with a salute to the flag.

Presiding Officer Vice President Lawrence Colasurdo 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 2, 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: Mr. Lawrence Colasurdo, Mrs. Mary Dougherty and Mr. John Hyland. Mr. Jinks entered the meeting at 6:36 p.m. during the goals presentation.

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

CORRESPONDENCE – NONE

SUPERINTENDENT'S REPORT

Reports:

- Board Goals Presentation- Charlene Peterson of New Jersey School Boards Association worked with the Board to craft goals for the upcoming year.
- Board of School Estimate Meeting- Susan Young reported the approval of the 2017-2018 budget at the meeting.

Information Only:

- Security and Fire Drill Logs
- Student Incident Report

COMMITTEE PROGRAMS - NONE

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

MINUTES

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

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of March 21, 2017 as submitted.


Roll Call Vote – Yes: 3 Mr. Colasurdo, Mr. Hyland and Mr. Jinks
No: 0
Abstain: 1 Mrs. Dougherty
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 February 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of February 28, 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 February 28, 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

4-18-17

Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending February 28, 2017.

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

FINANCE

The following motions made by Mr. Hyland, 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, 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 a budget amendment to the New Jersey Department of Education for FY17 Perkins Secondary Grant to reallocate \$13,325.00 in budgeted funds.
- E. Approved, upon the recommendation of the Superintendent, the appointment of Anita Bolen Collins as an Industry Fellow for the Academy for Design at the rate of \$275.00 per day for a maximum of 10 days for the period April 19, 2017 through June 30, 2017 with funding provided by F17 Perkins Secondary Grant.
- F. Approved, upon the recommendation of the Superintendent, the attached list of tuition rates for the Adult Continuing Education part-time courses for the 2017-2018 school year.
- G. Approved, upon the recommendation of the Superintendent, the following resolution:

The governing body of Morris County Vocational School District desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately \$10,000.00 to fund the following project: Purchase and installation of two Level 2 chargers – Chargepoint CT4013 to be installed at 400 East Main Street, Denville, NJ 07834;

Therefore, the governing body resolves that Michael Gowdy or the successor to the office of Grants Program Manager is authorized (a) to make application for such a grant, (b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than \$0.00 and not more than \$10,000.00, and (c) to execute any amendments thereto which do not increase the Grantee's obligations.

The Grantee agrees to comply with all federal, State, and municipal laws, rules, and regulations in its performance pursuant to the agreement.

Roll Call Vote – Yes: 3 Mr. Colasurdo, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks
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. Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2016-2017 school year.
- C. Approved, upon the recommendation of the Superintendent, the following field trips for adult continuing education programs, with funding provided by FY17 Perkins Postsecondary Grant:

<u>Program</u>	<u>Date</u>	<u>Destination</u>
Postsecondary Cosmetology	May 23, 2017 and May 30, 2017	Gregg's Full Service Beauty Supply Linden, NJ

- D. Confirmed and approved, upon the recommendation of the Superintendent, the attached Memorandum of Understanding between the Morris County Vocational School District and the Rutgers School of Health Professions to provide a postsecondary joint program in Licensed Practical Nursing effective April 1, 2017 through August 31, 2018.

Roll Call Vote – Yes: 3 Mr. Colasurdo, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks
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 second reading and adoption of the following new policy:

5118.2 Foster Care and Educational Stability

Roll Call Vote – Yes: 4 Mr. Colasurdo, Mr. Hyland, Mrs. Dougherty and Mr. Jinks
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 due to retirement of Joan Naegele, Teacher of English, effective October 1, 2017.
- B.** Amended, upon the recommendation of the Superintendent, the resolution of March 21, 2017 to approve 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 for the period March 24, 2017 through June 30, 2017, pending successful completion of a criminal history background check and pre-employment physical examination. (change to start date)
- C.** Approved, upon the recommendation of the Superintendent, the appointment of Regina McNeill and April Stearns to cater the following functions at the rate of \$33.00 per hour for a maximum of 6 hours each per function:
- | <u>Function</u> | <u>Date</u> |
|--------------------------------|--------------|
| Atlantic City NJAC Conference | May 12, 2017 |
| Freeholder Volunteer Reception | May 16, 2017 |
- D.** Approved, upon the recommendation of the Superintendent, the appointment of Barbara Frasca as a Cosmetology Instructor for Remediation for Adult Continuing Education students for the period June 12 – 30, 2017 for a maximum of 60 hours at her hourly rate.
- E.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Spyridon Mantzas as a Chaperone for the SkillsUSA state contest on April 8, 2017.
- F.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Samantha Heydt as an Industry Fellow for the Academy for Design at the rate of \$300.00 per day for a maximum of 7 days for the period April 3, 2017 through April 18, 2017.
- G.** Approved, upon the recommendation of the Superintendent, the appointment of Samantha Heydt as a Teacher of Design to fulfill a leave of absence for the period April 19, 2017 through June 30,

2017 at BA+30 Step 4 at the prorated annual salary of \$61,436.00, pending successful completion a criminal history background check and pre-employment physical examination.

- H. Accepted the resignation of Gregory Cohen as a Curriculum Writer for U.S. History I for the 2016-2017 school year.
- I. Approved, upon the recommendation of the Superintendent, the appointment of Jennifer Schweitzer to revise the U.S. History I curriculum for the 2016-2017 school year at the rate of \$33.00 per hour for a maximum of 37.5 hours, with final approved product by June 1, 2017.

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

HEARING OF THE PUBLIC - NONE

OLD BUSINESS

- Academic Achievement Award Dinner: June 7, 2017 at Hanover Marriott – Mrs. Dawson, Mr. Colasurdo and Mr. Jinks will attend
- 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: May 9, 2017 at 6:30 p.m.
- New Jersey School Boards Association Fall Workshop 2017: October 23-26, 2017 (extended to a 4-day conference)

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:

- 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 **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 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 6:50 p.m. and reconvened at 8:05 p.m. with the following Board Members present: Mr. Colasurdo, Mr. Hyland, Mrs. Dougherty and Mr. Jinks. 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 8:06 p.m.

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 of the signatory.

Susan Young, Business Administrator/Board Secretary