

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**July 18, 2017**

A regular meeting of the Morris County Vocational School District held on July 18, 2017 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 7:34 a.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 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: Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mr. John Hyland and Mrs. Mary Dougherty (via speakerphone).

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

**CORRESPONDENCE - NONE**

**SUPERINTENDENT'S REPORT**

**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. Colasurdo, seconded by Mr. Hyland, was approved as submitted.

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of June 13, 2017 as submitted.

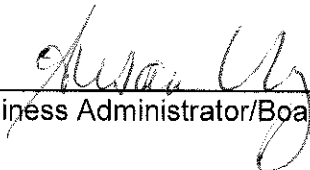
Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Dougherty.  
No: 0  
Abstain: 0  
Motion Carried.

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

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

- A. 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 May 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of May 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 May 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

7-18-17  
\_\_\_\_\_  
Date

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

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

**FINANCE**

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A. Approved the payment of bills as attached.
- B. Approved 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, 61, 62, 63 and 66 as per listing attached.
- C. Approved 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 the following resolution:

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as the "Lead Agency," has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on July 18, 2017 the governing body of the Morris County Vocational School District Board of Education, County of Morris, State of New Jersey duly considered participation in a

Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Morris County Vocational School District Board of Education.

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the School Business Administrator/Board Secretary is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

**E.** Approved the following resolution:

WHEREAS Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state by the Division of Purchase and Property, and

WHEREAS, the Morris County Vocational School District has the need, on a timely basis, to procure goods and services utilizing State Contracts, and

WHEREAS, the Morris County Vocational School District desires to authorize its purchasing agent for the 2017-2018 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED that the Morris County Vocational School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing the vendor as listed below:

Vendor	Commodity	Contract #	Expiration
Ricoh USA Inc.	Copiers, Maintenance & Supplies	40467	1/11/2018
HP Inc.	NASPO ValuePoint Computer	89974	3/31/2020

**F.** Approved, in accordance with the Addendum to the Collaboration Agreement signed on April 27, 2015, the 2017-2018 tuition rates with Butler Board of Education for the Academy of Law and Public Safety of \$9,000.00 per pupil attending Butler on a full-time basis and \$4,500.00 per pupil for any seniors attending County College of Morris or Ramapo College on a part-time basis (no change from previous year).

**G.** Confirmed and approved the attached New Jersey Department of Labor and Workforce Development Workforce Development Program Agreement effective July 1, 2017 through June 30, 2018.

**H.** Approved the 2017-2018 officials and assignor fee schedules as attached.

**I.** Approved the fee for the Timekeeper for the 2017-2018 school year at \$35.00 per game.

- J.** Approved the submission of the application for FY18 IDEA Grant Program in the amount of \$191,808.00 for the period July 1, 2017 through June 30, 2018.
- K.** Accepted the donation of a 2002 Buick Century sedan from John Saganese, Mendham, New Jersey with an estimated value of \$1,600.00 for use in the Auto Service Technology program, with a letter of appreciation to the donor.
- L.** Accepted the donation of engineered "I" joists from Blue Linx Company, Denville, New Jersey with a value of \$3,104.43 for use in the Carpentry program, with a letter of appreciation to the donor.
- M.** Approved the following resolution:

Resolved, due to the receipt of unanticipated Aid for Adult and Post-Graduate Programs revenue of \$146,508.00, that the Morris County Vocational School District Board of Education approve the expansion of the 2017-2018 school budget as follows:

Revenue:	
10-3191-000-000	\$70,000.00
Appropriation:	
13-330-200-100	\$63,000.00
13-330-100-610	\$7,000.00

And, additionally, designate \$76,508.00 of the increase as legally restricted "Assigned Fund Balance-Designated for Subsequent Year's Expenditures" for use in 2018-2019.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, 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. Colasurdo, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Approved the senior internships for the 2017-2018 school year as per the attached list.
- B.** Accepted the attached Harassment, Intimidation and Bullying Report.
- C.** Approved the following new textbook:
  - enVision Geometry
  - Author: Kennedy, Milou, Thomas, Zhielik, Cuoco
  - Publisher: Pearson
  - Copyright Date: 2018
- D.** Approved the attached Project Acceleration Agreement between Seton Hall University and the Morris County School of Technology effective July 21, 2017.
- E.** Approved the attached Agreement between Centenary University and the Morris County School of Technology for the period July 18, 2017 through July 18, 2020.

- F.** Approved the attached Comprehensive Equity Plan Annual Statement of Assurance for the 2017-2018 school year.
- G.** Approved the application for the enrollment of the Morris County School of Technology as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interscholastic athletic program sponsored by the NJSIAA for the 2017-2018 school year. Pursuant to N.J.S.A. 18A:11-3 the Morris County Vocational School District Board of Education adopts as its own policy and agrees to be governed by the Constitution, Bylaws and Rules and Regulations of the NJSIAA.
- H.** Approved the establishment of the Technology Club as a Category I club for the 2017-2018 school year.
- I.** Approved the establishment of the Environmental Action Club and the appointment of Lauren Martin as the Advisor (year of inception, no stipend).

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

## **POLICIES AND PROCEDURES**

The following motions made by Mr. Colasurdo, seconded by Mr. Hyland, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Approved the second reading and adoption of the following new policy:

1200.1 Volunteer Athletic Coaches

- B.** Approved the first reading of the following new policy:

3542.2 School Meal Program Arrears

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

## **PERSONNEL**

The following motions made by Mrs. Dougherty, seconded by Mr. Hyland, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Accepted the resignation of Kevin Elias, School Counselor, effective July 1, 2017.
- B.** Accepted the resignation of Charles Bailey, Security Guard, effective July 6, 2017.
- C.** Approved the appointment of Sean Leonard as a full-time Custodian (Evening Shift) at Grade A Step 9 with an anticipated start date of July 24, 2017 through June 30, 2018, pending successful completion of a criminal history background check and pre-employment physical examination.

- D. Approved the attached employment contract for Shari Castelli, Assistant Superintendent for Curriculum and Instruction, for the period July 1, 2017 through June 30, 2018, as approved by the Interim Executive Morris County Superintendent on June 20, 2017.
- E. Approved the attached employment contract for Susan Young, School Business Administrator, for the period July 1, 2017 through June 30, 2018, as approved by the Interim Executive Morris County Superintendent on June 20, 2017.
- F. Approved, upon the recommendation of the Superintendent, the appointment of the following club advisors for the 2017-2018 school year:

Club/Organization	Advisor
Art/Photography Club	Ruben Rosado
Chorus	Michael LeRose
Class of 2018	Gregory Cohen and Gina Visconti
Class of 2019	Christine Hietanen
Class of 2020	Mark DeMilio and Adrienne MacKenzie
Class of 2021	Megan Petrucelli
DECA	Kimberly Delesky
Drama Club/Thespian Society	Irene Fitzpatrick
Fitness Club	Kristen Maday
Gay Straight Alliance Club	Julia Ioannou and Kathleen Whitehead
Jazz Band	Michael LeRose
Key Club	Helene Leonard
Literary Club	Christine Hietanen
Multicultural Club	Rocio Felix
National Dance Honor Society	Lisa Peluso
National Honor Society	Laura Dessel and Katherine Ilardi
National Technical Honor Society	Laura Dessel and Katherine Ilardi
Peer Leader Club	LaToya Evans and Jennifer Geuther
Red Cross Club	Jacqueline Graulich
Robotics Club	Steven Hendricks and Peter Bedell
Skills USA	Kevin Conover
Skills USA	Kimberly Delesky
Tech Club	Peter Brillon

- G. Approved the appointment of Dorothy Parker as the Advisor for the Cornerstone Club for the 2017-2018 school year (no stipend).
- H. Approved the appointment of Theodore Glogiewicz as a part-time Painter at the rate of \$20.99 per hour for a maximum of 24 hours per week for the period July 19, 2017 through June 30, 2018, pending successful completion of a criminal history background check and pre-employment physical examination.
- I. Approved a leave of absence under the Federal Family Medical Leave Act for Debra Romano, Special Education Teacher, with an anticipated start date of October 2, 2017 through November 12, 2017 using accumulated sick leave, followed by an unpaid leave of absence under the New Jersey Family Medical Leave Act for the period November 13, 2017 through February 11, 2018, followed by an unpaid maternity leave of absence through June 30, 2018.
- J. Approved a medical leave of absence for Crystal Quaglio, School Nurse, with an anticipated start date of October 4, 2017 through December 26, 2017 using accumulated sick leave, followed by an unpaid leave of absence through March 5, 2018.

- K.** Approved the appointment of Spyridon Mantzas as a Special Education Teacher to fulfill a leave of absence at BA Step 2-3 at the annual salary of \$59,626.00 prorated for the period October 2, 2017 through June 30, 2018, pending successful completion of a criminal history background check.
- L.** Approved the appointment of the following individuals to write curriculum for the 2017-2018 school year with a deadline of January 15, 2018 for the final approved product:

<u>Name</u>	<u>Curriculum</u>	<u># Hours Per Curriculum</u>	<u>Funding Source</u>
Vincenia Annuzzi	French I, II, III and IV	37.5	General Fund
Rocio Felix	Spanish I and II	37.5	General Fund
Tania Saez	Spanish III and IV	37.5	General Fund
Steven Hendricks	Computer & Information Science 9,	37.5 (Revision)	Perkins Secondary
Katherine Ilardi	Algebra I	37.5	General Fund
Peter Brillon and Laura Ingrassia	Geometry	37.5	General Fund
Laura Ingrassia	Geometry Honors	37.5	General Fund
Peter Brillon	Algebra II/Trigonometry	37.5	General Fund
Laura Dessel	Algebra II/Trigonometry Honors	37.5 (Revision)	General Fund
Kathleen Harrington	Pre Calculus	37.5	General Fund
Timothy Gordon	Pre Calculus Honors	37.5	General Fund
Kevin Brophy	PE/Health 9	37.5	General Fund
Gayle Adler	PE/Health 10	37.5	General Fund
Albert Prentice and Kristen Maday	PE/Health 11	37.5	General Fund
Jessica Prentice	PE/Health 12	37.5	General Fund
Thomas Koehler	Veterinary Science 9, 10 and 11	37.5 (Revision)	Perkins Secondary
Lisa Holloway and Martel Roberts	Finance & International Business 9, 10 and 11	37.5 (Revision)	Perkins Secondary
Christine Hietanen	Senior Capstone	50 (New)	Perkins Secondary

- M.** Approved the appointment of the following faculty members as Achievement Coaches with a stipend of \$2,000.00 each for the 2017-2018 school year:

Lisa Adams  
Tina Giraldi

- N.** Approved the appointment of Kathleen Whitehead as a Timekeeper for the 2017-2018 school year at the rate of \$35.00 per game.
- O.** Approved the appointment of David McBride as the Girls JV Soccer Coach for the Fall Season 2017, pending successful completion of a criminal history background check.
- P.** Approved the appointment of the following staff members as Detention Monitors at the rate of \$34.00 per hour for the 2017-2018 school year:

Dorothy Parker  
Michael Quaglio

- Q.** Approved the appointment of the following faculty members as Lead Teachers with a stipend of \$2,000.00 each for the 2017-2018 school year as amended to delete Catherine Bienkowski:

Emily Bohn-Drake  
Peter Brillon  
Kevin Conover  
Robert Doran  
LaToya Evans  
Christine Hietanen  
Michael LeRose  
Jennifer Skomial

- R.** Amended the Resolution of June 13, 2017 to appoint Robin Hanisak as an ABS Instructor at the rate of \$32.00 per hour for a total of 27 hours for the period July 1, 2017 through August 31, 2017, with funding provided by FY18 ABE/IELCE Grant (correction to hourly rate).
- S.** Confirmed and approved the appointment of Lucille Kiser as an ESL Instructor at the rate of \$32.00 per hour for a total of 24 hours for the period July 1, 2017 through August 31, 2017, with funding provided by FY18 ABE/IELCE Grant program.
- T.** Accepted the resignation of Elaine Burke, ESL Instructor, effective June 30, 2017.
- U.** Accepted the resignation of Ariel Hernandez, ESL Program Childcare Provider, effective June 30, 2017.
- V.** Approved the appointment of Tracy Longo as a School Counselor at MA+30 Step 10 with an anticipated start date of September 1, 2017 through June 30, 2018, pending successful completion of a criminal history background check and pre-employment physical examination.
- W.** Approved the extension of an unpaid leave of absence under the Federal Family Medical Leave Act for Donna Fiederer for the period July 19, 2017 through July 28, 2017.

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

## **FACILITIES**

The following motion made by Mr. Hyland, seconded by Mr. Colasurdo, was recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Approved the use of the facility by the Morris Plains Basketball Association for basketball tryouts in the gymnasium from 6:00 p.m. – 8:30 p.m. on October 16 – 20, 2017.

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

## **HEARING OF THE PUBLIC – NONE**

## **OLD BUSINESS**

- New Jersey School Boards Association Fall Workshop 2017: October 23-26, 2017 (extended to a 4-day conference) Barbara Dawson, Mary Dougherty and possibly Larry Colasurdo would like to attend.



## **NEW BUSINESS**

- Next Board Meeting: August 8, 2017 at **7:30 a.m.**

## **SUNSHINE RESOLUTION**

The following motion made by Mr. Colasurdo, 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:

- HIB Appeal
- Personnel Issue

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 **30 minutes** and that action will be taken upon recessing to open session.

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 7:40 a.m. and reconvened at 8:20 a.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Dougherty (via speakerphone). Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young, Principal Lynne Jackson and Board Attorney John Mills.

## **ADDITIONAL BUSINESS**

The following motions made by Mr. Colasurdo, seconded by Mr. Hyland, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

Approved the following resolution:

Be it resolved that the Morris County Vocational School District Board of Education does hereby affirm the Superintendent's decision on Harassment, Intimidation and Bullying case #84-2017 after a hearing conducted in accordance with *N.J.S.A. 18A:37-13 et seq.*

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

Approved the following resolution:

WHEREAS, for reasons of economy and efficiency, and low enrollment, the Superintendent of this school district has recommended to this Board of Education a reduction in staff in the Auto Body Share Time Program from two full-time teaching positions to one full-time teaching position; and

WHEREAS, Employee #4710 is the teacher-instructor in said course to be affected by this recommendation, it is necessary that his employment be terminated effective July 19, 2017;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Morris County Vocational School District that the Secretary of this Board of Education be authorized and to forthwith serve a copy of this Resolution upon Employee #4710, notifying him of the termination of his employment effective July 19, 2017 for the reasons set forth; and be it further

RESOLVED that Employee #4710 shall be placed on a preferred eligibility list in the event that this position is reestablished in the future.

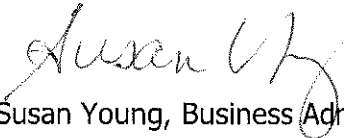
Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Dougherty.  
No: 0  
Abstain: 0  
Motion Carried.

#### **ADJOURNMENT**

Motion made by Mr. Hyland, seconded by Mr. Colasurdo, to adjourn the meeting at 8:23 a.m.

All present voted yes – Motion carried.

Respectfully submitted,

  
Susan Young, Business Administrator/Board Secretary