

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

November 1, 2017

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2017 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Mrs. Barbara Dawson at 7:30 a.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 email or hand delivered on October 20, 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: President Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, and Mr. John Hyland.

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 2021
Roger A. Jinks, Sr.	N/A

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

Motion made by Mr. Colasurdo, seconded by Mr. Hyland, 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: Mrs. Dougherty, seconded by Mr. Colasurdo, nominated Mrs. Barbara Dawson. There being no other nominations from the floor,

Mr. Colasurdo moved, seconded by Mr. Hyland, 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: Mr. Hyland, seconded by Mrs. Dougherty, nominated Mr. Lawrence Colasurdo. There being no other nominations from the floor, Mrs. Dougherty moved, seconded by Mr. Hyland, 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, 2018:

COMMITTEE MEMBERSHIP FOR 2017-2018

<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. Colasurdo, seconded by Mrs. Dougherty, to appoint the following delegates/representatives for the 2017-2018 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 and Barbara Dawson

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. Hyland, 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 12, 2017	6:30 P.M.	July 17, 2018 (third Tuesday)	7:30 A.M.
January 9, 2018	6:30 P.M.	August 14, 2018	7:30 A.M.
February 13, 2018	6:30 P.M.	September 11, 2018	6:30 P.M.
March 13, 2018	6:30 P.M.	October 9, 2018	6:30 P.M.
April 17, 2018 (third Tuesday)	6:30 P.M.	*November 1, 2018	6:30 P.M.
May 8, 2018	6:30 P.M.	(Thursday) Annual Reorganization	
June 12, 2018	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 2014 New Jersey Student Learning Standards as per attached list.

Textbooks

Approved, the re-adoption of all existing textbooks for the 2017-2018 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 2017-2018 school year.

Organization Chart

Approved, the organization chart as attached.

Standard Operating Procedures Manual

Approved, the 2017-2018 Standard Operating Procedures Manual.

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

REGULAR BUSINESS MEETING

CORRESPONDENCE - Articles

SUPERINTENDENT'S REPORT

Reports:

- Open House Update - Shari Castelli reported on the October 14, 2017 Open House and full-time applicant status as of October 31, 2017.
- 2018-2019 Tentative Budget Calendar-Susan Young reviewed the calendar noting it is fluid given changes pushed down from the NJDOE regarding state aid release, etc.
- Reunification Drill-Lynne Jackson and Officer Rick Duda reported on the September 23, 2017 event acknowledging the development of the drill by the Denville Township Police Department and the participation and assistance of the Randolph and Denville school districts, students, parents and various County of Morris departments.

Information Only:

- Security and Fire Drill Logs
- Student Incident Report
- HIB Report

COMMITTEE PROGRAMS - NONE

HEARING OF THE PUBLIC - NONE

MINUTES

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

Approved, the minutes of the Regular and Closed Session Meetings of the Board of Education of October 10, 2017.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.

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 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 September 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 30, 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 September 30, 2017 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.

Dusan G. [Signature]
Business Administrator/Board Secretary

11-1-17
Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2017.

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

FINANCE

The following motions made by Mr. Colasurdo, seconded by Mrs. Dougherty, 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 2017/2018 Current Expense anticipated revenue budget statement and the corresponding appropriations budget for Funds 11, 12, 13, 20, 30, 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 agreement with Vision Service Plan to provide eye care coverage to employees of the Morris County Vocational School District on a voluntary basis effective January 1, 2018.
- E.** Designated the Provident Bank as the official depository for the 2017-2018 school year for the Maintenance Reserve Account (2 signatures required: Secretary, Superintendent or Treasurer).
- F.** Approved the submission of a budget amendment to NJDOE for the County Vocational Competitive Grant – Cohort 1 (EDAM) in the amount of \$69,087.00 in order to reallocate funds.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.
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.** Affirmed the attached Harassment, Intimidation and Bullying Report of October 10, 2017.
- C.** Approved the attached 2017-2018 Nursing Services Plan.
- D.** Approved the attached list of field trips for the 2017-2018 school year.
- E.** Approved the attached School Bus Emergency Evacuation Drill Report for drills completed on October 16, 2017 and October 19, 2017.
- F.** Approved 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 2017-2018 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: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.
No: 0
Abstain: 0
Motion Carried.

PERSONNEL

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

- A.** Approved advancement on the salary guide to MA for Michael LeRose, Music Teacher, effective February 1, 2018.
- B.** Approved the appointment of Louis Rosso as Varsity Bowling Coach for the 2017-2018 school year.
- C.** Approved the appointment of the following Culinary Arts Academy students to cater culinary functions on an as-needed basis at the rate of \$8.50 per hour during the 2017-2018 school year:

Grace Chon	Kaitlyn Meier
Jaden Cicala	Nyasia Petti
Cheyenne Fullerton	Samantha Plitchta Keller
Katherine Harris	Nicholas Robinson
Dylan Kakalec	Raven Rogers
Layla Landolfi	Jessica Werts
Annabelle Lee	Trevor Zaybekin
Kelly Ann Leggett	Nicole Zebick

- D.** Approved the appointment of the following substitute teachers for the 2017-2018 school year:

Thomas Carvagno
Alfred Epstein

- E.** Approved the appointment of the following individuals as Supervisors for the MCST Hackathon on December 9-10, 2017 at the rate of \$33.00 per hour with partial funding by FY18 Perkins Secondary Grant in the amount of \$525.00 and balance from general fund and student activities accounts:

<u>Name</u>	<u>Maximum # Hours</u>
Emily Bohn-Drake	16
Peter Brillon	16
Carl Carbone	16
Spyridon Mantzas	8
Colleen Pascale	17
Louis Rosso	17
Samantha Shane	16
Gina Visconti	16

- F.** Approved the revised allocations for grant funded positions for the 2017-2018 school year as per attached list.
- G.** Approved the appointment of Denise Scatton as a part-time Basic Skills Instructor for the period November 2, 2017 through June 30, 2018 at the rate of \$32.00 per hour for a maximum of 150 hours with funding provided by FY18 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.

No: 0

Abstain: 0

Motion Carried.

BUILDINGS AND GROUNDS

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

- A.** Approved the submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Comprehensive Maintenance Three Year Plan, 2016-2017 through 2018-2019, to the County Office.

- B.** Approved the use of the facilities by Tabernacle Productions for 50 parking spaces in the Building #1 parking lot on Friday, November 24, 2017 and Saturday, November 25, 2017 from 6:30 p.m. – 11:00 p.m.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.

No: 0

Abstain: 0

Motion Carried.

HEARING OF THE PUBLIC – NONE

OLD BUSINESS - NONE

NEW BUSINESS

- MCVTEA Negotiations Meeting: December 4, 2017 at 6:00 p.m. for Negotiations Committee (7:00 p.m. meeting with MCVTEA)
- Next Board Meeting: December 12, 2017 at 6:30 p.m.
- Academic Achievement Recognition Dinner: June 6, 2018, Hanover Marriott, Whippany
- Graduation: June 22, 2018, Mennen Arena


ADDITIONAL BUSINESS - NONE

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Mr. Hyland, to adjourn the meeting at 7:53 a.m.

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

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary