

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

March 23, 2018

A regular meeting of the Morris County Vocational School District held on March 23, 2018 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 7:30 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 March 20, 2018 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 and Mrs. Mary Dougherty.

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

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

- Middle States Accreditation/Membership- Mr. Moffitt stated that the administration was exploring alternatives to Middle States Accreditation which is costly and is only required to provide financial aid to adult students.
- 2018-2019 Budget- Ms. Young provided highlights of the 2018-2019 proposed budget.

Information Only:

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

COMMITTEE PROGRAMS - NONE

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

MINUTES

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

Approved the minutes of the Regular Session Meeting of the Board of Education of January 9, 2018 as submitted.

Roll Call Vote – Yes: 2 Mr. Colasurdo and Mrs. Dougherty
No: 0
Abstain: 1 Mrs. Dawson
Motion carried.

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

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of February 13, 2018 as submitted.

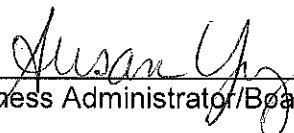
Roll Call Vote – Yes: 2 Mrs. Dawson and Mr. Colasurdo
No: 0
Abstain: 1 Mrs. Dougherty
Motion carried.

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 January 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2018, 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, 2018 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.



Business Administrator/Board Secretary

3-23-18
Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending January 31, 2018.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty.
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 submission of a budget amendment to the FY18 IDEA Grant to incorporate \$29,346.00 in carryover funds into the budget.
- E.** Accepted the donation of a 2003 Honda Accord from Robert and Cathy Steenbock, Mendham, New Jersey with an approximate value of \$2,900.00 for use in the Automotive Program, with a letter of appreciation to the donors.
- F.** Approved the attached Grade 12 Option Agreement between Ramapo College of New Jersey and Morris County Vocational School District.
- G.** Approved the attached Collaboration Agreement between Morris Hills Regional School District and Morris County Vocational School District for the period July 1, 2018 through June 30, 2022.
- H.** Approved the appointment of the following guest artists for the 2017-2018 school year:

<u>Name</u>	<u>Program#</u>	<u>Days</u>	<u>Rate</u>	<u>Funding Source</u>
Oscar Nieves	Welding	20	\$275.00 per day	FY18 Perkins Secondary Grant
Donna Scro	Dance	1	\$200.00 per day	National Dance Honor Society Student Activities Account

- I.** Approved the following resolution:

WHEREAS, the Morris County Vocational School District advertised in its legal newspapers a Request for Proposals for Professional Engineering Services-Civil, Site, Environmental and Landscape, on January 10, 2018; and

WHEREAS, the District received six (6) proposals on the opening date; and

WHEREAS, the District reviewed each proposal in compliance with the terms set forth within the advertised RFP.

NOW, THEREFORE BE IT RESOLVED, that the District awards the RFP to Maser Consulting for a one year period through March 24, 2019 with optional renewals as per the attached rate sheet.

- J.** Approved the following resolution:

WHEREAS, the Board of Education, the governing body of the Morris County Vocational School District, hereby authorizes the submission of the 2018-2019 school year budget to the Board of School Estimate and the Morris County Office of Education;

NOW, THEREFORE, BE IT RESOLVED, that the proposed budget for the 2018-2019 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$19,396,222
Capital Outlay	108,198
Special Schools	
Postsecondary	712,944

TOTAL GENERAL FUND \$20,217,364

SPECIAL FUNDS:

State Projects	\$ 12,000
Federal Projects	<u>1,217,764</u>
TOTAL SPECIAL REVENUE FUND	\$ 1,229,764

TOTAL BUDGET \$21,447,128

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>
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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 2018-2019 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

K. Approved 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 2017-2018 school year was \$43,023; and

WHEREAS, travel and expense reimbursement has reached a total amount \$27,372 as of March 1, 2018;

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 2018-2019 school year at the sum of \$70,315; 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.

L. Approved 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	\$84,000
Accounting	\$45,000
Architect	\$30,000; 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 2018-2019 school year.

M. Adopted 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 Boiler replacements for Buildings #2 and #3 is \$529,000, the estimated cost of the Lighting Upgrades for Buildings #1 and #2 is \$451,000 and the estimated cost of the Generator upgrade for Building #4 is \$67,000 ("the Projects"); and

WHEREAS, this Board has met and considered the said \$1,047,000 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 \$1,047,000 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 \$1,047,000

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo 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.** Confirmed and approved the attached list of field trips for the 2017-2018 school year.
- C.** Approved the attached list of field trips for the 2017-2018 school year.
- D.** Approved the attached Articulation Agreement for Automotive Programs between the College of Applied Technologies, University of Northwestern Ohio and Morris County Vocational School District.
- E.** Approved a field trip for Adult Continuing Education LPN students to Pines Manor, Edison, New Jersey on April 25, 2018 for 2018 NJLN Practical Nurse Student Education Day, with funding by FY18 Perkins Postsecondary Grant.
- F.** Approved the following revised curriculum:

Senior Capstone

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty.

No: 0

Abstain: 0

Motion Carried.

PERSONNEL

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.** Accepted the resignation due to retirement of Aiva Drukovskis, Adult Continuing Education Recruitment and Retention Specialist, effective July 1, 2018.
- B.** Accepted the resignation of Larry Spratley, Custodian, effective March 15, 2018.
- C.** Approved an additional 200 hours for Tina Steinberg, Special Needs Liaison, at the rate of \$75.00 per hour for the period March 24, 2018 through June 30, 2018, with funding provided by FY18 IDEA Grant.
- D.** Approved the appointment of Louis Rosso as a School Bus Driver after school hours at the rate of \$25.00 per hour for the period March 24, 2018 through June 30, 2018.
- E.** Approved the appointment of David McBride as a Volunteer Coach for the softball team for the 2018 Spring Season.
- F.** Approved the appointment of the following substitute teachers for the 2017-2018 school year:

Steven Conte
Anne Shaffer

- G.** Confirmed and approved the appointment of the following Cosmetology Teachers to attend the Cosmetology and Hairstyling Board Update on March 17, 2018 for a total of 2.5 hours each at the rate of \$33.00 per hour:

Tina Giraldi
Patrice O'Keefe

- H.** Confirmed and approved the appointment of Katherine Ilardi to teach an additional ¼ block for the 2017-2018 school year.
- I.** Rescinded the appointment of Lisa Holloway and Martel Roberts to revise curricula for Finance and International Business 9 and 10.
- J.** Approved the appointment of Dena Argo to revise curricula for Finance and International Business 9 and 10 with a deadline of May 31, 2018 for final approved product, with funding provided by FY18 Perkins Secondary Grant.
- K.** Amended the resolution of July 18, 2017 to appoint the following individuals to write curriculum for the 2017-2018 school year:

<u>Name</u>	<u>Curriculum</u>	<u># Hours Per Curriculum</u>	<u>Funding Source</u>
Rocio Felix	Spanish I and III	37.5 (Revision)	General Fund
Tania Saez	Spanish II and IV	37.5 (Revision)	General Fund

- L.** Approved the attached revised job description for Adult Education Program Specialist.
- M.** Approved the appointment of the following part-time Adult Continuing Education Instructors for the Women in Building Trades program from June 25-29, 2018:

<u>Name</u>	<u>Position</u>	<u># Hours</u>	<u>Rate</u>
Herbert Browne	Welding Instructor	7	\$35.00 per hour
John DeMarco	HVAC/R Instructor	7	\$35.00 per hour
James Dolan	Welding Instructor	7	\$35.00 per hour
Carl Carbone	Plumbing Instructor	7	\$35.00 per hour

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

FACILITIES

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.** Confirmed and approved the use of the facilities by Tabernacle Productions for 50 parking spaces in the Building #1 parking lot on Saturday, March 17, 2018 from 5:30 p.m. – 10:30 p.m.
- B.** Confirmed and approved the use of the facilities by Monster Basketball, Inc. for youth basketball practices and scrimmages in the gymnasium on Thursday, March 22, 2018 from 6:00 p.m. to 9:15 p.m.
- C.** Approved the use of the facilities by Monster Basketball, Inc. for youth basketball practices and scrimmages in the gymnasium on the following dates and times:

March 28, 2018	6:00 p.m. - 9:15 p.m.	May 9, 2018	7:30 p.m. - 8:45 p.m.
April 11, 2018	7:30 p.m. - 8:45 p.m.	May 23, 2018	7:30 p.m. - 8:45 p.m.
April 18, 2018	7:30 p.m. - 8:45 p.m.	May 24, 2018	7:30 p.m. - 8:45 p.m.
April 25, 2018	7:30 p.m. - 8:45 p.m.	May 30, 2018	7:30 p.m. - 8:45 p.m.
May 2, 2018	6:00 p.m. - 9:15 p.m.		

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

HEARING OF THE PUBLIC – NONE

OLD BUSINESS

- Academic Achievement Recognition Dinner: June 6, 2018, 6:00 p.m., Hanover Marriott, Whippany
- Sports Awards Banquet: June 13, 2018, 6:30 p.m., Zeris Inn
- Completer Ceremony: June 15, 2018, 8:30 a.m. and 1:00 p.m.
- Graduation: June 22, 2018, 3:00 p.m., Mennen Arena.

NEW BUSINESS

- Board of School Estimate Meeting: April 11, 2018 at 9:00 a.m. (John Hyland and Mary Dougherty to attend)
- Next Board Meeting: April 17, 2018 at **6:30 p.m.**
- MCVTEA Negotiations Meetings: April 18th, April 24th, June 18th

ADDITIONAL BUSINESS - NONE

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Mr. Colasurdo, to adjourn the meeting at 7:55 a.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary