

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

April 17, 2018

A regular meeting of the Morris County Vocational School District held on April 17, 2018 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 7:15 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 April 4, 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 Mr. John Hyland.

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

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

- Board Goals - Matthew Lee of New Jersey School Boards Association reviewed prior year board goals and drafted prospective goals with the board members.
- Board of School Estimate Meeting - Susan Young reported that the 2018-2019 budget was approved as presented.
- State Board Members Visit: May 3, 2018

Information Only:

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

COMMITTEE PROGRAMS

Strategic Plan Updates:

- College and Career Readiness Task Force - Shari Castelli and Kerry Eberhardt presented an update regarding the progress of the Task Force regarding their goals.
- Culture and Climate Task Force - Athena Borzeka, Lynne Jackson and Mark Menadier provided a similar update for their Task Force.

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 Session Meeting of the Board of Education of March 23, 2018 as submitted.


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

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 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of February 28, 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 February 28, 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

4-17-18
Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending February 28, 2018.

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

FINANCE

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 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. Amended the resolution of March 23, 2018 (reclassification of \$10,000 between general fund and capital outlay fund amount):

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	\$19,386,222
Capital Outlay	118,198
Special Schools	
Postsecondary	<u>712,944</u>
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).

- E. Approved that the Board of Education gives Delegation of Authority to the School Business Administrator for supervision of the School Facilities Projects as applicable for the following work as educational facility capital projects:

NJ DOE State Plan No. 3365-050-18-4000 Building #2 & #3 Boiler Replacements
NJ DOE State Plan No. 3365-050-18-5000 Building #4 Generator Upgrade

- F.** Approved that the Board of Education authorizes amendments to the district's approved Long Range Facility Plan for the following projects:

NJ DOE State Plan No. 3365-050-18-4000 Building #2 & #3 Boiler Replacements
NJ DOE State Plan No. 3365-050-18-5000 Building #4 Generator Upgrade

- G.** Approved that the Board of Education authorizes submission to the State Department of Education the project applications for the following work as educational facility capital projects requesting debt service aid:

NJ DOE State Plan No. 3365-050-18-4000 Building #2 & #3 Boiler Replacements
NJ DOE State Plan No. 3365-050-18-5000 Building #4 Generator Upgrade

- H.** Approved the following resolution:

WHEREAS, there exists a need for professional services for 2017-2018 and funds are available for these purposes; and

WHEREAS, the Public School Contracts Law (Chapter 114, Laws of 1977) requires that the Resolution authorizing the award of contracts for professional services without competitive bids be publicly adopted.

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District that the following be engaged for professional services for DOE Submission/Project Applications for the following work as educational facility projects as described and in an amount not to exceed the estimated cost as indicated below:

USA Architects Planners + Interior Designers
NJ DOE State Plan No. 3365-050-18-4000 Building #2 & #3 Boiler Replacements \$43,200.00

USA Architects Planners + Interior Designers
NJ DOE State Plan No. 3365-050-18-5000 Building #4 Generator Upgrade \$6,000.00

- I.** Approved the appointment of Ken Shoulder as a Guest Speaker for the Academy for Sports Medicine for one day at the rate of \$200.00 per day, with funding provided by FY18 Perkins Secondary Grant.

- J.** Approved the submission of a budget amendment to the FY18 Perkins Secondary Grant in the amount of \$25,000.00 in order to reallocate funds.

- K.** Approved the following resolution:

WHEREAS, the Morris County Vocational School District Board of Education in the County of Morris, New Jersey (hereinafter referred to as the School Food Authority "SFA") desires to contract with a vendor to serve as a "Food Service Management Company" (FSMC) to provide for the operation of the SFA's food service programs; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1(h), the Board may use competitive contracting in lieu of public bidding for procurement of any good or service that is exempt from bidding pursuant to N.J.S. 18A:18A-5; and

WHEREAS, the Board desires to use competitive contracting to procure the above mentioned specialized services to implement the contracting of a Food Service Management Company; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(a), the Board is required to pass a resolution authorizing the use of competitive contracting; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(b), 4.4 and 4.5, the competitive contracting process, including the preparation of the request for proposal documentation (the "FSMC RFP"), solicitation of proposals, and award of contract based upon the methodology set forth in the aforesaid FSMC RFP, must be administered by the Board's Purchasing Agent; and

WHEREAS, in connection with such FSMC service contract, the Board is required to submit the FSMC contract and supporting documents to the New Jersey Department of Agriculture for final approval.

NOW, THEREFORE, BE IT RESOLVED by the Morris County Vocational School District Board of Education in the County of Morris, New Jersey as follows:

1. The Board hereby authorized a competitive contracting process for the solicitation of bids for FSMC services, including the distribution of the FSMC RFP in connection therewith.
2. The Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, is hereby authorized and directed to execute and deliver any and all documents and to do and cause to be done any and all acts and things necessary or proper for carrying out the transaction contemplated by this resolution, and the FSMC RFP. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Business Administrator/Board Secretary, in consultation with the Board's Attorney shall be conclusive, and no further ratification or other action by the Board shall be required with respect thereto.
3. This resolution shall take place immediately.

L. 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 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 purchase of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing the vendor listed below:

Vendor	Commodity	Contract #	Expiration
Spacesaver Storage Systems, Inc.	High Density Mobile File Systems	79829	6/30/2018

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

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

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 senior internships for the 2017-2018 school year as per the attached list.
- B.** Approved the senior internships for the 2018-2019 school year as per the attached list.
- C.** Affirmed the attached Harassment, Intimidation and Bullying Report of March 21, 2018.
- D.** Confirmed and approved the attached list of field trips for the 2017-2018 school year.
- E.** Approved the attached list of field trips for the 2017-2018 school year.
- F.** Approved the 2017-2020 English Language Service Three-Year Program Plan.
- G.** Approved the following revised curricula:

- Computer Information Science Grade 9
- Computer Information Science Grade 10
- Computer Information Science Grade 11
- Veterinary Science Grade 9
- Veterinary Science Grade 10
- Veterinary Science Grade 11
- Finance and International Business Grade 11

- H.** Approved the following new curricula:

- American Sign Language I
- American Sign Language II

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

PERSONNEL

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.** Accepted the resignation of Tina Giraldi, Teacher of Cosmetology, effective June 22, 2018.
- B.** Approved the reassignment of Theodore Glogiewicz from part-time Painter to full-time Evening Shift Custodian Grade A at Step 6-7 at an annual salary of \$40,310.00 to be prorated for the period April 18, 2018 through June 30, 2018, pending successful completion of a pre-employment physical examination.

- C.** WHEREAS, the Superintendent has reviewed the organizational structure of the Business Office, and

WHEREAS, based upon that review, the Superintendent recommends a reorganization of the structure of the department;

NOW THEREFORE BE IT RESOLVED, for reasons of economy, efficiency, change in the departmental organization, and other just cause, that the position of Administrative Assistant to the Business Administrator/Board Secretary be created effective July 1, 2018 and the position of Secretary to the Business Administrator/Board Secretary be abolished effective June 30, 2018.

AND BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, that the board does approve the job description presented to it and made part of the minutes of this meeting.

- D.** WHEREAS, the Superintendent has reviewed the organizational structure of the Curriculum Office, and

WHEREAS, based upon that review, the Superintendent recommends a reorganization of the structure of the department;

NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, that for reasons of economy, efficiency, change in the departmental organization, and other just cause, that the position of Admissions Specialist be created, effective July 1, 2018 and the position of Admissions Secretary be abolished effective June 30, 2018;

AND BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, that the board does approve the job description presented to it and made part of the minutes of this meeting.

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

Irene Candelaria
Valentina Romano

- F.** Approved the appointment of the following individuals as Volunteer Coaches for the Spring 2018 season:

<u>Name</u>	<u>Sport</u>
Spyridon Mantzas	Baseball
Jessica Prentice	Softball

- G.** Approved the appointment of Regina McNeill and April Stearns to cater the Freeholder Volunteer Reception on May 15, 2018 at the rate of \$33.00 per hour for a maximum of six hours each.

- H.** Approved the appointment of Matthew Bertollo to cater the Freeholder Volunteer Reception on May 15, 2018 at the rate of \$8.60 per hour for a maximum of six hours.

- I.** Confirmed and approved the appointment of the following Culinary Arts Academy students to cater culinary functions on an as-needed basis at the rate of \$8.60 per hour for the period January 1, 2018 through June 30, 2018, to reflect a change to the minimum wage law effective January 1, 2018.

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

- J. Approved the appointment of the following staff members as HOSA Chaperones for the 2017-2018 school year:

Peter Bedell
Kathleen Whitehead

- K. Approved additional hours for the following Adult Continuing Education Instructors for the period April 18, 2018 through June 30, 2018:

<u>Name</u>	<u>Program</u>	<u># Additional Hours</u>	<u>Hourly Rate</u>
Oscar Nieves	Manufacturing	104	\$35.00
Brian Prendergast	Welding	50	\$35.00

- L. Approved additional hours for the following Adult Continuing Education ABS staff for the period April 18, 2018 through June 30, 2018, with funding provided by FY18 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program:

<u>Name</u>	<u>Position</u>	<u># Additional Hours</u>	<u>Hourly Rate</u>
Rosemary Cortez	Saturday ESL Instructor	15	\$35.00
Lucille Kuser	ESL Instructor	47	\$32.00
Joan Pinto	ESL Instructor	33	\$32.00
Annette Ingannamorte	ESL Instructor	9	\$32.00
Belkis Jorge	Registration Aide	30	\$25.00

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

HEARING OF THE PUBLIC – NONE

OLD BUSINESS

- MCVTEA Negotiations Meetings: April 18th, April 24th, May 14th, June 18th
- Academic Achievement Recognition Dinner: June 6, 2018, 6:00 p.m., Hanover Marriott, Whippany **WHO WILL ATTEND?**
- 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

- Next Board Meeting: May 8, 2018 at **6:30 p.m.**
- NJ School Boards Annual Fall Workshop: October 22-25, 2018, Atlantic City

ADDITIONAL BUSINESS – Mr. Moffitt updated the board on a potential bond act that may be on the November ballot. The current version would provide funding to expand vocational schools with preference to those partnering with county colleges along with additional school security funding statewide.

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Mr. Colasurdo, to adjourn the meeting at 8:45 p.m.

All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Young".

Susan Young, Business Administrator/Board Secretary