

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**September 11, 2018**

A regular meeting of the Morris County Vocational School District held on September 11, 2018 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:30 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 November 1, 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 at roll call: Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, Mr. John Hyland and Mr. Roger A. Jinks, Sr.

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

**CORRESPONDENCE - NONE**

**SUPERINTENDENT'S REPORT**

- 2018 Graduation Data and 2018-2019 Enrollment present by Shari Castelli
- 2018 Statewide Assessments Results presented by Shari Castelli

**COMMITTEE PROGRAMS**

- New MCVSD Website and design process presented by Kerry Eberhardt

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

**MINUTES**

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

1. Approved the minutes of the Regular Meeting of the Board of Education of August 14, 2018 as submitted.

2. Approved the following resolution:

WHEREAS, the Morris County Vocational School District Board of Education in conjunction with its Board Attorney, on September 4, 2018, conducted a review of its closed session meeting minutes as required by the Open Public Meetings Act; and

WHEREAS, it has been determined that these minutes no longer require confidential treatment.

NOW THEREFORE BE IT RESOLVED, that the Morris County Vocational School District Board of Education approves making public the minutes of its closed session meetings held during the Board meetings identified by the dates below because they no longer require confidential treatment:

- July 14, 2016
- September 13, 2016
- November 1, 2016
- December 13, 2016
- January 10, 2017
- April 18, 2017
- June 13, 2017


Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Jinks  
No: 0  
Abstain: 1 Mr. Hyland  
Motion Carried.

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

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

1. Approved the revised Report of the Business Administrator/Board Secretary submitted pursuant to 18A:17-9 for the period ending and investments made during the month of June 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of June 30, 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 June 30, 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

9-11-18  
Date

2. Approved the revised Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending June 30, 2018.
3. 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 July 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of July 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 July 31, 2018 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.

  
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Business Administrator/Board Secretary

9-11-18  
Date

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

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Mr. Jinks  
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.

1. Approved the payment of bills as attached.
2. Approved the following amendments to the 2018/2019 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.
3. 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.
4. Accepted a donation from the AVPA Education Foundation in the amount of \$4,600.00, with a letter of appreciation to the donor.
5. Accepted a donation of plumbing tools and supplies with an estimated value of \$3,600.00 from the Estate of Fredric Bloom, Bernardsville, New Jersey for use in the plumbing program, with a letter of appreciation to the donor.
6. Approved the appointment of the following Guest Artists for the 2018-2019 school year:

<u>Name</u>	<u>Program</u>	<u># Days</u>	<u>Daily Rate</u>	<u>Funding Source</u>
Alex Biegelson	VPA Dance	17	\$275.00	FY19 Perkins Secondary Grant
Bettina Bierly	VPA Drama	10	\$275.00	General Fund
David Gish	VPA Dance	4	\$275.00	FY19 Perkins Secondary Grant
Chris Kolwicz	VPA Dance	12	\$275.00	FY19 Perkins Secondary Grant
Perry Kroeger	VPA Drama	10	\$275.00	General Fund
Michelle Robinson	VPA Dance	7	\$275.00	FY19 Perkins Secondary Grant
Donna Scro	VPA Dance	13	\$275.00	FY19 Perkins Secondary Grant

7. Approved that the Board of Education gives Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project as applicable for the following work as an educational facility capital project:

Maser Consulting Project #18005915P - Synthetic Turf Field Improvements

8. Approved that the Board of Education authorizes amendments to the district's approved Long Range Facility Plan for the following project:

Maser Consulting Project #18005915P - Synthetic Turf Field Improvements

9. Approved that the Board of Education authorizes submission to the State Department of Education the project application for the following work as an educational facility capital project requesting debt service aid:

Maser Consulting Project #18005915P - Synthetic Turf Field Improvements

10. Approved the following resolution:

WHEREAS, there exists a need for professional services for the 2018-2019 school year 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 Board of Education that the following be engaged for professional services for DOE Submission/Project Application for the following work as an educational facility project as described and in an amount not to exceed \$58,500.00:

Maser Consulting Project #18005915P - Synthetic Turf Field Improvements

11. Approved the following resolution:

WHEREAS, the Morris County Vocational School District Board of Education in the County of Morris, New Jersey (the "Board") has issued a request for proposals (the "RFP") in accordance with N.J.S.A. 18A:4.1 et seq. for a qualified Energy Service Company ("ESCO") in connection with the Board's proposed implementation of an Energy Savings Improvement Project ("ESIP") in accordance with P.L. 2012, c.55 (P.L.2009, c.4); and

WHEREAS, a selection committee was established to review the responses to such RFP in accordance with the specific evaluation criteria as outlined in the RFP and to interview such proposers; and

WHEREAS, the selection committee has reviewed the sole proposal received and conducted an interview of the proposer on August 21, 2018; and

WHEREAS, the selection committee has determined that Honeywell Building Solutions is a qualified ESCO in accordance with the evaluation criteria; and

WHEREAS, Honeywell Building Solutions will provide an Energy Savings Plan (the "ESP"), including engineering, construction and project management as part of their proposal and that the total cost of services will be a predetermined amount and paid for out of the energy savings as calculated in accordance with P.L. 2012, c.55, and

WHEREAS, the BOE will have an option to continue the process to full implementation of the ESIP project once the ESP has been reviewed and approved by an independent 3rd party in accordance with P.L.2012, c.55, and adopted by the Board; and

NOW, THEREFORE BE IT RESOLVED that:

1. Based upon the recommendations of the selection committee, the Board hereby designates Honeywell Building Solutions to be the ESCO to implement the School District's ESIP.
2. The Board approves an agreement with Honeywell Building Solutions to prepare the Investment Grade Audit and ESIP in accordance with the RFP.
3. This resolution shall take effect immediately.

**12.** Approved the following resolution:

WHEREAS, NJSA 6A:23A-14.1(d) permits a Board of Education to withdraw such funds from the capital reserve account and appropriate into the required capital account lines at budget time or any time during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Capital Reserve Account any time during the year by resolution, and

WHEREAS, the Morris County Vocational School District Board of Education is desirous to withdraw funds from the Capital Reserve Account and appropriate said funds into the required capital account lines in the amount of \$150,000.00 for expenditures related to the Access Gate Improvements Project and the Synthetic Turf Field Improvements Project, and

WHEREAS, according to 6A:23A-14.1(h)5.v, the Morris County Vocational School District Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the capital reserve account;

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

**CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS**

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.

1. Approved the senior Structured Learning Experiences for the 2018-2019 school year as per the attached list.
2. Approved that October 1-5, 2018 be recognized as a "Week of Respect" in the Morris County Vocational School District.
3. Approved the attached list of field trips for the 2018-2019 school year.
4. Approved the attached 2018-2019 Crisis Response Plan.
5. Approved the adoption of the following textbooks:

Name	Author – Publisher	Copyright Date
A+ Guide to IT Tech text and Workbook	Andrews-Cengage Learning	2017
Survey of Operating Systems	Holcombe-McGraw-Hill Education	2-16-2016
Starting out with Java	Gaddis-Pearson	3-22-2015
Computer Science Illuminated w/Navigate 2	Dale-Jones and Bartlett Learning	12-31-2014

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

## POLICIES AND PROCEDURES

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.

1. Approved the first reading of the following new policy:

### 3542.3 Procurement Procedures for Child Nutrition Programs

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Mr. Jinks  
No: 0  
Abstain: 0  
Motion Carried.

## PERSONNEL

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.

1. Approved the appointment of Samantha Shane as a Teacher of English at BA Step 2-3 at an annual salary of \$59,626.00 to be prorated with an anticipated start date of October 22, 2018 (or sooner) through June 30, 2019, pending successful completion of a criminal history background check and pre-employment physical examination.
2. Amended the resolution of August 14, 2018 to approve the appointment of Laurie Sisto as a Teacher of Spanish at BA Step 9 effective September 1, 2018 through June 30, 2019, pending successful completion of a criminal history background check and pre-employment physical examination (change to start date).
3. Approved the appointment of Jack Sassaman as a Supervisor of Instruction at the annual salary of \$120,000.00 to be prorated for the period September 15, 2018 through June 30, 2019, pending successful completion of a criminal history background check and pre-employment physical examination.
4. Approved the appointment of Lina Haran as a Substitute Teacher for the 2018-2019 school year.
5. Confirmed and approved that Employee #4591 be placed on Administrative Leave with pay effective August 28, 2018.

6. Approved the appointment of Tania Saez to teach one additional block of instruction for the 2018-2019 school year.
7. Rescinded the appointment of Lisa Adams as an Achievement Coach for the 2018-2019 school year.
8. Rescinded the appointment of Kevin Conover as a Lead Teacher for the 2018-2019 school year.
9. Approved the appointment of Kevin Conover as an Achievement Coach for the 2018-2019 school year with a stipend of \$3,500.00.
10. Approved the appointment of Steven Hendricks as a Lead Teacher for the 2018-2019 school year with a stipend of \$1,500.00.

11. Approved the appointment of the following Club Advisors for the 2018-2019 school year:

<u>Name</u>	<u>Club/Organization</u>
Dena Argo	National Technical Honor Society
Catherine Mohrle	Class of 2022
Justin Jacobs and Adam Wirjosemito (Co-Advisors)	National Honor Society
Gayle Adler and Catherine Bienkowski (Co-Advisors)	HOSA

12. Confirmed and approved the appointment of Thomas Randolph, Security Guard, to assist at Freshmen Orientation on September 5, 2018 for a maximum of five hours at his hourly rate.
13. Confirmed and approved the appointment Rosie Edouard as a part-time Adult Continuing Education LPN Instructor at the rate of \$40.00 per hour for a maximum of 450 hours for the period September 1, 2018 through June 30, 2019.
14. Approved the appointment of Heather Moore as a part-time Childcare Provider for a maximum of 204 hours at the rate of \$17.00 per hour for the period October 1, 2018 through June 30, 2019 with funding provided by FY19 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program, pending successful completion of a criminal history background check.
15. Confirmed and approved the appointment of Stacy Publik as a part-time evening ESL Instructor for a maximum of 204 hours at the rate of \$32.00 per hour for the period September 1, 2018 through June 30, 2019 with funding provided by FY19 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program.
16. Confirmed and approved the appointment of Matilde Ramos as a part-time Saturday ESL Instructor for a maximum of 135 hours at the rate of \$35.00 per hour for the period September 1, 2018 through June 30, 2019 with funding provided by FY19 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program.
17. Approved the appointment of Tatiana Karram as a part-time Childcare Provider for a maximum of 204 hours at the rate of \$17.00 per hour for the period October 1, 2018 through June 30, 2019 with funding provided by FY19 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program, pending successful completion of a criminal history background check.
18. Approved the appointment of Kathleen Marshall as a long-term Substitute Teacher for Cosmetology at the rate of \$300.00 per day effective September 17, 2018, pending successful completion of a criminal history background check.

- 19.** Approved the appointment of Gregory Cohen as a Lead Teacher for the 2018-2019 school year with a stipend of \$1,500.00.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

## **FACILITIES**

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.

- 1.** Approved the use of the facilities by Morris Plains Basketball for practices and games in the Gymnasium per the attached schedule pending receipt of a certificate of insurance.
- 2.** Approved the use of the facilities by Denville PAL Basketball for practices and games in the Gymnasium per the attached schedule.
- 3.** Confirmed and approved the use of the facilities by Monster Basketball for practices and games in the Gymnasium per the attached schedule.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Mr. Jinks  
No: 0  
Abstain: 0  
Motion Carried.

## **HEARING OF THE PUBLIC – NONE**

## **OLD BUSINESS**

- New Jersey School Boards Association Fall Workshop 2018: October 22-25, 2018  
**Barbara Dawson, Lawrence Colasurdo, Mary Dougherty, John Hyland and Roger Jinks (through Somerset County) attending.**

## **NEW BUSINESS**

- Next Board Meeting: October 9, 2018 at **6:30 p.m.**

## **SUNSHINE RESOLUTION**

The following motion made by Mr. Colasurdo, seconded by Mrs. Dougherty, 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:

- MCVTEA Negotiations Update
- 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 **5 minutes** and that no 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 7:37 p.m. and reconvened at 7:43 p.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Mr. Jinks. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

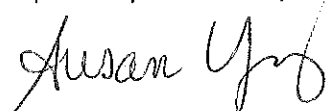
**ADDITIONAL BUSINESS – NONE**

**ADJOURNMENT**

Motion made by Mrs. Dougherty, seconded by Mr. Colasurdo, to adjourn the meeting at 7:43 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary