

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

October 9, 2018

A regular meeting of the Morris County Vocational School District held on October 9, 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, Mrs. Mary Dougherty, Mr. John Hyland and Dr. Angelica Allen-McMillan.

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

APPOINTMENT AND ELECTION OF OFFICERS

Dr. Angelica Allen-McMillan was appointed as a Trustee to the Morris County Vocational School District Board of Education and was administered the oath of office.

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

- Continuing Education Enrollment and Program Update was provided by Irene Schrader
- Student Safety and Data System Report (January – June 2018) was presented by Mark Menadier who explained the reporting changes from the prior EVVR system.
- School Self-Assessment for Determining HIB Grades was explained by Lynne Jackson.
- Living Curriculum in Atlas Rubicon was presented by Shari Castelli.
- New Jersey Teacher of the Year- Jennifer Skomial was introduced by Scott Moffitt. Mrs. Skomial provided an overview of the selection process and future obligations related to the position. She expressed her enthusiasm with the honor of being selected and also of having the opportunity to represent teachers in general as well as Career and Technical Education.

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 motions made by Mrs. Dougherty, seconded by Mr. Hyland, were approved as submitted.

1. Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of September 11, 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 October 1, 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, 2015; release with student initials redacted
- August 11, 2015
- September 8, 2015
- October 13, 2015; release with employee numbers redacted
- November 2, 2015
- December 8, 2015
- January 12, 2016
- February 10, 2016
- March 8, 2016
- May 10, 2016; release with position and employee number redacted
- June 14, 2016

Roll Call Vote – Yes: 4 Mrs. Dawson, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan

No: 0

Abstain: 0

Motion Carried.

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

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

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

10-9-18
Date

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

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

FINANCE

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.

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. Approved the following resolution:

WHEREAS, on August 9, 2018, the Morris County Vocational School District ("District") held a public bid opening for the Access Gate Improvements project ("Project"); and

WHEREAS, the District received no bids at the public bid opening; and

WHEREAS, on August 23, 2018, the District held a second public bid opening for the Project and received no bids at the public bid opening; and

WHEREAS, N.J.S.A. 18A:18A-5 permits a board of education to negotiate a contract when the board has, on at least two occasions, advertised for the receipt of bids and has not received any responsive bids in response thereto; and

WHEREAS, in accordance with the provisions of N.J.S.A. 18A:18A-5, the Administration negotiated a contract for the project.

NOW, THEREFORE, BE IT RESOLVED, that the District hereby awards the Access Gate Improvements project ("Project") in the amount of \$63,450.00 to D. Panetta Contracting, LLC, Randolph, New Jersey, subject to the negotiation of an acceptable contract.

BE IT FURTHER RESOLVED that the board of education authorizes the Administration in consultation with the legal counsel to enter into the associated contract.

5. Accepted funding from the New Jersey Department of Education for the FY19 IDEA Grant Program in the amount of \$201,160.00 for the period July 1, 2018 through June 30, 2019.
6. Accepted funding from the New Jersey Department of Education for the FY19 Perkins Secondary Grant Program in the amount of \$349,758.00 for the period July 1, 2018 through June 30, 2019.
7. Approved the appointment of the following VPA Multimedia Guest Artists for the 2018-2019 school year:

<u>Name</u>	<u># Days</u>	<u>Rate</u>	<u>Funding</u>
Svetlana Blasucci	1	\$200.00 per day	FY19 Perkins Secondary Grant
Kurt Engfehr	12	\$150.00 per day	FY19 Perkins Secondary Grant
Harrison Kraft	14	\$ 40.00 per day	General Fund
April Merl	10	\$150.00 per day	FY 19 Perkins Secondary Grant

8. Approved the following resolution:

WHEREAS, on October 2, 2018, the Morris County Vocational School District ("District") held a public bid opening for Multipurpose Room Alterations for the Morris County School of Technology project ("Project"); and

WHEREAS, the District received fifteen (15) bids at the public bid opening; and

WHEREAS, the lowest bid was submitted by Tri-Form Construction, Inc., Metuchen, New Jersey, with a base bid in the total amount of One Million Thirty-Six Thousand Dollars (\$1,036,000.00) inclusive of a Twenty Thousand Dollar (\$20,000.00) General Contingency Allowance and Fifteen Thousand Dollars (\$15,000.00) on Allowance #2 (Hardware Allowance); and

WHEREAS, the District, in conjunction with its Design Professional and Special Counsel, has determined Tri-Form Construction, Inc. to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq, the District awards a contract for the Project to Tri-Form Construction, Inc. in the total amount of One Million Thirty-Six Thousand Dollars (\$1,036,000.00) consisting of the base bid, inclusive of a Twenty Thousand Dollar (\$20,000.00) General Contingency Allowance and Fifteen Thousand Dollars (\$15,000.00) on Allowance #2 (Hardware Allowance); and

BE IT FURTHER RESOLVED, that the District authorizes its legal counsel to prepare the contract for the Project, transmit same to Tri-Form Construction, Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that because of the time constraints involved with the Project, the District hereby authorizes the Business Administrator to execute the contract on behalf of the District, and further appoints the Administration to act as the District's Representative during the construction of the Project.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan
No: 0
Abstain: 0
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 the Student Safety Data System report for the district for the period January 1 – June 30, 2018.
3. Declared October 15 – 19, 2018 as Violence Awareness Week in all schools operated by the Morris County Vocational School District.
4. Approved the 2018-2019 School Safety and Security Plan.
5. Approved the attached list of field trips for the 2018-2019 school year.
6. Approved the School Self-Assessment for Determining HIB Grades for the period July 1, 2017 through June 30, 2018 for the following district schools:

Morris County School of Technology
Academy for Biotechnology
Academy for Environmental Science
Academy for Law and Public Safety
Academy for Mathematics, Science and Engineering

7. Approved the new and revised curricula that is aligned to the New Jersey Student Learning Standards (NJSL) as designated on the attached list.
8. Approved the adoption of the attached list of textbooks.
9. Approved the 24-Hour Hackathon, HackMCST, sponsored by the Academy for Computer and Information Sciences, to be held on November 10, 2018 through November 11, 2018 at Morris County School of Technology.

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

POLICIES AND PROCEDURES

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.

1. Approved the second reading and adoption of the following new policy:

3542.3 Procurement Procedures for Child Nutrition Programs

2. Approved the following revised policy:

4151.1/4215.1 Personal and Injury/Health and Hardship

Roll Call Vote – Yes: 4 Mrs. Dawson, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan
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.

1. Approved a leave of absence for Megan Petrucelli, Teacher of English, under the Federal Family Medical Leave Act with an anticipated start date of December 3, 2018 through January 19, 2019 using accumulated sick days, followed by an unpaid leave of absence under the New Jersey Family Leave Act for the period January 20, 2019 through April 12, 2019, followed by an unpaid maternity leave of absence through June 30, 2019.
2. Approved a leave of absence for Marisa Dillon, School Counselor, under the Federal Family Medical Leave Act with an anticipated start date of December 6, 2018 through January 30, 2019 using accumulated sick days, followed by an unpaid leave of absence under the New Jersey Family Leave Act for the period January 31, 2019 through April 25, 2019, followed by an unpaid maternity leave of absence through June 30, 2019.
3. Approved the appointment of the following faculty members as Cosmetology Instructors for Remediation for 2.5 hours per day, one day per week, for a maximum of 15 weeks (total hours to be shared between all three instructors) at their hourly rate for the period October 10, 2018 through June 1, 2019, with funding provided by FY19 Perkins Secondary Grant:

Brigida Alonzo
Kathleen Marshall
Annabel Pagana-Lausch

4. Approved the appointment of the following Athletic Coaches for the 2018-2019 winter season:

Sport

Basketball – Boys Varsity
Basketball – Boys JV
Basketball – Girls Varsity
Basketball – Girls JV
Bowling

Coach

Albert Prentice
John Lisella
Timothy Gordon
Kevin Brophy
Louis Rosso

5. Approved the appointment of the following staff members as Accuplacer Proctors for the 2018-2019 school year at the rate of \$33.00 per hour:

Nancy Barrientos
Catherine Bienkowski
Marisa Dillon
LaToya Evans
Ashley Gaunt
Justin Jacobs
Jennifer Katz
Erin Lowe
Kristen Maday
Patricia Mann
Penny Manser

Michael Quaglio
Robin Ravotto
Michael Romano
Louis Rosso
Samantha Shane
Jennifer Skomial
Briana Spann
Kathleen Turnbull
Gina Visconti
Steven Ward
Kathleen Whitehead

Catherine Mohrle
Susan Phillips

Adam Wirjosemito

6. Confirmed and approved the appointment of the following Home Instruction Tutors for the 2018-2019 school year at the rate of \$50.00 per hour:

LaToya Evans
Gina Visconti

7. Rescinded the appointment of Patrice O'Keefe to revise curriculum for Cosmetology Grades 11 and 12.

8. Approved the appointment of the following faculty members to revise curriculum at the rate of \$33.00 per hour for a maximum of 37.5 hours per curriculum with final approved product by January 2, 2019:

<u>Name</u>	<u>Curriculum</u>	<u>Funding Source</u>
Brigida Alonzo	Cosmetology Grade 11	FY19 Perkins Secondary Grant
Brigida Alonzo	Cosmetology Grade 12	FY19 Perkins Secondary Grant
Kimberly Delesky	Fundamentals of Retail and Supermarkets Careers Grade 11	FY19 Perkins Secondary Grant
Kimberly Delesky	Fundamentals of Retail and Supermarkets Careers Grade 12	FY19 Perkins Secondary Grant
Louis Rosso	Auto Body Grade 11	FY19 Perkins Secondary Grant
Louis Rosso	Auto Body Grade 12	FY19 Perkins Secondary Grant
Louis Rosso	Auto Service Technology Grade 11	FY19 Perkins Secondary Grant
Louis Rosso	Auto Service Technology Grade 12	FY19 Perkins Secondary Grant

9. Approved an additional 85 hours for Francesca Martin, part-time Adult Continuing Education ASL Interpreter, at the rate of \$80.00 per hour for the period October 10, 2018 through December 31, 2018.

10. Confirmed and approved the appointment of the following faculty members for curriculum migration for the 2018-2019 school year at the rate of \$33.00 per hour for a maximum of 2.5 hours per curriculum:

Name	Course	Total Hours
Brigida Alonzo	Cosmetology 11 & 12	5
Kevin Condron	Creative Writing	2.5
Kim Delesky	Fundamentals of Retail and Supermarket Careers 11 & 12	5
Robert Doran	Intro to Video Game Programming	2.5
Robert Doran	Advanced Video Game Programming	2.5
LaToya Evans	Anatomy & Physiology 1	2.5
Irene Fitzpatrick	Theatre Arts 9, 10, & 11	7.5
Irene Fitzpatrick	Public Speaking	2.5
Kathleen Harrington	Foundations of College Math	2.5
Kathleen Harrington	SAT Math Prep	2.5
Kathleen Harrington	Financial Literacy	2.5
Michael LeRose	Lab Band 1 & 2	5
Michael LeRose	Fundamentals of Music	2.5
Adrienne MacKenzie	Environmental Science	2.5
Tairran Moschella	Honors Economics	2.5
Brianna O'Halloran	Multimedia 9, 10, & 11	7.5

Colleen Pascale	Law & Public Safety 9, 10 & 11	7.5
Lisa Peluso	Dance 9, 10, & 11	7.5
Ruben Rosado	Art & Composition 1 & 2	5
Ruben Rosado	Computers in Art 1 & 2	5
Ruben Rosado	Advertising Art & Design	2.5
Lou Rosso	Auto Body Collision & Repair 11 & 12	5
Lou Rosso	Auto Service Technology 11 & 12	5
Jennifer Skomial	Education & Learning 9,10, & 11	7.5
Kathleen Whitehead	Flexibility & Strength Training	2.5

11. Confirmed and approved the appointment of Janice Alvarez as a long-term Substitute Teacher for Cosmetology at the rate of \$300.00 per day for the period September 4, 2018 through September 18, 2018.

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

FACILITIES

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

1. Approved the use of the facilities by Rugby New Jersey for a college fair and college combine in the Gymnasium and Cafeteria on Sunday, February 17, 2019 from 8:00 a.m. to 4:00 p.m. with set-up time on Saturday, February 16, 2019 from 9:00 a.m. to 11:00 a.m. in the Cafeteria only.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan
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 Angelica Allen-McMillan attending. Confirmed days attending for hotel reservations.

NEW BUSINESS

- Open House/Information Session: October 20, 2018 at 10:00 a.m. – 12 noon and 1:00 – 3:00 p.m.
- Next Board Meeting: November 1, 2018 to be changed to **7:30 a.m.** (annual reorganization and regular business meeting)

SUNSHINE RESOLUTION

The following motion made by Mr. Hyland, 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 Contract
- MCVSD Administrator Contract

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 **15 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 8:00 p.m. and reconvened at 8:08 p.m. with the following Board Members present: Mrs. Dawson, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADDITIONAL BUSINESS

1. Approved, upon the recommendation of the Superintendent and the Negotiations Committee of the Board, the contractual agreement between the Morris County Vocational-Technical Education Association and the Morris County Vocational School District Board of Education for the period July 1, 2018 through June 30, 2021.
2. Approved, upon the recommendation of the Superintendent, the attached Agreement between the Morris County Vocational School District Board of Education and the Morris County Vocational School District Administrative Association for the period July 1, 2018 through June 30, 2021.

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

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, to adjourn the meeting at 8:10 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary