

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

November 1, 2018

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2018 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 11, 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: President Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, 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

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 (continuance of term)
John P. Hyland	November 2021
Dr. Angelica Allen-McMillan	N/A

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

Mrs. Dawson called for nominations for the Office of Vice President: Mrs. Dougherty, seconded by Dr. Allen-McMillan, 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 item was tabled.

The following individuals are appointed to serve on committees until the Annual Reorganization Meeting on November 1, 2019:

COMMITTEE MEMBERSHIP FOR 2018-2019

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
Personnel		
Finance		

APPOINTMENT OF DELEGATES/REPRESENTATIVES

Motion tabled to appoint the following delegates/representatives for the 2018-2019 school year:

Morris County Educational Services Commission: _____

Alternate to the Morris County Educational Services Commission: _____

Morris County School Boards Association: _____

Alternate to the Morris County School Boards Association: _____

New Jersey School Boards Association: _____

Alternate to the New Jersey School Boards Association: _____

Morris County Board of School Estimate: _____

Alternate to the Morris County Board of School Estimate: _____

Roll Call Vote -

The following reorganization motions made by Mr. Colasurdo, seconded by Dr. Allen-McMillan, 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 11, 2018	6:30 P.M.	July 16, 2019 (third Tuesday)	7:30 A.M.
January 8, 2019	6:30 P.M.	August 13, 2019	7:30 A.M.
February 12, 2019	6:30 P.M.	September 10, 2019	6:30 P.M.
March 12, 2019	6:30 P.M.	October 8, 2019	6:30 P.M.
April 9, 2019	6:30 P.M.	*November 1, 2019	6:30 P.M.
May 14, 2019	6:30 P.M.	(Friday) Annual Reorganization and	
June 11, 2019	6:30 P.M.	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 adoption of all existing curricula revised to the New Jersey Student Learning Standards as per attached list.

TEXTBOOKS

Approved the adoption of all existing textbooks for the 2018-2019 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 201-2019 school year.

ORGANIZATION CHART

Approved the organization chart as attached.

STANDARD OPERATING PROCEDURES MANUAL

Approved the 2018-2019 Standard Operating Procedures Manual.

PURCHASING MANUAL

Approved the 2018-2019 Purchasing Manual.

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

REGULAR BUSINESS MEETING

CORRESPONDENCE

- New Jersey Teacher of the Year

Daniel Sinclair, President
NJ School Boards Association

SUPERINTENDENT'S REPORT

Reports:

- 2019-2020 Tentative Budget Calendar was outlined by Susan Young.
- Ethics Presentation presented by Board Attorney John M. Mills.

Information Only:

- Security and Fire Drill Logs
- Student Incident 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 9, 2018.

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

No: 0

Abstain: 1 Mr. Colasurdo

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 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 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 September 30, 2018 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.



Business Administrator/Board Secretary

11-6-18

Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2018.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan
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. Approved the following resolution:

WHEREAS, N.J.A.C. 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 \$1,136,000.00 for expenditures related to the Multipurpose Room Alterations 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.

5. Accepted a donation from the Computer Science Foundation Booster Club Inc., Denville, New Jersey, for items supplied for the MCST Hackathon (meals, T-shirts, prizes, banners, presenters, facilitators and incidentals) with a total estimated value of \$8,000.00, with a letter of appreciation to the donor.

6. Accepted funding from the New Jersey Department of Education for the FY19 Perkins Postsecondary Grant Program in the amount of \$121,858.00 for the period of July 1, 2018 to June 30, 2019.
7. Approved the appointment of Oscar Nieves as a Guest Artist for the Welding program for a maximum of 15 days at the rate of \$275.00 per day for the 2018-2019 school year, with funding provided by FY19 Perkins Secondary Grant.
8. Confirmed and approved the Postsecondary Collaboration Agreement between the Morris County Vocational School District and the County College of Morris for the period July 1, 2018 through June 30, 2022.

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

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mr. Hyland, seconded by Dr. Allen-McMillan, 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 attached 2018-2019 Nursing Services Plan.
3. Approved the attached list of field trips for the 2018-2019 school year.
4. Approved the Agreement between Fairleigh Dickinson University and the Morris County School of Technology for the Middle College Program for the 2018-2019 school year.
5. Approved the attached revised curricula as aligned to the designated New Jersey Learning Standards.
6. Approved the Grade 12 Biotechnology Option Agreement between William Paterson University of New Jersey and the Morris County Vocational School District for the 2018-2019 school year.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, 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. Colasurdo, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved advancement on the salary guide for Jennifer Katz, School Counselor, to MA+30 effective February 1, 2019.

2. Approved the appointment of John Kieswetter as a Substitute Teacher for the 2018-2019 school year.
3. Approved the appointment of Laurie Sisto as a Detention Monitor for the 2018-2019 school year at the rate of \$34.00 per hour.
4. 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 during the 2018-2019 school year:

Sophia Acocella	Alexander Geddes	Brian Sawruck
Joshua Calafiore	Hannah Glaser	Matthew Schoelch
Hunter Caplan	Jillian Harrington	Suzanne Shiobara
James Cava	Edwin Herrera	Andrew Stulec
Skyler Christie	Lindsay Josepin	Sofia Vega
Katarina Coyne	MacKenzie Korman	Ireland Walker
Matthew DeMagistris	Nicholas Machuca	Peter Walsh
Marco DeMartinis	Robert Miller	Sarah White
Alec DePinto	Tess Mulligan	Emma Ziser
Joseph Edore	Jenny Rapa	
Emma Garcia	Corinne Robak	

5. Approved the appointment of the following individuals as Chaperone Supervisors for the MCST Hackathon on November 10-11, 2018 for a maximum of 128 hours at the rate of \$33.00 per hour to be shared among all Chaperone Supervisors, with funding provided by FY19 Perkins Secondary Grant:

Dena Argo	Catherine Mohrle
Carl Carbone	Daniel O'Halloran
LaToya Evans	Colleen Pascale
Jacqueline Graulich	Jessica Prentice
Michael Harriott	Louis Rosso
Steven Hendricks	Samantha Shane
Justin Jacobs	Kathleen Turnbull
Kristen Maday	

6. Approved the appointment of Laura Eliscu as a School Counselor to fulfill a leave of absence at MA Step 3-4 at an annual salary of \$64,743.00 to be prorated with an anticipated start date of December 6, 2018 through June 30, 2019, pending successful completion of a criminal history background check and pre-employment physical examination.
7. Approved the attached Governmental Employee Interchange Act Agreement between the New Jersey Department of Education and the Morris County Vocational School District for Jennifer Skomial, New Jersey State Teacher of the Year, for the period January 2, 2019 through June 28, 2019.
8. Approved the appointment of the following faculty members as Volunteer Co-Advisors for the Cornerstone Club for the 2018-2019 school year (no stipend):

Catherine Mohrle
Colleen Pascale

9. Approved the allocations for the grant-funded positions for the 2018-2019 as per the attached list.
10. Accepted the resignation of Lisa McNamara, part-time Adult Basic Skills Instructor, effective November 14, 2018.

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

FACILITIES

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 submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Comprehensive Maintenance Three Year Plan, 2017-2018 through 2019-2020, to the County Office.
2. Confirmed and approved the use of the facilities by Tabernacle Productions for 45 parking spaces in the Building #1 parking lot on Friday, October 26, 2018 from 6:00 p.m. – 11:00 p.m.

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

HEARING OF THE PUBLIC – NONE

OLD BUSINESS - NONE

NEW BUSINESS

- Career and Technical Education Partnership Showcase: November 1, 2018, 9- 11 a.m., County College of Morris
- Next Board Meeting: December 11, 2018 at 6:30 p.m.
- Graduation: June 20, 2019, Mennen Arena

SUNSHINE RESOLUTION

The following motion made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, 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 matter:

- Architect Settlement

which falls within the exceptions as set forth in the “Open Public Meetings Act” and therefore is a matter which this Body determines should be discussed at a closed meeting. It is anticipated that this closed session will last approximately **10 minutes** and action is expected in 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 matter, which involves 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 matter under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

The meeting was recessed at 7:47 a.m. and reconvened at 7:51 a.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, 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

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

Approved authorization for Susan Young to execute any and all documents and to initiate payment needed to effectuate a settlement agreement with Ronald Schmidt and Associates, P.A. with payment to the bankruptcy trustee in the amount of \$6,850.00.

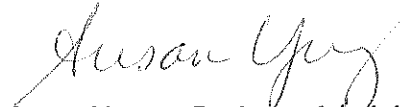
Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Mr. Hyland, to adjourn the meeting at 7:52 a.m.

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

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary