

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

December 11, 2018

A regular meeting of the Morris County Vocational School District held on December 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 2, 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, Mrs. Mary Dougherty and Mr. John Hyland.

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

APPOINTMENT AND ELECTION OF OFFICERS

Mrs. Mary Dougherty was appointed as a Trustee to the Morris County Vocational School District Board of Education and was administered the oath of office.

Appointment of Committees

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	Mr. Colasurdo	Mrs. Dawson
Finance	Mr. Hyland	Mrs. Dougherty

Appointment of Delegates and Representatives

Motion made by Mr. Colasurdo, seconded by Mrs. Dougherty, to appoint the following delegates/representatives for the 2018-2019 school year:

Morris County Educational Services Commission: Mary Dougherty

Alternate to the Morris County Educational Services Commission: John Hyland

Morris County School Boards Association: Lawrence Colasurdo

Alternate to the Morris County School Boards Association: Barbara Dawson

New Jersey School Boards Association: Barbara Dawson

Alternate to the New Jersey School Boards Association: Lawrence Colasurdo

Morris County Board of School Estimate: John Hyland and Barbara Dawson

Alternate to the Morris County Board of School Estimate: Mary Dougherty

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

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

- Mr. Moffitt described the new Roxbury Host Site Academy Partnership Agreement noting the applications for this new Academy have been strong. He indicated the current Sports Medicine Academy at the Denville campus would be phased into a share time program in the future.
- CTE Program Approvals- Mr. Moffitt explained difficulties with state approvals for certain programs.
- The "Securing Our Children's Future" Bond Act was explained by Mr. Moffitt as well as the district's ongoing conversations and collaboration with the County College of Morris as it relates to this Act.

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

1. Approved the minutes of the Reorganization, Regular and Closed Session Meetings of the Board of Education of November 1, 2018 as submitted.


Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland
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. Colasurdo, 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 October 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of October 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 October 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

12-11-18
Date

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

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland
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 General Services Contract between the Camden County Educational Services Commission and the Morris County Vocational School District for the period December 12, 2018 through June 30, 2019.
5. Approved the appointment of Matthew Muehring as a VPA Multimedia Guest Artist for a total of five days at the rate of \$150.00 per day, with funding provided by general fund.
6. Approved the attached Articulation Agreement between Kean University and the Morris County Vocational School District for the Academy for Environmental Science through May 31, 2022.

7. Confirmed and approved Change Order #1 for an add of \$2,900.00 for Innovative Electrical Contracting, Inc. which represents a charge for additional labor, materials and equipment to provide and install (1) transfer switch to be deducted from the \$3,000.00 contingency allowance. The final contract sum including this change order decreases to \$31,677.70.

8. Confirmed and approved the following resolution:

WHEREAS, there exists a need for specialized legal services in connection with the Energy Savings Improvement Plan ("ESIP") capital program and the authorization and the issuance of obligations of the Board of Education of the Morris County Vocational School District in the County of Morris, New Jersey, (the "Board"), a body corporate of the State of New Jersey, including the review of such procedures and the rendering of approving legal opinions acceptable to the financial community; and

WHEREAS, such special legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey is so recognized by the financial community; and

WHEREAS, funds are or will be available for this purpose;

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

1. The law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey is hereby retained to provide specialized legal services necessary in connection with the ESIP capital program and the authorization and the issuance of obligations of the Board in accordance with an Agreement dated as of November 27, 2018 and submitted to the Board (the "Contract").
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Board.

9. Approved the following resolution:

WHEREAS, there exists a need for the retention of a Municipal Advisor to the Morris County Vocational School District Board of Education in connection with the district's Energy Savings Improvement Program; and

WHEREAS, funds are available for this purpose; and

WHEREAS, contracts for "Professional Services" under Local Public Contracts Law (N.J.S.A. 18A:18A-5) require an award by the Board of Education by resolution at a public meeting.

WHEREAS the Board of Education has received, reviewed and evaluated the attached proposal.

The President and Secretary are hereby authorized and directed to execute an agreement with:

Phoenix Advisors, LLC to serve as Municipal Advisor for the Board of Education in connection with the district's Energy Savings Improvement Program at a fee of \$9,500.00.

This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Contracts Law because:

Municipal Advisors are considered as a "Professional Service" and bids are not required pursuant to N.J.S.A. 18A:18A-5.

Approved the attached Host Site Academy Partnership Agreement between the Roxbury Township Board of Education and the Morris County Vocational School District Board of Education for the Academy for Athletic Training and Physical Therapy for the period July 1, 2019 through June 30, 2023.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland

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 attached list of field trips for the 2018-2019 school year.
3. Approved the following resolution:

WHEREAS the Quality Single Accountability Continuum (QSAC) is a statutorily-mandated system of school district performance assessment and is New Jersey's system of education accountability; and

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum;

NOW THEREFORE BE IT RESOLVED, that the 2018-2019 New Jersey Quality Single Accountability Continuum (QSAC) District Performance Review is approved for submission to the New Jersey Department of Education.

4. Approved the attached 2018-2019 curricula for the satellite academies in accordance with N.J.A.C. 6:8.

5. Approved the change from Category III (1 advisor) to Category II (2 advisors) for HOSA in accordance with the terms of the MCVTEA Contract.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland
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 first reading of the following new policy:

Domestic Violence 4111.2/4211.2

2. Approved the following revised policy:

Gender Identity and Expression 5145.7

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland
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 Lynn Gilo as a Teacher of English to fulfill a leave of absence at MA+30 Step 6 prorated for the period December 17, 2018 through June 30, 2019, pending successful completion of a criminal history background check and pre-employment physical examination.
2. Accepted the resignation of Barbara McShane, Adult Education ABS/ESL Program Specialist, effective December 7, 2018.
3. Accepted the resignation of Kathleen Marano, part-time ESL Lead Instructor, effective December 31, 2018.
4. Accepted the resignation of Matilde Ramos, part-time Saturday ESL Instructor, effective December 15, 2018.
5. Accepted the resignation of Megan Petrucelli as Class of 2021 Advisor effective December 3, 2018.
6. Approved the appointment of Gina Visconti as Class of 2021 Advisor effective December 12, 2018.
7. Approved contracts for the following 12-Month Non-Represented Employees with a 2.9 percent salary increase per year as follows:

Name	Title	Contract Years
Keith Azzolina	Network Administrator	2018-2019;2019-2020;2020-2021
Therese Johnson	Head Custodian	2019-2020;2020-2021
John Kramer	Assistant Supervisor of Buildings and Grounds	2018-2019;2019-2020;2020-2021
Jo Ann Marucci	Administrative Assistant to BA	2019-2020;2020-2021
Mary McCreedy	Technology Support Specialist	2019-2020;2020-2021
Michele Meechan	Payroll/Benefits/Insurance Manager	2018-2019;2019-2020;2020-2021
William Mickley	Supervisor of Buildings and Grounds	2018-2019;2019-2020;2020-2021
Susan Phillips	Administrative Assistant to Supt	2018-2019;2019-2020;2020-2021
Irene Schrader	Continuing Education Manager	2019-2020;2020-2021
Susan Sorbera	Business Office Manager	2018-2019;2019-2020;2020-2021
Andrew Zabiega	School Accountant	2018-2019;2019-2020;2020-2021

8. Approved the attached 2018-2019 Schedule of Benefits for the 12-Month Non-Represented Employees.
9. Approved advancement on the salary guide for Lisa Peluso, Teacher of Dance, from MA to MA+30 effective February 1, 2019.
10. Accepted the resignation of Gayle Adler as HOSA Co-Advisor.
11. Accepted the resignation of Catherine Bienkowski as HOSA Co-Advisor.
12. Approved the appointment of the following staff members as HOSA Advisors (Category II) for the 2018-2019 school year:

Gayle Adler
Catherine Bienkowski
13. Approved the appointment of Stephanie Crean as a Substitute Teacher for the 2018-2019 school year.
14. Approved the appointment of Vera Oliveras as an Education and Learning Academy Teacher to fulfill a leave of absence at MA+30 Step 10 to be prorated for the period January 2, 2019 through June 30, 2019, pending successful completion of a criminal history background check and pre-employment physical examination.
15. Approved the appointment of the following Athletic Site Managers for the 2018-2019 school year:

Michael Harriott
Kristen Maday
David McBride
Colleen Pascale
Kathleen Whitehead
16. Approved the appointment of Lisa Peluso, Teacher of Dance, to conduct dance auditions for incoming freshmen applicants for a maximum of four hours at her base salary hourly rate.
17. Approved the appointment of Regina McNeil and Miguel Alfonso to cater the Annual Freeholder Reorganization Meeting on January 4, 2019 for a maximum of 8 hours each at the rate of \$33.00 per hour.

- 18.** Approved the appointment of the following Culinary Arts Academy students to cater culinary functions on as needed basis at the rate of \$8.60 per hour during the 2018-2019 school year:

Cheyenne Fullerton
Jessica Werts
Nicole Zebick

- 19.** Approved the appointment of the following individuals as Chaperones for the 2018-2019 school year:

<u>Name</u>	<u>Club</u>
Dena Argo	DECA
Peter Bedell	HOSA
Jacqueline Graulich	HOSA; SkillsUSA
Justin Jacobs	HOSA
Daniel Riccio	HOSA; DECA; SkillsUSA
Ruben Rosado	HOSA
Kathleen Turnbull	HOSA; DECA; SkillsUSA
Kathleen Whitehead	HOSA

- 20.** Approved the appointment of the following faculty members to write curriculum at the rate of \$33.00 per hour, with final approved product by February 1, 2019:

Name	Curriculum	# Hours	Funding Source
Steven Hendricks	Fundamentals of Unmanned Aerial Systems	50 (New)	General Fund
Steven Hendricks	Computer Science Principles	50 (New)	General Fund
Robert Doran	Human Behavior	21.25 (Revision: Elective)	General Fund
Regina McNeil	Fundamentals of Food Services 1	40 (Revision)	FY19 Perkins Secondary Grant
Regina McNeil	Fundamentals of Food Services 2	40 (Revision)	FY19 Perkins Secondary Grant

- 21.** Confirmed and approved the appointment of Cheryl Provence as a part-time Adult Basic Skills Instructor for a maximum of 161.5 hours at the rate of \$32.00 per hour for the period November 19, 2018 through June 30, 2019, with funding provided by FY19 Consolidated Adult Basic Skills and Integrated English Literacy Grant.
- 22.** Approved the appointment of Carlo Pagano as a part-time Adult Continuing Education Culinary Instructor for a maximum of 15 hours at the rate of \$35.00 per hour for the period January 7, 2019 through June 30, 2019.
- 23.** Amended the resolution of November 1, 2018 to approve the allocations for the grant-funded positions for the 2018-2019 as per the attached list (correction to funding source).

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

HEARING OF THE PUBLIC – NONE

OLD BUSINESS

- Graduation: June 20, 2019, Mennen Arena

NEW BUSINESS

- Next Board Meeting: January 8, 2019 at **6:30 p.m.**
- Sports Award Banquet: June 12, 2019 at 7:00 p.m.
- Completer Ceremony: June 14, 2019, 8:30 a.m. and 1:00 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 matter:

- Personnel Issue

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 **15 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 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.

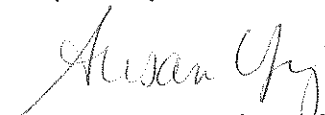
The meeting was recessed at 7:04 p.m. and reconvened at 7:17 p.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Mr. Colasurdo, to adjourn the meeting at 7:18 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary