

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

January 8, 2019

A regular meeting of the Morris County Vocational School District held on January 8, 2019 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.

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

- GASB 75 / CAFR- Ms. Young explained that the CAFR submission is on hold due to the state's delay in issuing GASB 75 information which is needed to complete the reports.
- Energy Savings Improvement Plan Proposal was presented by Caroline Jackson of Honeywell Building Systems.
- Denville Planning Board Meeting: January 9th- Mr. Moffitt explained the project which would be presented to the Planning Board which is comprised of a solution to the Rt. 53 lawn flooding problem, expansion of the parking area and the installation of a small turf area for physical 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 Mr. Colasurdo, seconded by Mrs. Dougherty, were approved as submitted.

1. Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of December 11, 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 Mr. Colasurdo, seconded by Mrs. Dougherty, 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 November 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of November 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 November 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

1-8-19
Date

2. Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending November 30, 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 Mr. Hyland, 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 preschool tuition rate for the 2019-2020 school year of \$1,425.00 per child for the Education and Learning preschool program (1.78% increase).
5. Approved the revised 2018-2019 Standard Operating Procedures Manual (Chapter 6 Cash Forecast, Chapter 7 Grant Reimbursements and Chapter 8 Interest added to Section III: Cash Management).
6. Approved the submission of a budget amendment to the FY19 IDEA Grant to incorporate \$39,189.00 in carryover funds into the budget.
7. Approved the following VPA Guest Artists for the 2018-2019 school year:

<u>Name</u>	<u>Program#</u>	<u>Days</u>	<u>Rate</u>	<u>Funding Source</u>
Brian Kafel	Dance	7	\$275.00 per day	General Fund
Chris Kolwicz	Theater	5	\$275.00 per day	General Fund

8. Approved the Project Development Agreement with Honeywell International, Inc. for a cost not to exceed \$60,229.00 in a form attached hereto and approved by Counsel and subject to availability of funding; the Business Administrator/Board Secretary is authorized to execute such agreement on behalf of the Board of Education; and the signature thereon is conclusive proof of the required review and approval of the agreement.
9. Approved the resolution in the form attached hereto adopting the Energy Savings Plan subject to receiving the final report of Strunk-Albert Engineering and receiving the BPU's approval.
10. Authorized the Business Administrator/Board Secretary, USA Architects and/or Strunk-Albert Engineering, as the Project Architect and/or Engineer, Honeywell International, Inc. as the Energy Services Company or ESCO, McManimon, Scotland & Baumann, LLC as Special Counsel and other appropriate representatives of the Board (the "Board Representatives") to submit any required educational plans and the schematic plans for the Energy Conservation Measures to be installed in the School District's facilities and undertaken in accordance with the School District's Energy Savings Plan, together with such other information as may be required, to the New Jersey Department of Education for approval and to make application to the Commissioner of Education on behalf of the Board for approval of any required educational plans, the schematic plans and the Energy Savings Project and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of N.J.A.C. 6A:26-2.3, 2.1(f), 3.1 and 3.11. The Board Representatives are hereby further authorized and directed to submit the schematic plans and any other required information to the Planning Board and the New Jersey Department of Environmental Protection for review and comment, if necessary.
11. Authorized Honeywell International, Inc. to obtain any necessary construction approvals for the Energy Conservation Measures and to bid its subcontractors for the project in accordance with the Public School Contracts Law as required by the Energy Savings Improvement Law.
12. Approved the resolution in the form attached hereto authorizing the financing through a Lease Purchase to provide energy conservation measures and equipment for the district as it relates to the ESIP.
13. 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 2018-2019 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 as listed below:

Vendor	Commodity	Contract #	Expiration
Groupe Lacasse LLC	Furniture: Office, Lounge	81714	4/30/2019

14. Approved the following resolution:

WHEREAS, NJS A 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 \$100,000.00 for expenditures related to the Synthetic Turf Field Improvements Project and 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.

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 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 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. Affirmed the attached Harassment, Intimidation and Bullying Report of December 11, 2018.

4. Approved the adoption of the following textbooks for the Cybersecurity and Information Protection Program:

Textbook	Author	Publisher	ISBN#
Basics of Web Design HTML5 & CSS3	Terry Felke-Morris	Pearson	978013444433-8
Microsoft Visual Basic 2017 for Windows, Web, and Database Applications	Corinne Hoisington	Cengage	978133710211-7
Guide to Networking Essentials	Greg Tomsho	Cengage	978130510543-0
Fundamental of Information Systems Security	David Kim & Michael Solomon	Jones & Bartlett	978128411645-8

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. Colasurdo, 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 of the following new policy:

Domestic Violence 4111.2/4211.2

2. Approved the following revised policy:

Administering Medication 5141.21

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. Hyland, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Amended the resolution of December 11, 2018, to approve the appointment of Lisa Peluso, Teacher of Dance, to conduct dance auditions for incoming freshmen applicants for a maximum of six hours at her base salary hourly rate (change in number of hours).
2. Approved the appointment of Julia Ioannou as a DECA Chaperone for the 2018-2019 school year.
3. Approved the attached job description for Assistant Athletic Coach.

4. Approved the Model UN Club and the appointment of Kathleen Turnbull as Club Advisor effective January 9, 2019 through June 30, 2019 with a \$500 prorated stipend (year of inception).
5. Confirmed and approved a stipend for Dena Argo, Teacher of Business, to attend the Virtual Enterprise International Conference from July 9-12, 2018 for a total of 4 days at \$100.00 per day, with funding provided by FY19 Perkins Secondary Grant.
6. Approved the appointment of Michael LeRose to migrate curricula for music electives to the Atlas platform for a total of ten hours at the rate of \$33.00 per hour.
7. Approved the appointment of Daniel O'Halloran as a Chaperone for the New Jersey Thespian Festival on January 19 and 20, 2019.
8. Approved an unpaid leave of absence for Dena Argo, Teacher of Business, under the Federal and New Jersey Family Leave Acts with an anticipated start date of May 8, 2019 through June 30, 2019.
9. Accepted the resignation of Irene Schrader as a part-time Adult Continuing Education ESL Saturday Lead Instructor effective immediately.
10. Approved the appointment of Rosemary Cortez as a part-time Adult Continuing Education ESL Lead Instructor for a maximum of 90 hours at the rate of \$35.00 per hour for the period January 9, 2019 through June 30, 2019, with funding provided by FY19 consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
11. Approved the appointment of Gulten Karakus as a part-time Adult Continuing Education Saturday ESL Instructor for a maximum of 76 hours at the rate of \$35.00 per hour for the period January 12, 2019 through June 30, 2019, with funding provided by FY19 consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
12. Approved the appointment of Irene Schrader as a part-time Adult Program Specialist for a maximum of 256 hours at the rate of \$35.00 per hour for the period January 9, 2019 through April 30, 2019, with funding provided by the FY19 consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
13. Approved the appointment of Victor Jimenez as a part-time Adult Program Specialist for a maximum of 256 hours at the rate of \$35.00 per hour for the period January 9, 2019 through April 30, 2019, with funding provided by the FY19 consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
14. Approved the appointment of Terry Schweon as a part-time Adult Program Specialist for a maximum of 110 hours at the rate of \$35.00 per hour for the period January 9, 2019 through June 30, 2019, with funding provided by the FY19 consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
15. Approved the appointment of the following faculty members to revise curricula for the 2018-2019 school year at the rate of \$33.00 per hour with final approved product by February 15, 2019:

Name	Curriculum	# Hours	Course Status	Funding Source
Catherine Bienkowski / Marilynn Donahue	Healthcare Sciences Grade 9	40 Total	Revision Full Year	FY19 Perkins Secondary Grant
Catherine Bienkowski / Marilynn Donahue	Healthcare Sciences Grade 10	40 Total	Revision Full Year	FY19 Perkins Secondary Grant
Catherine Bienkowski	Healthcare Sciences Grade 11	10	Revision Full Year	FY19 Perkins Secondary Grant
Marilynn Donahue	Healthcare Sciences Grade 11	30	Revision Full Year	FY19 Perkins Secondary Grant
Thomas Roskop	Statics (EDAM Program)	25	New Semester Elective	FY19 Perkins Secondary Grant

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

FACILITIES

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.

1. Approved the use of the facilities by Tabernacle Productions, Inc. for overflow parking in the Building #1 Parking Lot on Friday, April 5, 2019 from 5:30 p.m. – 11:00 p.m.

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

- Sports Award Banquet: June 12, 2019 at 7:00 p.m., Zeris Inn
- Completer Ceremony: June 14, 2019, 8:30 a.m. and 1:00 p.m.
- Graduation: June 20, 2019, at 3:00 p.m., Mennen Arena

NEW BUSINESS


- Next Board Meeting: February 12, 2019 at **6:30 p.m.**

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Mrs. Dougherty, to adjourn the meeting at 6:57 p.m.

All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Young". The signature is written in black ink and is positioned above the typed name.

Susan Young, Business Administrator/Board Secretary