

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

March 12, 2019

A regular meeting of the Morris County Vocational School District held on March 12, 2019 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:00 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 March 7, 2019 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 Dr. Angelica Allen-McMillan.

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

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

- Board Goals- Charlene Peterson of New Jersey School Boards Association facilitated a discussion of the Board's 2018 Goals and the development of their 2019 Goals.
- 2019-2020 Budget- Susan Young presented the highlights and an overview of the proposed budget.
- Capital Projects Update- Susan Young described the district projects that are tentatively approved to be funded by the County of Morris within their 2019 budget.
- Global Supply Chain Management Program- Shari Castelli explained this new program which will commence in the 2019-2020 school year indicating the freshmen class is fully subscribed.

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 motion made by Mr. Colasurdo, seconded by Mrs. Dougherty, was approved as submitted.

1. Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of February 19, 2019 as submitted.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty 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 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 January 2019. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2019, 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 January 31, 2019 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.



Business Administrator/Board Secretary

3-12-19

Date

2. Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending January 31, 2019.

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

FINANCE

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 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 appointment of the following Guest Artists for the 2018-2019 school year:

<u>Name</u>	<u>Program</u>	<u>Daily Rate</u>	<u># Days</u>	<u>Funding Source</u>
Bettina Bierly	VPA Multimedia	\$275.00	1	FY19 Perkins Secondary
Perry Kroeger	VPA Multimedia	\$275.00	1	FY19 Perkins Secondary
Michelle Robinson	VPA Dance	\$275.00	1	Student Activities National Dance Honor Society

5. Approved the rate of \$35.00 per game for the Baseball Pitch Counter.

6. Approved the attached Grade 12 Biology Option Agreement between William Paterson University of New Jersey and the Morris County Vocational School District.

7. Approved Change Order #2 for an add of \$2,000.00 for Tri-Form Construction, Inc. which represents a charge for additional labor, materials and equipment to refeed 277 Volt lighting circuits. The final contract sum including this change order increases to \$1,041,772.85.

8. Approved Change Order #3 for an add of \$706.39 for Tri-Form Construction, Inc. which represents a charge for additional labor, materials and equipment to provide a new circuit for the Library Media Center. The final contract sum including this change order increases to \$1,042,479.24.

9. Approved Change Order #5 for an add of \$1,836.45 for Tri-Form Construction, Inc. which represents a charge for additional labor, materials and equipment to provide an additional 5 receptacles on 3 circuits to be deducted from the \$20,000.00 contingency allowance. The final contract sum including this change order remains unchanged at \$1,042,479.24.

10. Approved Change Order #6 for an add of \$932.19 for Tri-Form Construction, Inc. which represents a charge for additional labor, materials and equipment to provide four additional circuits to the sinks to be deducted from the \$20,000.00 contingency allowance. The final contract sum including this change order remains unchanged at \$1,042,479.24.

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

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.

11. Approved the following resolution:

WHEREAS, the Board of Education, the governing body of the Morris County Vocational School District, hereby authorizes the submission of the 2019-2020 school year budget to the Board of School Estimate and the Morris County Office of Education;

NOW, THEREFORE, BE IT RESOLVED, that the proposed budget for the 2019-2020 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$20,483,669
Capital Outlay	102,690
Special Schools	
Postsecondary	454,153
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TOTAL GENERAL FUND	\$21,040,512

SPECIAL FUNDS:

State Projects	\$ 12,720
Federal Projects	<u>1,420,430</u>
TOTAL SPECIAL REVENUE FUND	\$ 1,433,150

TOTAL BUDGET \$22,473,662

BE IT FURTHER RESOLVED, that the Board of School Estimate of the Vocational School be requested pursuant to N.J.S.A. 18A:54-28 to certify the following as the amount established to be necessary and to be raised by the county appropriations in support of the proposed budget:

CURRENT EXPENSE

General Fund \$ 6,351,286

TOTAL AMOUNT TO BE RAISED BY COUNTY TAXES \$6,351,286

BE IT FURTHER RESOLVED, that an itemized statement of the proposed budget of the 2019-2020 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

12. Approved the following resolution:

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2018-2019 school year was \$70,315; and

WHEREAS, travel and expense reimbursement has reached a total amount \$38,104 as of March 1, 2019;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2019-2020 school year at the sum of \$83,111; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

13. Approved the following resolution:

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations:

Legal	\$84,000
Accounting	\$45,000
Architect	\$30,000; and

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wish to minimize the amount of paperwork involved in this area;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2019-2020 school year.

14. Adopted the following resolution to certify the amount to be raised by the County of Morris for Capital Projects:

WHEREAS, the estimated cost of the Building #1 Exterior Security and Façade Upgrades and Front Entrance/Sitework is \$1,472,010, the estimated cost of the Skylights at the Main Entrance and Art Room of Buildings #4 is \$607,010, the estimated cost of the Roof Replacement at Building #2 is \$304,010 and the estimated cost of Paving and Resurfacing the Parking Lot at Building #3 to the Welding Shop at Building #4 is \$243,410 ("the Projects") and the anticipated debt service offset is \$1,031,772; and

WHEREAS, this Board has met and considered the said \$2,626,440 and is satisfied that the sum is the amount of money necessary for the purposes set forth, pending final approval by the County of Morris.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Education of the Vocational School in the County of Morris, New Jersey, does hereby fix and determine that \$2,626,440 is the amount of money necessary to be raised for these Capital Projects for the lawful school purpose consisting of improvements/renovations to the buildings at Morris County School of Technology.

BE IT FURTHER RESOLVED, that the Board of School Estimate of the Vocational School be requested pursuant to N.J.S.A. 18A:54-28 to certify said amount established to be necessary for the purposes set forth.

BE IT FURTHER RESOLVED, that the certificate of said amount so fixed and determined shall be prepared in accordance with law and one of the said certificates shall be delivered to said Board of Education and the other to the Board of Chosen Freeholders in the County of Morris, New Jersey.

TOTAL AMOUNT TO BE RAISED BY COUNTY OF MORRIS \$2,626,440

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty
No: 0
Abstain: 1 Dr. Allen-McMillan
Motion Carried.

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made Mr. Colasurdo, 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 list of field trips for the 2018-2019 school year.
3. Affirmed the attached Harassment, Intimidation and Bullying Report of February 19, 2019.
4. Approved the attached revised curricula as aligned to the designated New Jersey Student Learning Standards.

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

PERSONNEL

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. Accepted the resignation due to retirement of Susan Young, Business Administrator, effective June 30, 2019.
2. Approved the appointment of Kathleen Marshall as a Teacher of Cosmetology to fulfill a leave of absence at BA Step 7 with annual salary of \$63,053.00 to be prorated for the period March 13, 2019 through June 30, 2019 pending issuance of the VOPC for the CTE CE-EPP 50-Hour Pre-Professional Program.
3. Approved the appointment of Jessica Prentice as a Volunteer Softball Coach for the Spring 2019 season.
4. Approved the appointment of Ashlee McNamara, Culinary Arts Academy student, to cater culinary functions on an as-needed basis at the rate of \$8.85 per hour during the 2018-2019 school year.
5. Confirmed and approved the appointment of the following Culinary Arts Academy students to cater culinary functions on an as-needed basis at the rate of \$8.85 per hour for the period January 1, 2019 through June 30, 2019, to reflect a change to the minimum wage law effective January 1, 2019:

Sophia Acocella
Joshua Calafiore
Hunter Caplan
James Cava
Skyler Christie
Katarina Coyne
Matthew DeMagistris
Marco DeMartinis
Alec DePinto
Joseph Edore
Cheyenne Fullerton

Emma Garcia
Alexander Geddes
Hannah Glaser
Jillian Harrington
Edwin Herrera
Lindsay Josepin
MacKenzie Korman
Nicholas Machuca
Robert Miller
Tess Mulligan
Jenny Rapa

Corinne Robak
Brian Sawruck
Matthew Schoelch
Suzanne Shiobara
Andrew Stulec
Sofia Vega
Ireland Walker
Peter Walsh
Jessica Werts
Sarah White
Nicole Zebick
Emma Ziser

6. Approved the appointment of Deborah Brennan as a Substitute Teacher for the 2018-2019 school year.
7. Approved the appointment of Adam Wirjosemito as a Baseball Pitch Counter at the rate of \$35.00 per game for the Spring 2019 season.
8. Confirmed and approved the appointment of Eugene Devereux as a temporary Adult Continuing Education HVAC-R Instructor to fulfill a leave of absence for a maximum of 70 days at the rate of \$225.00 per day for the period February 27, 2019 through June 14, 2019.
9. Approved a stipend of \$192.00 (6 hours at \$32.00 per hour) for the following Adult Continuing Education Instructors to attend the New Jersey ALL 2019 Annual Conference at Brookdale Community College on May 10, 2019, with funding provided by FY19 Consolidated Adult Basic Skills and Integrated English Literacy Civics Education Grant:

Sally Liberio
Anne Reilly

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

HEARING OF THE PUBLIC – NONE

OLD BUSINESS

- Board of School Estimate Meeting: March 27, 2019 at 4:00 p.m. (Barbara Dawson and John Hyland attending)
- 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: April 9, 2019 at **6:30 p.m.**
- Design Academy Ellis Island Project: Opening April 26, 2019 at Ellis Island
- Academic Achievement Recognition Dinner: June 5, 2019, at 6:00 p.m., Hanover Marriott

SUNSHINE RESOLUTION

The following motion made by Mr. Colasurdo, 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:

Personnel Issues

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.

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 6:55 p.m. and reconvened at 7:21 p.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Dr. Allen-McMillan. 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 7:22 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary