

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**April 9, 2019**

A regular meeting of the Morris County Vocational School District held on April 9, 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, 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.

**CORRESPONDENCE - NONE**

**SUPERINTENDENT'S REPORT**

- 2019-2020 Board Goals- Mr. Moffitt noted the goals as previously developed were incorporated into the Board packet.
- 2017-2018 School Performance Reports were presented by Mrs. Shari Castelli.
- Trip to Spain Summer 2019- Mr. Moffitt noted that he was made aware that a trip was organized involving students and teachers however it is not a district sponsored trip.
- Board of School Estimate Meeting- Ms. Susan Young noted that the 2019-2020 tax levy and capital projects were approved by the board.

**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. Colasurdo, were approved as submitted.

1. Amended the minutes of the Closed Session Meeting of the Board of Education of February 19, 2019. (correction to date)
2. Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of March 12, 2019 as submitted.

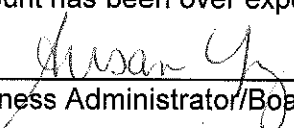
Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Dr. Allen-McMillan  
No: 0  
Abstain: 0  
Motion Carried.

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

The following motions made by Mrs. Dougherty, seconded by Mr. 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 February 2019. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of February 28, 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 February 28, 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

4-9-19  
Date

2. Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending February 28, 2019.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Dr. Allen-McMillan  
No: 0  
Abstain: 1 Mr. Hyland  
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 Change Order #1 for a deduct of \$3,000.00 for Pennetta Industrial Automation which represents a credit for unused funds from the \$3,000.00 contingency allowance. The final contract sum including this change order is decreased to \$309,400.00.
5. Approved Change Order #2 for a deduct of \$350.00 for Innovative Electrical Contracting, Inc. which represents a credit for the reuse of the gas shut off valve and pitch pocket. The final contract sum including this change order decreases to \$31,327.00.
6. Approved the submission of a budget amendment to the NJDOE for the FY19 Perkins Postsecondary Grant in the amount of \$10,242.00 in order to reallocate funds.
7. Approved the submission of a budget amendment to the NJDOE for the County Vocational Competitive Grant – Cohort III (Academy for Biotechnology) in the amount of \$6,000.00 in order to reallocate funds.
8. Approved the submission of the FY20 Perkins Secondary Grant Phase 1 application in the amount of \$349,758.00. This figure is based on the FY19 allocation and will be updated once NJDOE releases the new FY20 allocation amounts.
9. Approved, upon the recommendation of the Superintendent, the submission of the FY20 Perkins Postsecondary Grant Phase 1 application in the amount of \$121,858.00. This figure is based on the FY19 allocation and will be updated once NJDOE releases the new FY20 allocation amounts.
10. Approved the appointment of Bettina Bierly as a VPA Guest Artist for the 2018-2019 school year at the rate of \$250.00 per day for a maximum of two days, with funding provided by the general fund budget.
11. Approved the appointment of Douglas Fischer as Guest Speaker for the LPN Program at the rate of \$300.00 per session for a maximum of one session during the period April 10, 2019 through June 30, 2019, with funding provided by FY19 Perkins Postsecondary Grant.
12. Approved the following resolution:

WHEREAS, a number of Boards of Education in Morris and Essex Counties have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-18B; and

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date; and

WHEREAS, the Pool contains elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool; and

WHEREAS, the Board of Education of the Morris County Vocational School District has determined that membership in the MORRIS ESSEX INSURANCE GROUP is in the best interest of the District; and

NOW THEREFORE, be it resolved that the Board of Education of the Morris County Vocational School District does hereby agree to renew membership in the MORRIS ESSEX INSURANCE GROUP and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2019 to June 30, 2022.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District; and

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

13. Approved that the Morris County Vocational School District Board of Education authorizes submission to the State Department of Education the project application for the following energy conservation project not seeking an SDA Grant or debt service aid. This project is not in the current Long Range Facility Plan, and the Board of Education authorizes amendments to the district's LRFP upon approval.

LAN Associates: State Project #3365-050-19-4000

14. Approved the attached list of tuition rates for the Adult Continuing Education part-time courses for the 2019-2020 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.

## **CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS**

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo, 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 attached Contract of Affiliation between the Morris County Vocational School District and the Daughters of Israel to provide a clinical site for the Licensed Practical Nursing Program for the period April 9, 2019 through April 9, 2020.

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 the appointment of James Rollo as School Business Administrator/Board Secretary for the period July 1, 2019 through June 30, 2020 as per the terms of the attached Employment Agreement, as approved by the Interim Executive Morris County Superintendent on April 8, 2019.
2. Approved the appointment of the following individuals as members of the Affirmative Action Team in order to conduct a needs assessment and develop a Comprehensive Equity Plan:

<b>Name</b>	<b>Title</b>
Athena Borzeka	Director of Student Services and Special Education
LaToya Evans	Teacher of Biology
Jennifer Geuther	School Social Worker
Michael Gowdy	Grants and Satellite Programs Manager
Lynne Jackson	Principal
Jack Sassaman	Supervisor of Instruction

3. Approved the appointment of the following substitute teacher for the 2018-2019 school year:

Kind-Woman-Star Fast-Wolf

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

<u>Name</u>	<u>Club</u>
Carl Carbone	SkillsUSA
Helene Leonard	SkillsUSA
Laurie Sisto	DECA, HOSA and SkillsUSA

5. Approved the appointment of David McBride as a Baseball Pitch Counter for the Spring 2019 season at the rate of \$35.00 per game.

6. Approved the appointment of Regina McNeill and Miguel Alfonso to cater the following functions at their hourly rate:

<u>Function</u>	<u>Maximum # of Hours</u>	<u>Date</u>
NJAC Conference Atlantic City	8 hours each	May 10, 2019
Freeholder Volunteer Reception	6 hours each	May 20, 2019

7. Approved the attendance of the following individuals at the DECA National Conference in Orlando, Florida from April 26 – May 1, 2019:

<u>Student</u>	<u>Advisor</u>	<u>Chaperone</u>
Suneet Desai	Kimberly Delesky	Adam Wirjosemito
Katherine Hu		
Gauri Kshirsagar		
Aditya Parikh		
Harsh Patel		
Aashi Tailor		
Jasleen Uberoi		

8. Approved an additional 27 hours for Robin Hanisak, ABS Instructor, at the rate of \$32.00 per hour for the period of May 1, 2019 through June 30, 2019, with funding provided by FY19 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
9. Approved an additional 85 hours for Irene Schrader, Adult Program Specialist, at the rate of \$35.00 per hour for the period of May 1, 2019 through June 30, 2019, with funding provided by FY19 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
10. Approved an additional 190 hours for Victor Jimenez, Adult Program Specialist, at the rate of \$35.00 per hour for the period of May 1, 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 Kevin Conover to revise curricula for Year 1 and Year 3 of the IEC Electrical Apprentice Program at a stipend of \$500.00 per curriculum, with funding provided by FY19 Perkins Postsecondary Grant and final product due by May 30, 2019.
12. Approved the appointment of John Davis to revise curriculum for Year 2 of the IEC Electrical Apprentice Program, at a stipend of \$500.00, with funding provided by FY19 Perkins Postsecondary Grant and final product due by May 30, 2019.
13. Approved the appointment of Anthony Marchesani to revise curriculum for Year 1 of the PHCC Plumbing Apprentice Program, at a stipend of \$500.00, with funding provided by FY19 Perkins Postsecondary Grant and final product due by May 30, 2019.
14. Approved the appointment of Carl Carbone to revise curriculum for Year 2 of the PHCC Plumbing Apprentice Program, at a stipend of \$500.00, with funding provided by FY19 Perkins Postsecondary Grant and final product due by May 30, 2019.
15. Approved the appointment of Richard Poline to revise curriculum for Year 3 of the PHCC Plumbing Apprentice Program, at a stipend of \$500.00, with funding provided by FY19 Perkins Postsecondary Grant and final product due by May 30, 2019.
16. Approved the appointment of Joan Pinto as a part-time Continuing Education Enterprise ESL Instructor at the rate of \$35.00 per hour for a maximum of 200 hours for the period April 29, 2019 through July 19, 2019, pending sufficient student enrollment.
17. Approved the appointment of Gulden Karakus as a part-time Continuing Education Enterprise ESL Instructor at the rate of \$35.00 per hour for a maximum of 100 hours for the period April 29, 2019 through July 19, 2019, pending sufficient student enrollment.
18. Approved an anticipated unpaid leave of absence under the Federal Family Medical Leave Act for Alex Whiteman, Evening Custodian, effective May 6, 2019 through May 13, 2019 pending receipt of a medical certificate.
19. Amended the resolution of December 11, 2018 to approve the appointment of Regina McNeill and Miguel Alfonso to cater the Annual Freeholder Reorganization Meeting on January 4, 2019 for a maximum of 8 hours each at their hourly rate (correction to rate of pay).

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

No: 0

Abstain: 1 Dr. Allen-McMillan

Motion Carried.

**HEARING OF THE PUBLIC** – Mr. Michael Quaglio thanked Ms. Susan Young on behalf of the Association for a positive working relationship during her tenure.

## **OLD BUSINESS**

- Design Academy Ellis Island Project: Opening Reception April 26, 2019 at 11:30 a.m., Ellis Island
- Academic Achievement Recognition Dinner: June 5, 2019, at 6:00 p.m., Hanover Marriott  
Attending: Barbara Dawson and Mary Dougherty
- Sports Award Banquet: June 12, 2019 at 7:00 p.m., Zeris Inn  
Attending: Barbara Dawson
- Completer Ceremony: June 14, 2019, 8:30 a.m. and 1:00 p.m.  
Attending AM: Barbara Dawson Attending PM: Lawrence Colasurdo

- Graduation: June 20, 2019, at 3:00 p.m., Mennen Arena  
Attending: Barbara Dawson

## **NEW BUSINESS**

- Next Board Meeting: May 14, 2019 at 6:30 p.m.

## **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 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 action may 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 7:08 p.m. and reconvened at 7:24 p.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.

## **ADJOURNMENT**

Motion made by Mr. Colasurdo, seconded by Mrs. Dougherty, to adjourn the meeting at 7:25 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary