

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**October 8, 2019**

A regular meeting of the Morris County Vocational School District held on October 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, Mrs. Mary Dougherty, Mr. John Hyland and Dr. Angelica Allen-McMillan.

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

**CORRESPONDENCE**

- NJQSAC Cohort I Transfer Approval

Paula Bloom  
Acting Director  
NJDOE Office of Field Services Coordination

**SUPERINTENDENT'S REPORT**

- Mrs. Irene Schrader presented the Continuing Education Enrollment and Program Update.
- Mr. Mark Menadier presented the Student Safety and Data System Report for the period January – June 2019.
- Ms. Lynne Jackson presented the School Self-Assessment for Determining HIB Grades.
- Board Attorney Mr. John M. Mills gave the annual Ethics Presentation to the members of the board.

**Information Only:**

- Security and Fire Drill Logs
- Student Incident Report

**COMMITTEE PROGRAMS- NONE**

**HEARING OF THE PUBLIC - NONE**

## MINUTES

The following motion made by Mrs. Dougherty, seconded by Mr. Hyland, was approved as submitted.

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of September 10, 2019 as submitted.

Roll Call Vote – Yes: 4 Mrs. Dawson, 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. Hyland, 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 August 2019. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of August 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 August 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

  
\_\_\_\_\_  
Date

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

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

## FINANCE

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 payment of bills as attached.
2. Approved the following amendments to the 2019/2020 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 award of the Refuse Collection/Removal Services and Recycling Quote as a whole quote (Quote Items 1-3 inclusive) to Gaeta Recycling for the initial term of November 1, 2019 through June 30, 2020 subject to all of the terms and conditions of the original quote.

5. Approved the following resolution:

WHEREAS, there exists a need for the retention of mechanical engineering services; and

WHEREAS, funds are available for these purposes; 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.

NOW THEREFORE BE IT RESOLVED that the President and Secretary are hereby authorized and directed to execute an agreement with:

Strunk-Albert Engineering to serve as mechanical engineering professionals to the Board of Education for the 2019-2020 school year per the rate schedule attached.

These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Contracts Law because:

The services of licensed mechanical engineers et al. are considered "Professional Services" under the provisions of the Local Public Contracts Law because such services are of such qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

6. Approved the following resolution:

WHEREAS, the Morris County Vocational School District Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Board is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

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

The sale of surplus property shall be conducted through GovDeals in accordance with the terms and conditions of the agreement entered into with GovDeals, available online at govdeals.com and also available from the Morris County Vocational School District Board of Education.

1. The sale will be conducted online and the address of the auction site is govdeals.com.
2. The sale is being conducted pursuant to Local Finance Notice 2008-9.
3. A list of the surplus property to be sold is below.
4. The surplus property as identified shall be sold in an "as is" condition without express or implied warranties with the successful bidder concerning use of said property.
5. The Morris County Vocational School District Board of Education reserves the right to accept or reject any bid submitted.

Equipment to be Auctioned

One Lot of Miscellaneous Bench Vices  
Rockwell Sander  
Saw Stop Table Saws (2)  
Sears Drill Press  
Sears Table Saw

7. Approved the attached Articulation Agreement between Morris County Vocational School District and Eastern Millwright Regional Council.
8. Approved the attached contract for participation in the CTE Teacher Pathway Initiative Grant: Hosting a CTE Teacher Bridge Teacher between the Morris County Vocational School District and the New Jersey Department of Education.
9. Approved the following Guest Artists for the 2019-2020 school year:

<u>Name</u>	<u>Program</u>	<u># Days</u>	<u>Rate</u>	<u>Funding Source</u>
Rod Reilly	VPA Theater	Fall Drama Production	\$4,000.00	VPA Drama Student Activities
Xiomara	Design	1 day	\$ 500.00	FY20 Perkins Secondary Grant

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

**CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS**

The following motions made by Dr. Allen-McMillan, seconded by Mrs. Dougherty, 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 2019-2020 school year as per the attached list as amended.
2. Approved the attached list of field trips for the 2019-2020 school year.
3. Declared October 21-25, 2019 as Violence Awareness Week in all schools operated by the Morris County Vocational School District.
4. Approved the 2019-2020 School Safety and Security Plan.
5. Approved the 2019-2020 Crisis Response Plan.
6. Approved the Student Safety Data System report for the district for the period January 1 – June 30, 2019.
7. Approved the School Self-Assessment for Determining HIB Grades for the period July 1, 2018 through June 30, 2019 for the following district schools:

Morris County School of Technology  
Academy for Biotechnology  
Academy for Environmental Science  
Academy for Mathematics, Science and Engineering

Academy for Performing Arts

8. Approved the attached new curricula for Biotechnology as aligned to the New Jersey Student Learning Standards (NJSLs) as designated on the attached list.
9. Approved the 12-Hour Hackathon, HackMCST, sponsored by the Academy for Computer and Information Sciences, to be held on November 9, 2019 at Morris County School of Technology.

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

**POLICIES AND PROCEDURES**

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

1. Approved the following revised policies:

5141.21 Administering Medication  
5141.4 Missing, Abused and Neglected Children

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

**PERSONNEL**

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. Confirmed and approved the appointment of Linda Glavin as a Substitute Teacher and Substitute Secretary effective September 24, 2019 through June 30, 2020.
2. Confirmed and approved the appointment of Linda Glavin as a long-term Substitute Secretary in the Guidance Department at the rate of \$150.00 per day effective September 24, 2019 until a permanent replacement is found.
3. Approved the appointment of the following faculty members as Cosmetology Instructors for Remediation for 2.5 hours per day, one day per week, for a maximum of 15 weeks (total hours to be shared between all three instructors) at their hourly rate for the period October 9, 2019 through June 1, 2020, with funding provided by FY20 Perkins Secondary Grant:

Brigida Alonzo  
Kathleen Marshall  
Annabel Pagana-Lausch

4. Approved the appointment of the following staff members as HOSA Chaperones for the 2019-2020 school year:

Jacqueline Graulich  
Justin Jacobs  
Kathleen Turnbull  
Kathleen Whitehead  
Adam Wirjosemito

5. Approved the appointment of the following staff members as DECA Chaperones for the 2019-2020 school year:

Dena Argo  
Gregory Cohen  
Laurie Sisto  
Kathleen Turnbull  
Adam Wirjosemito

6. Approved the appointment of the following staff members as SkillsUSA Chaperones for the 2019-2020 school year:

Jacqueline Graulich  
Adam Wirjosemito

7. Approved the appointment of the following staff members as Accuplacer Proctors for the 2019-2020 school year at the rate of \$33.00 per hour:

Dena Argo	Miriam Paz
Nancy Barrientos	Megan Petrucelli
Dale Bendsak	Susan Phillips
Kimberly Delesky	Michael Quaglio
Laura Dessel	Robin Ravotto
LaToya Evans	Michael Romano
Justin Jacobs	Samantha Shane
Erin Lowe	Laurie Sisto
Kristen Maday	Jennifer Skomial
Penny Manser	Kathleen Turnbull
Catherine Mohrle	Gina Visconti
Adebimpe Ogunade	Kathleen Whitehead
Brianna O'Halloran	Adam Wirjosemito

8. Approved the appointment of Adam Wirjosemito as Boys JV Basketball Coach for the 2019-2020 school year.

9. Approved the appointment of the following faculty members as Home Instruction Tutors for the 2019-2020 school year:

LaToya Evans  
Samantha Shane  
Gina Visconti

10. Approved the appointment of the following staff members as Chaperone Supervisors for the MCST Hackathon on November 9, 2019 for a maximum of 80 hours at the rate of \$33.00 per hour to be shared among all Chaperone Supervisors, with funding provided by FY20 Perkins Secondary Grant:

Carl Carbone  
Jacqueline Graulich  
Steven Hendricks

Brianna O'Halloran  
Samantha Shane  
Gina Visconti

- 11.** Confirmed and approved the appointment of John Publik as a part-time Adult Continuing Education Electrical Instructor for a maximum of 40 hours at the rate of \$35.00 per hour for the period September 28, 2019 through December 31, 2019.
- 12.** Approved the appointment of Carl Carbone as a part-time Adult Continuing Education Plumbing Instructor for a maximum of 40 hours at the rate of \$37.00 per hour for the period February 1, 2020 through June 30, 2020.
- 13.** Approved the appointment of Elizabeth McCormack as a part-time Adult Continuing Education Computer Instructor for a maximum of 40 hours at the rate of \$35.00 per hour for the period October 15, 2019 through December 31, 2019.
- 14.** Approved the appointment of Janet Kelly as a Guidance Office Secretary at Step 13 with an annual salary of \$48,643.00 to be prorated with an anticipated start date of November 11, 2019 through June 30, 2020, pending successful completion of a criminal history background check and pre-employment physical examination.

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

## **FACILITIES**

The following motion made by Dr. Allen-McMillan, seconded by Mrs. Dougherty, was recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- 1.** Approved the use of the facilities by Denville PAL Hockey for dryland training in the Building #4 Multipurpose Room from 6:00 p.m. – 7:00 p.m. on Wednesdays from October 9, 2019 through March 25, 2020.

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

## **HEARING OF THE PUBLIC - NONE**

## **OLD BUSINESS**

- New Jersey School Boards Association Fall Workshop 2019: October 21-24, 2019

## **NEW BUSINESS**

- Open House/Information Session: October 19, 2019 at 10:00 a.m. and 1:00 p.m.
- Next Board Meeting: **FRIDAY, November 1<sup>st</sup> at 6:30 P.M.** (annual reorganization and regular business meeting)
- Construction project review

**ADJOURNMENT**

Motion made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, to adjourn the meeting at 7:35 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



James Rollo, Business Administrator/Board Secretary