

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

March 10, 2020

A regular meeting of the Morris County Vocational School District held on March 10, 2020 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:31 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 by email on November 4, 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, Mr. John Hyland and Mrs. Hanna Roth Starr.

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

CORRESPONDENCE - None

SUPERINTENDENT'S REPORT

- Mr. Moffitt explained the preparations the district is making with regard to COVID-19.
- Mr. Rollo presented the highlights of the 2020-2021 Budget.

Information Only:

- Security and Fire Drill Logs
- Student Incident Report

COMMITTEE PROGRAMS- NONE

Appointed Hanna Starr as a Trustee to the Morris County Vocational School District Board of Education. Mr. John Mills administered the oath of office.

HEARING OF THE PUBLIC – Colleen Pascale, President MCVTEA, commented that the distance learning program is very well done.

MINUTES

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

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of February 11, 2020 as submitted.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
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 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 January 2020. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2020, 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, 2020 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 January 31, 2020.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
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 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, as amended.

4. Approved the following resolution:

WHEREAS, the Morris County Vocational School District, in the County of Morris, New Jersey, (the "Board"), desires to advance a "School Facilities Project," generally consisting of a secure entrance addition and façade upgrade to the District's Building #1 and new skylights for the District's Building #4. The addition of the secure entrance with façade upgrade and replacement of the skylights due to age and condition, will improve the safety, efficiency and reliability of the structures on campus; and

WHEREAS, the project was submitted to the New Jersey Department of Education and is further defined as DOE Project Number 3365-050-20-2000; and

WHEREAS, the Board received notice that this project is eligible for 40% funding through New Jersey Debt Service Aid. That this project's Preliminary Eligible Costs (PEC) of \$2,744,000.00 provide for aid funding from the State of New Jersey in the amount of \$1,097,600.00.

WHEREAS, the School District, upon receiving the PEC letter, must make the following elections: (1) State funding source, and (2) acceptance of the PEC as the Final Eligible Costs (FEC) and this notice must be returned to the Department within (30) thirty days of receipt.

WHEREAS, the project does not require additional "educational adequacy review," and therefore can advance the project including UCC compliance as required.

NOW THEREFORE BE IT RESOLVED, that the Morris County Vocational School District Board of Education does hereby accept the PEC amount as the FEC amount and the stated funding source for the local share are the proceeds from the county bond.

That the Architect, School Business Administrator, and Board Attorney as applicable, are hereby authorized to undertake all related further actions necessary in connection with the project.

5. 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 2020-2021 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 2020-2021 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$22,155,668
Capital Outlay	222,261
Special Schools	
Postsecondary	328,369

TOTAL GENERAL FUND \$22,706,298

SPECIAL FUNDS:

State Projects	\$ 12,720
Federal Projects	<u>1,385,767</u>
TOTAL SPECIAL REVENUE FUND	\$ 1,398,487

TOTAL BUDGET \$24,104,785

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 2020-2021 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

6. 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 2019-2020 school year was \$83,111; and

WHEREAS, travel and expense reimbursement has reached a total amount \$29,872 as of March 1, 2020;

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 2020-2021 school year at the sum of \$101,305; 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.

7. 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	\$66,000
Accounting	\$47,500
Architect	\$37,000; 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 2020-2021 school year.

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

WHEREAS, the estimated cost of HVAC Unit 6.1 is \$425,210, the estimated cost of the upgraded phone system with active shooter response/911 capabilities is \$90,000, ("the Projects") and the anticipated debt service offset is \$170,084; and

WHEREAS, this Board has met and considered the said \$515,210 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 \$515,210 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:54-31 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 \$515,210

9. Approved the attached Automotive Technician Apprenticeship Program Agreement between the Morris County Vocational School District and the New Jersey Coalition of Automotive Retailers for the period July 1, 2020 through June 30, 2021.

10. Accepted a donation of laboratory supplies and equipment for the Academy for Biotechnology from Novartis Pharmaceuticals Corporation with an estimated value of \$100,000.00 as per the terms of the attached agreement, with a letter of appreciation to the donor.
11. Approved the following VPA Guest Artists for the 2019-2020 school year:

<u>Name</u>	<u>Program</u>	<u># Days</u>	<u>Rate</u>	<u>Funding Source</u>
Michelle Le Nguyen	Multimedia	1	\$100.00 per day	General Fund
Julia Sub	Multimedia	1	\$100.00 per day	General Fund
Shakespeare Theater of New Jersey	VPA Theater	N/A	\$600.00 (one performance)	General Fund

12. Approved the submission of a budget amendment to the FY20 Perkins Secondary Grant in the amount of \$30,898.00 (\$27,658.00 Federal and \$3,240.00 Reserve) in order to reallocate funds.
13. Approved the submission of a budget amendment to the County Vocational Competitive Grant – Cohort III (Academy for Biotechnology) in the amount of \$64,235.00 in order to reallocate funds.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
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 2019-2020 school year as per the attached list.
2. Approved the attached list of field trips for the 2019-2020 school year.
3. Affirmed the attached Harassment, Intimidation and Bullying Report of February 11, 2020.
4. Approved a field trip to Pines Manor, Edison, New Jersey, for Adult Continuing Education LPN students to attend the Practical Nurse Student Education Day sponsored by the New Jersey League for Nursing on April 29, 2020.
5. Approved the attached Contract of Affiliation between Morris County Vocational School District and Hunterdon Developmental Center.
6. Approved the attached School Health-Related Closure Preparedness Plan.

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

PERSONNEL

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 attached 2020-2025 Employment Contract for Scott Moffitt, Superintendent of Schools, following approval by the Interim Executive County Superintendent on March 2, 2020.
2. Approved the appointment of Gina McNeill and Miguel Alfonso to cater the Freeholder Volunteer Reception on May 19, 2020 for a maximum of 7 hours each at their hourly rate (correction to rate of pay).
3. Approved the appointment of Richy Mendez as a Volunteer Baseball Coach for the spring 2020 season.
4. Approved the appointment of the following individuals as Baseball Pitch Counters at the rate of \$35.00 per game:

David McBride
Adam Wirjosemito

5. Abolished the position of Adult Continuing Education Program Specialist (PCR #15-50-28AAK) effective March 10, 2020.
6. Established an additional Adult Continuing Education Secretary position (PCR#15-50-28AKR) effective March 10, 2020.
7. Approved the appointment of Hanna Roth Starr to fill the following vacant positions for the 2019-2020 school year until the Annual Reorganization Meeting on November 2, 2020:

Co-Chairperson of the Finance Committee
Delegate to the Morris County Educational Services Commission
Alternate to the Morris County Board of School Estimate

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

FACILITIES

The following motions made by Mr. Colasurdo, seconded by Mrs. Roth Starr, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the use of the facilities by Monster Basketball for basketball practices and scrimmages in the Building #1 Gymnasium and the Building #4 Multipurpose Room per the attached schedule.
2. Approved the use of the facilities by NJ Play Sports for basketball practices and scrimmages in the Building #1 Gymnasium on the following dates and times:

March 14, 2020	6:30-10:30 p.m.	March 31, 2020	6:30-10:30 p.m.
March 17, 2020	7:30-9:30 p.m.	April 21, 2020	6:30-10:30 p.m.
March 24, 2020	7:30-9:30 p.m.	April 28, 2020	6:30-10:30 p.m.

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

HEARING OF THE PUBLIC - NONE

OLD BUSINESS

- Board of School Estimate: March 25, 2020, **3:30 p.m.** (NOTE CHANGE IN TIME)
- Academic Achievement Recognition Dinner: June 3, 2020, Hanover Marriott, 6:00 p.m.
- Sports Award Banquet: June 10, 2020, Zeris Inn, 6:30 p.m.
- Completer Ceremony: June 12, 2020, 8:30 a.m. and 12:30 p.m.
- Graduation: June 22, 2020, Mennen Arena, 3:00 p.m.
- Presentation: Overview of MCST and Academies, Freeholder Work Session Meeting, September 23, 2020 at 4:30 p.m.

NEW BUSINESS

- Next Board Meeting: April 14, 2020 at **6:30 p.m.**

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Mrs. Roth Starr, to adjourn the meeting at 7:00 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



James Rollo, Business Administrator/Board Secretary