

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
Reorganization/Regular Business Meeting

November 2, 2020

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 2, 2020 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Mrs. Barbara Dawson at 6:30 p.m. with a salute to the flag.

Presiding Officer Mrs. 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:

Written notice was given to the official newspapers, the Star Ledger and Daily Record by email or on November 1, 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: President Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mr. John Hyland (via conference call) and Mrs. Hanna Roth Starr.

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

**APPOINTMENT AND ELECTION OF OFFICERS**

Freeholder Appointment to Board of Education

<u>Board Members</u>	<u>Renewal Date</u>
Barbara Dawson	November 2023
Lawrence J. Colasurdo	November 2024
John P. Hyland	November 2021
Hanna Roth Starr	November 2022
Mr. Roger A. Jinks, Sr.	N/A

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

Motion made by Mr. Colasurdo, seconded by Mr. Hyland, to appoint James Rollo as temporary chairperson for the purpose of conducting the election of President and Vice President.

Roll Call Vote - All Present Voting Yes - Motion Carried.

The temporary chairperson called for nominations for the Office of President: Mr. Colasurdo, seconded by Mrs. Roth Starr, nominated Mrs. Barbara Dawson. There being no other nominations from the floor, Mr. Colasurdo moved, seconded by Mr. Hyland, to close nominations for the Office of the President and elected Mrs. Barbara Dawson by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

Mrs. Dawson called for nominations for the Office of Vice President: Mr. Hyland, seconded by Mrs. Roth Starr, nominated Mr. Lawrence Colasurdo. There being no other nominations from the floor, Mr. Hyland moved, seconded by Mrs. Roth Starr, to close nominations for the Office of the Vice President and elected Mr. Lawrence Colasurdo by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

**APPOINTMENT OF COMMITTEES**

The following individuals are appointed to serve on committees until the Annual Reorganization Meeting on November 1, 2021:

**COMMITTEE MEMBERSHIP FOR 2020-2021**

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
Personnel	Mr. Colasurdo	Mrs. Dawson
Finance	Mr. Hyland	Mrs. Roth Starr

**APPOINTMENT OF DELEGATES/REPRESENTATIVES**

Motion made by Mr. Colasurdo, seconded by Mr. Hyland, to appoint the following delegates/representatives for the 2020-2021 school year:

Morris County Educational Services Commission: Hanna Roth Starr

Alternate to the Morris County Educational Services Commission: John Hyland

Morris County School Boards Association: Lawrence Colasurdo

Alternate to the Morris County School Boards Association: Barbara Dawson

New Jersey School Boards Association: Lawrence Colasurdo

Alternate to the New Jersey School Boards Association: Barbara Dawson

Morris County Board of School Estimate: John Hyland and Barbara Dawson

Alternate to the Morris County Board of School Estimate: Hanna Roth Starr

Roll Call Vote - All Present Voting Yes - Motion Carried.

The following reorganization motions made by Mr. Hyland, seconded by Mr. Colasurdo, were approved as submitted.

**MEETING DATES**

Established regular meeting dates on the 2<sup>nd</sup> Tuesday of the month at 6:30 p.m. unless specified otherwise on the below schedule:

December 8, 2020	6:30 P.M.	July 13, 2021	7:30 A.M.
January 12, 2021	6:30 P.M.	August 10, 2021	7:30 A.M.

February 9, 2021	6:30 P.M.	September 14, 2021	6:30 P.M.
March 9, 2021	6:30 P.M.	October 12, 2021	6:30 P.M.
April 13, 2021	6:30 P.M.	*November 1, 2021 (Monday)	6:30 P.M.
May 11, 2021	6:30 P.M.	Annual Reorganization and	
June 8, 2021	6:30 P.M.	Regular Business Meeting	

*\*Reorganization Meeting (1<sup>st</sup> day of November by State Statute 18A:54-18)*

**CODE OF ETHICS**

Adopted the “Code of Ethics for School Board Members” as per the attached.

**AUTHORIZATIONS**

Approved the Board Attorney or in his/her absence, the President, or the Vice President, to act as Board Secretary in the absence of the Board Secretary.

**CURRICULUM**

Approved the adoption of all existing curricula revised to the New Jersey Student Learning Standards as per attached list.

**TEXTBOOKS**

Approved the adoption of all existing textbooks for the 2020-2021 school year as per attached list.

**POLICIES AND PROCEDURES**

Approved the re-adoption of all existing policies of the Morris County Vocational School District for the 2020-2021 school year.

**ORGANIZATION CHART**

Approved the organization chart as attached.

**STANDARD OPERATING PROCEDURES MANUAL**

Approved the 2020-2021 Standard Operating Procedures Manual.

**PURCHASING MANUAL**

Approved the 2020-2021 Purchasing Manual.

Roll Call Vote - All Present Voting Yes - Motions Carried.

**REGULAR BUSINESS MEETING**

**CORRESPONDENCE-** None

**SUPERINTENDENT'S REPORT**

**Reports:**

- Principal Jackson presented the School Self-Assessment for Determining HIB Grades report.
- Mr. Rollo presented the highlights of the 2021-2022 Tentative Budget Calendar.
- Board attorney John Mills gave the annual Ethics Presentation to 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. Roth Starr, seconded by Mr. Colasurdo, was approved as submitted.

Approved, the minutes of the Regular Session Meeting of the Board of Education of October 13, 2020 as submitted.

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

No: 0

Abstain: 0

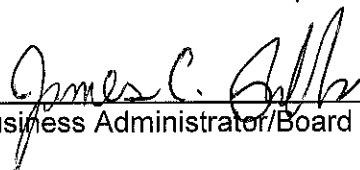
Motion Carried.

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

The following motions made by Mrs. Roth Starr, seconded by Mr. Colasurdo, were approved as submitted.

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 September 2020. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 30, 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 September 30, 2020 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.

  
Business Administrator/Board Secretary

11/2/2020  
Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 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 2020/2021 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 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 2020-2021 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 purchases 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
Kenwood USA Corp.	Radio Communication Equipment and Accessories	83927	4/30/2021

4. Approved the submission of a budget amendment to the FY21 IDEA Grant to incorporate \$18,654.00 in carryover funds into the budget.
5. Approved the attached 2020-2021 NJAC athletic assignor fee schedule.
6. Approved Nichollette Shorts as a VPA Drama Guest Artist for the 2020-2021 school year for a maximum of five sessions via Zoom at the rate of \$100.00 per session, with funding provided by the Student Activities Drama Account.

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 Mrs. Roth Starr, 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 2020-2021 school year as per the attached list.
2. Approved the School Self-Assessment for Determining HIB Grades for the period July 1, 2019 through June 30, 2020 for the following district schools:

Morris County School of Technology  
Academy for Athletic Training and Physical Therapy  
Academy for Biotechnology  
Academy for Environmental Science  
Academy for Mathematics, Science and Engineering  
Academy for Performing Arts

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

## **POLICIES AND PROCEDURES**

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

1. Approved the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2019 Revisions and Addendum 2 (School Automatic Notification) as reviewed at the annual meeting between the Chief School Administrator and the Chief of the Denville Township Police Department on October 23, 2020.

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. 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 appointment of the following individuals to write new curricula at the rate of \$33.00 per hour with funding provided by FY21 Perkins Secondary Grant and final approved product by January 15, 2021:

Name	Curriculum	# Hours
Kerry Eberhardt	Healthcare Science-Independent Topics in Healthcare	25
Carl Blanchard	Advanced Biotechnology	50

2. Approved the appointment of LaToya Evans as Key Club Advisor for the 2020-2021 school year.
3. Approved the appointment of the following Athletic Coaches for the 2020-2021 winter season:

<u>Sport</u>	<u>Coach</u>
Basketball – Boys Varsity	Albert Prentice
Basketball – Boys Junior Varsity	Adam Wirjosemito
Basketball – Girls Varsity	Timothy Gordon
Basketball – Girls Junior Varsity	Kevin Brophy
Bowling – Varsity	Louis Rosso

4. Approved the appointment of Kevin Brophy as Athletic Site Manager for the 2020-2021 school year at the rate of \$100.00 per event.
5. Approved the appointment of Steven Hendricks as the Hackathon Coordinator, effective November 3, 2020 through June 30, 2021, for a maximum of 46 hours at the rate of \$33.00 per hour, with funding provided by the FY21 Perkins Secondary Grant.
6. Approved the appointment of the following faculty members as CTE Student Showcase Coordinators, effective November 3, 2020 through June 30, 2021, for a maximum of 35 hours each at the rate of \$33.00 per hour with funding provided by the FY21 Perkins Secondary Grant:

Carl Carbone  
Christine Hietanen

7. Approved the attached list of allocations for grant funded positions for the 2020-2021 school year.
8. Approved the appointment of Erica Rago from Montclair State University as a Guidance Department Intern for the period January 15 through June 1, 2021.
9. Rescinded the appointment of Christian Cortavarria as a part-time Adult Continuing Education ABS/Math Instructor (Denville/Wednesday/Thursday) for a maximum of 210 hours at the rate of \$35.00 per hour for the period October 15, 2020 through June 30, 2021, with funding provided by FY21 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
10. Approved the appointment of Miriam Garber as a part-time Adult Continuing Education ABS/Math Instructor (Wednesday/Thursday) for a maximum of 210 hours at the rate of \$35.00 per hour for the period November 9, 2020 through June 30, 2021, with funding provided by FY21 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.
11. Approved the appointment of Claire Brennan as a part time Adult Continuing Education ESL Instructor (Denville/Saturday) for a maximum of 167 hours at the rate of \$35.00 per hour for the period November 9, 2020 through June 30, 2021, with funding provided by FY21 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.

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

## **FACILITIES**

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

1. Approved the submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Comprehensive Maintenance Three Year Plan, 2019-2020 through 2021-2022, to the County Office.

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 - NONE**

## **NEW BUSINESS**


- Next Board Meeting: December 8, 2020 at 6:30 p.m.
- Graduation: June 18, 2021

## **ADJOURNMENT**

Motion made by Mrs. Roth Starr, seconded by Mr. Hyland, to adjourn the meeting at 7:05 p.m.

Roll Call Vote – All present voted yes – Motion carried.

Respectfully submitted,



James Rollo, Business Administrator/Board Secretary