

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

November 1, 2021

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2021 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 2, 2020 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 County Commissioners 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, Mrs. Hanna Roth Starr and Dr. Timothy Purnell.

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

APPOINTMENT AND ELECTION OF OFFICERS

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 2025 |
| Hanna Roth Starr | November 2022 |
| Dr. Timothy Purnell | N/A |

Appointed John Hyland 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 Dr. Purnell, 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 Mr. Hyland, 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. Colasurdo, seconded by Mrs. Roth Starr, nominated Mr. John Hyland. There being no other nominations from the floor, Mr. Colasurdo moved, seconded by Mrs. Roth Starr, to close nominations for the Office of the Vice President and elected Mr. John Hyland 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, 2022:

COMMITTEE MEMBERSHIP FOR 2021-2022

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

APPOINTMENT OF DELEGATES/REPRESENTATIVES

Motion made by Dr. Purnell, seconded by Mr. Colasurdo, to appoint the following delegates/representatives for the 2021-2022 school year:

Morris County Educational Services Commission: Hanna Roth Starr

Alternate to the Morris County Educational Services Commission: Lawrence Colasurdo

Morris County School Boards Association: Hanna Roth Starr

Alternate to the Morris County School Boards Association: Barbara Dawson

New Jersey School Boards Association: Barbara Dawson

Alternate to the New Jersey School Boards Association: John Hyland

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

No: 0

Abstain: 1 Dr. Purnell

Motion Carried.

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

MEETING DATES

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

| | | | |
|--------------------------------|-----------|-----------------------------|-----------|
| December 14, 2021 | 6:30 P.M. | July 12, 2022 | 7:30 A.M. |
| January 11, 2022 | 6:30 P.M. | August 9, 2022 | 7:30 A.M. |
| February 8, 2022 | 6:30 P.M. | September 13, 2022 | 6:30 P.M. |
| March 8, 2022 | 6:30 P.M. | October 11, 2022 | 6:30 P.M. |
| April 19, 2022 (Third Tuesday) | 6:30 P.M. | *November 1, 2022 (Tuesday) | 6:30 P.M. |
| May 10, 2022 | 6:30 P.M. | Annual Reorganization and | |
| June 14, 2022 | 6:30 P.M. | Regular Business Meeting | |

**Reorganization Meeting (1st 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.

PARLIAMENTARY PROCEDURE

Approved the use of Robert's Rules as the official parliamentary procedure manual to be used to conduct meetings and to appoint the Board Secretary and Board Attorney to act as the parliamentarians for the 2021-2022 school year.

CURRICULUM AND TEXTBOOKS

Approved the re-adoption of all existing Board-approved textbooks and curricula in alignment with the New Jersey Student Learning Standards for the 2021-2022 school year.

POLICIES AND PROCEDURES

Approved the re-adoption of all existing policies of the Morris County Vocational School District for the 2021-2022 school year until otherwise changed or amended by subsequent action of the Board of Education.

ORGANIZATION CHART

Approved the organization chart as attached.

STANDARD OPERATING PROCEDURES MANUAL

Approved the 2021-2022 Standard Operating Procedures Manual.

PURCHASING MANUAL

Approved the 2021-2022 Purchasing Manual.

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

REGULAR BUSINESS MEETING

CORRESPONDENCE- None

SUPERINTENDENT'S REPORT

Reports:

- Mr. Rollo presented the 2022-2023 Tentative Budget Calendar.
- Board Attorney John Mills provided the annual Ethics Presentation to the board.

Information Only:

- Security and Fire Drill Logs and Student Incident Reports
- HIB Report

COMMITTEE PROGRAMS - NONE

HEARING OF THE PUBLIC

Dimitri Anh-Minh Tran, Harding Township, read a statement regarding the Academy for Math, Science and Engineering.

Mrs. Dawson asked Mr. Moffitt to comment on program changes.

Lada Dikaya commented on AMSE program changes.

Koda Gursoy, 140 Chestnut Street, Boonton, commented on AMSE program changes.

Mr. Moffitt invited Mr. Gursoy to send in his written statement.

Karl Stolze, Randolph, read a statement linked to AMSE.

Michael Dutkin, Denville, commented on AMSE changes.

MINUTES

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

Approved, the minutes of the Regular Session Meeting of the Board of Education of October 12, 2021 as submitted.

Approved the minutes of the Closed Session Meeting of the Board of Education of October 12, 2021 as submitted.

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

No: 0

Abstain: 0

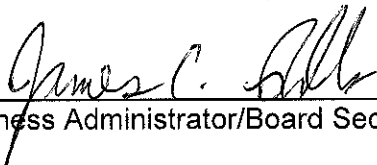
Motion Carried.

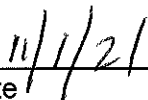
BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT and TREASURER'S REPORT

The following motions made by Mr. Colasurdo, seconded by Mrs. Roth Starr, 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 2021. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 30, 2021, 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, 2021 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.


Business Administrator/Board Secretary


Date

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
No: 0
Abstain: 1 Dr. Purnell
Motion Carried.

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2021.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Roth Starr and Dr. Purnell
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 2021/2022 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 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 Band Saw
DoALL Hand-Feed Horizontal-Spindle Surface Grinder
Holman Convection Oven
One Lot of Miscellaneous Pipe Threading Equipment
One Lot of Small Engines
One Lot of 4 Table Grinders

5. Accepted payment in the amount of \$1,125.75 from GovDeals which represents the net total for the sale of one lot of Cisco switching equipment approved for public auction at the September 14, 2021 Board of Education meeting.
6. Approved the submission of a Budget Amendment to the FY22 IDEA Grant to incorporate \$39,761.00 in carryover funds into the budget.
7. Accepted the funding from the NJDOE for the FY22 ARP IDEA grant application in the amount of \$52,315.00 for the period of September 1, 2021, to September 30, 2022.
8. Amended the resolution of May 11, 2021 approving the petty cash funds for the 2021-2022 school year as listed below: (addition of Cosmetology 3 cash box)

| <u>Fund</u> | <u>Amount</u> |
|--------------------------|---------------|
| Petty Cash | \$600.00 |
| Business Office Cash Box | \$300.00 |
| Adult Ed Cash Box | \$100.00 |
| Cosmetology 1 | \$50.00 |
| Cosmetology 2 | \$50.00 |
| Cosmetology 3 | \$50.00 |

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
No: 0
Abstain: 1 Dr. Purnell
Motion Carried.

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mr. Hyland, seconded by Mrs. Roth Starr, 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 2021-2022 school year as per the attached list.
2. Approved the following resolution:

WHEREAS, the Morris County Vocational School District Board of Education received the Harassment, Intimidation and Bullying Report of the Superintendent dated October 12, 2021;

WHEREAS, the parties involved in the case(s) reported were notified of the results of the investigation, Superintendent's decision and the rights of those parties to request a hearing before the Board of Education; and

WHEREAS, no requests for a hearing before the Board of Education have been received; and

WHEREAS, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation and Bullying;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education **affirms** the Superintendent's decision in the case(s) listed in the HIB Investigation Reports reported to the Board at its regularly-scheduled Board of Education meeting on October 12, 2021.

3. Approved the attached 2021-2022 Nursing Services Plan.
4. Approved a field trip for students from the Culinary Arts Academy and Food Services Program to Cedar Crest in Pompton Plains, New Jersey, on November 23, 2021.

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

No: 0

Abstain: 1 Dr. Purnell

Motion Carried.

POLICIES AND PROCEDURES

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 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 28, 2021.
2. Approved the following revised policy:

4141 Salary Guide Placement

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Roth Starr and Dr. Purnell
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. Accepted the resignation of Darryl DiGiovanna, Computer Science Academy Teacher, effective December 31, 2021.
2. Approved the appointment of Jeffry Wierzbicki as a Teacher of Food Services at BA+30 Step 8 with an anticipated start date of January 1, 2022 through June 30, 2022, pending successful completion of a criminal history background check and pre-employment physical examination.
3. Approved the appointment of the following faculty members as CTE Student Showcase Coordinators, effective November 2, 2021 through June 30, 2022, for a maximum of 45 hours each at the rate of \$33.00 per hour with funding provided by the FY22 Perkins Secondary Grant:

Dale Bendsak
Steven Hendricks
Christine Hietanen
Jennifer Skomial

4. Approved the appointment of Melissa Tirone from William Paterson University as a Student Teacher in the Physical Education Department for the period January 24, 2022 through May 13, 2022.
5. Approved the appointment of Jessica Short to revise curricula for the following Academy for Multimedia courses at the rate of \$33.00 per hour for a maximum of 37.5 hours for each curriculum and final approved product due by May 1, 2022, with funding provided by the FY22 Perkins Secondary Grant:

Multimediuum Foundations (Grade 9)
Sound, Sight, and Story Telling (Grade 10)
Media Studies and Exploration (Grade 11)

6. Approved the appointment of Tammy Klinck as a Substitute Teacher for the period November 2, 2021 through June 30, 2022.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
No: 0
Abstain: 1 Dr. Purnell
Motion Carried.

FACILITIES

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 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.

2. Approved the use of the facilities by Morris Rugby Corporation for a non-contact rugby clinic on the athletic turf field from 3:15 p.m. – 5:15 p.m. on Thursday, November 18, 2021, pending receipt of a certificate of insurance.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
No: 0
Abstain: 1 Dr. Purnell
Motion Carried.

HEARING OF THE PUBLIC – NONE

OLD BUSINESS – NONE

NEW BUSINESS

- Next Board Meeting: December 14, 2021 at 6:30 p.m.
- Sports Award Banquet: June 8, 2022
- Share-Time Completers Ceremony: June 10, 2022
- Graduation: June 21, 2022

SUNSHINE RESOLUTION

The following motion made by Mrs. Roth Starr, seconded by Mr. Colasurdo, 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 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 matters:

- Administrative Association 2021-2024 Contract
- Assistant Superintendent for Curriculum and Instruction 2021-2022 Contract
- School Business Administrator 2021-2022 Contract
- Non-Represented Employees Contracts 2021-2024

which fall within the exceptions as set forth in the “Open Public Meetings Act” and therefore are matters which this Body determines should be discussed at a closed meeting. It is anticipated that this closed session will last approximately **15 minutes**.

NOW, THEREFORE, BE IT 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 matters, which involve 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 matters under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

The meeting was recessed at 7:21 p.m. and reconvened at 7:23 p.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Roth Starr and Dr. Purnell. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary James Rollo and Board Attorney John Mills.

ADDITIONAL BUSINESS

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

1. Approved the attached Agreement between the Morris County Vocational School District Board of Education and the Morris County Vocational School District Administrative Association for the period July 1, 2021 through June 30, 2024.
2. Approved the attached 2021-2022 employment contract for Shari Castelli, Assistant Superintendent, as approved by the Interim Executive County Superintendent on October 27, 2021.
3. Approved the attached 2021-2022 employment contract for James Rollo, School Business Administrator, as approved by the Interim Executive County Superintendent on October 27, 2021.
4. Approved contracts for the following 12-Month Non-Represented Employees with a 3.1 percent salary increase per year as follows:

| Name | Title | Contract Years |
|-----------------|---|-------------------------------|
| Keith Azzolina | Network Administrator | 2021-2022;2022-2023;2023-2024 |
| Therese Johnson | Head Custodian | 2021-2022;2022-2023;2023-2024 |
| John Kramer | Assistant Supervisor of Buildings and Grounds | 2021-2022;2022-2023;2023-2024 |
| Jo Ann Marucci | Administrative Assistant to BA | 2021-2022;2022-2023;2023-2024 |
| Mary McCreedy | Technology Support Specialist | 2021-2022;2022-2023;2023-2024 |
| Damaris Medina | Continuing Education Manager | 2022-2023;2023-2024 |
| Michele Meechan | Payroll/Benefits/Insurance Manager | 2021-2022;2022-2023;2023-2024 |
| William Mickley | Supervisor of Buildings and Grounds | 2021-2022;2022-2023;2023-2024 |
| Susan Phillips | Administrative Assistant to Supt | 2021-2022;2022-2023;2023-2024 |
| Susan Sorbera | Business Office Manager | 2021-2022;2022-2023;2023-2024 |
| Andrew Zabiega | School Accountant | 2021-2022;2022-2023;2023-2024 |

5. Approved the attached Motion to approve the attached 2021-2022 Schedule of Benefits for the 12-Month Non-Represented Employees.

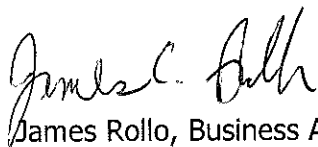
Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Roth Starr
 No: 0
 Abstain: 1 Dr. Purnell
 Motion Carried.

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Mr. Colasurdo, to adjourn the meeting at 7:26 p.m.

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

Respectfully submitted,



James Rollo, Business Administrator/Board Secretary