

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**March 15, 2022**

A regular meeting of the Morris County Vocational School District held on March 15, 2022 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 the Daily Record by email on February 18, 2022 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 at roll call: Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mr. John Hyland and Mrs. Hanna Roth Starr. Dr. Timothy Purnell entered the meeting at 6:32 p.m.

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

**CORRESPONDENCE - None**

**SUPERINTENDENT'S REPORT**

- Mr. Rollo presented the highlights of the 2022-2023 Budget to the board.

**Information Only:**

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

1. Approved the minutes of the Regular Session Meeting of the Board of Education of February 8, 2022 as submitted.

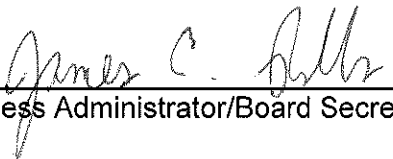
Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Roth Starr and Dr. Purnell  
No: 0  
Abstain: 1 Mr. Hyland  
Motion Carried.

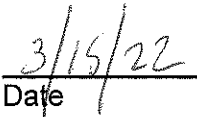
## **BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT and TREASURER'S REPORT**

The following motions made by Mrs. Roth Starr, seconded by Dr. Purnell, 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 2022. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2022, 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, 2022 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, 2022.

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 Mrs. Roth Starr, 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 Change Order #10 for an add of \$3,000.00 for Lanyi & Tevald, Inc. which represents a charge for additional labor, materials and equipment to cue and grind excess steel angles at the existing OH coiling door. The final contract sum including this change order increases to \$1,118,810.03.
5. Amended the resolution of December 14, 2021 authorizing submission of the project to the New Jersey Department of Education (correction to funding source):

WHEREAS, the Morris County Vocational School District, in the County of Morris, New Jersey, (the "Board"), desires to proceed with a "school facilities project," generally consisting of renovations (Phase Two), of the former automotive room into a Science Lab and related improvements at the School of Technology; and

WHEREAS, the Board now seeks to take steps in order to proceed with the project and comply with N.J.A.C. 6A:26-5.2 and 5.3 and related sections of the code; and

WHEREAS, the New Jersey Department of Education reviews and approves “other capital,” and school facilities projects; and

WHEREAS, the District IS seeking Debt Service Aid.

NOW THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education does hereby authorize and direct the architectural firm of USA Architects, Planners + Interior Designers and the School Business Administrator, as applicable, to prepare the Department of Education Submission Package in connection with the project.

That the Architect and the School Business Administrator, as applicable, are hereby authorized to prepare an amendment to the district’s Long Range Facility Plan in connection with the project.

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

BE IT FURTHER RESOLVED, that the Morris County Vocational School District Board of Education authorizes the submission of the project to the New Jersey Department of Education for consideration and approval.

6. Accepted payment in the amount of \$453.99 from GovDeals which represents the net total for the sale of one Holman Convection Oven approved for public auction at the November 1, 2021 Board of Education meeting.
7. Approved the attached Adult Continuing Education Tuition Rates for Summer 2022.
8. Approved the submission of a Budget Amendment to the FY22 Perkins Secondary Grant in the amount of \$99,361.00 in order to reallocate funds.
9. Approved the submission of a Budget Amendment to the FY22 Perkins Postsecondary Grant in the amount of \$9,595.00 in order to reallocate funds.
10. Accepted a donation from the Computer Science Foundation Booster Club Inc., Denville, New Jersey, for items supplied for the MCST Hackathon event to be held on April 23, 2022 (T-shirts, sweatshirts, prizes, meals and incidentals) with a total estimated value of \$9,000.00, with a letter of appreciation to the donor.
11. Approved the following resolution:

WHEREAS, N.J.A.C. 6A:23A-14.1(d) permits a Board of Education to withdraw such funds from the capital reserve account and appropriate into the required capital account lines at budget time or any time during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Capital Reserve Account any time during the year by resolution, and

WHEREAS, the Morris County Vocational School District Board of Education is desirous to withdraw funds from the Capital Reserve Account and appropriate said funds into the required capital account lines in the amount of \$493,636 for expenditures related to the Building #4 Science Lab Upgrades and Education and Learning Classroom Alterations, and

WHEREAS, according to 6A:23A-14.1(h)5.v, the Morris County Vocational School District Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the capital reserve account;

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

**12. Approved the following resolution:**

WHEREAS, N.J.A.C. 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines by resolution at budget time or any time during the year for use on required maintenance activities for a school facility; and

WHEREAS, the Morris County Vocational School District Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account lines in the amount of \$25,000 for expenditures related to the repair of the Building #6 water main and maintenance of the electrical room;

WHEREAS, the Morris County Vocational School District Board of Education has determined that an amount not to exceed \$25,000.00 is available for such purpose of transfer.

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**13. 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 2022-2023 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 2022-2023 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$23,477,675
Capital Outlay	718,184
Special Schools	
Postsecondary	<u>339,561</u>
<b>TOTAL GENERAL FUND</b>	<b>\$24,535,420</b>

SPECIAL FUNDS:

Student Activities	\$ 121,805
State Projects	0
Federal Projects	<u>1,661,977</u>
<b>TOTAL SPECIAL REVENUE FUND</b>	<b>\$ 1,783,782</b>

**TOTAL BUDGET**

**\$26,319,202**

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

**\$ 6,426,286**

TOTAL AMOUNT TO BE RAISED BY COUNTY TAXES \$6,426,286

BE IT FURTHER RESOLVED, that an itemized statement of the proposed budget of the 2022-2023 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

**14. Approved the following resolution:**

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3 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, as defined in N.J.A.C. 6A:23A-7.1 et seq.; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2021-2022 school year was \$81,205; and

WHEREAS, travel and expense reimbursement has reached a total amount \$13,147 as of March 1, 2022;

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 2022-2023 school year at the sum of \$76,650; 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.

**15. 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	\$42,000
Accounting	\$48,144
Architect	\$40,000; 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 2022-2023 school year.

16. Adopted the following resolution to certify the amount to be raised by the County of Morris for Capital Project funding:

WHEREAS, the estimated cost of the Building #4 Science Lab Upgrades is \$929,636 of which \$403,636 will be funded through Capital Reserve and \$526,000 will be funded through Capital Project funding; and

WHEREAS, the estimated cost of the Career Training Center is \$24,794,995 and will be funded through Capital Project funding; and

WHEREAS, this Board has met and considered the said \$25,320,995 in Capital Project Funding and is satisfied that the sum is the amount of money necessary for the purposes set forth.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Vocational School in the County of Morris, New Jersey, does hereby fix and determine that \$25,320,995 is the amount of money necessary to be raised for these Capital Projects for the lawful school purposes consisting of improvements/renovations to building #4 at the Morris County School of Technology and the construction of a new educational facility on the campus of the County College of Morris.

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 Commissioners in the County of Morris, New Jersey.

TOTAL AMOUNT TO BE RAISED BY COUNTY OF MORRIS	\$25,320,995
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Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Roth Starr and Dr. Purnell  
No: 0  
Abstain: 0  
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 Work-Based Learning Experiences for the 2021-2022 school year as per the attached list.
2. Confirmed and approved the senior Work-Based Learning Experiences for the 2021-2022 school year as per the attached list.
3. Approved the attached list of field trips for the 2021-2022 school year.
4. Approved the 12-hour Hackathon, sponsored by the Academy for Computer and Information Sciences, to be held on Saturday, April 23, 2022 at the Morris County School of Technology.
5. 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 February 8, 2022;

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 February 8, 2022.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Roth Starr and Dr. Purnell  
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 following revised policy:

5131 Conduct/Discipline

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. Hyland, seconded by Mr. Colasurdo, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Accepted the resignation of Briana Spann, School Social Worker, effective April 22, 2022.
2. Approved the appointment of Jessica Klimas as a Teacher for the Academy for Health Care Sciences at MA+30 Step 14 with an anticipated start date of April 19, 2022 through June 30, 2022, pending successful completion of a criminal history background check and pre-employment physical examination.
3. Approved the appointment of Darol Byssainthe as a Maintenance Mechanic at Step 3, with an anticipated start date of March 16, 2022 through June 30, 2022, pending successful completion of a criminal history background check and pre-employment physical examination.
4. Approved an unpaid leave of absence under the New Jersey Family Medical Leave Act for Adam Wirjosemito, Teacher of Social Studies, for the period April 19, 2022 through June 30, 2022.

5. Accepted the resignation of Sean Leonard as a School Bus Driver effective February 28, 2022.
6. Approved the appointment of the following Athletic Site Managers for the 2021-2022 school year:
  - Colleen Pascale
  - Kathleen Whitehead
7. Confirmed and approved the appointment of Kurt Schubert as a SkillsUSA Chaperone for the 2021-2022 school year.
8. Approved the appointment of the following staff members as HOSA Chaperones for the 2021-2022 school year:
  - Chung-Yi Lin
  - John Piechnik
  - Ruben Rosado
  - Laurie Sisto
  - Kathleen Whitehead
9. Approved an additional 7.5 hours for the following Cosmetology Instructors for Remediation at their hourly rate (total hours to be shared between all three instructors) for the period March 16 through June 22, 2022, with funding provided by FY22 Perkins Secondary Grant:
  - Brigida Alonzo
  - Ziella Farnese
  - Kathleen Marshall
10. Confirmed and approved the appointment of the following Accuplacer Test Proctors for the 2021-2022 school year:
  - Tracy Amedeo
  - Keymer Botero
  - Chung-Yi Lin
  - Erin Lowe
  - Lynn Mankofsky
  - Mychelle Perez
  - Jessica Short
  - Gina Visconti
  - Rene Vollmar
11. Approved the appointment of Karen Muha as a Substitute Teacher for the period March 16, 2022 through June 30, 2022.
12. Approved the establishment of the ERASE (End Racism and Sexism Everywhere) Club for a probationary period of March 2022 through February 2023 and the appointment of Samantha Shane as the Club Advisor with a stipend of \$500.00.
13. Approved the appointment of Kevin Conover as a part-time Adult Continuing Education Electrical Trades Remediation Instructor for a maximum of 18 hours at the rate of \$37.00 per hour for the period of March 16 through June 30, 2022.
14. Approved the appointment of Shoba Subbuswamy as a Teacher of Mathematics at MA Step 3 effective September 1, 2022 through June 30, 2023, pending successful completion of a criminal history background check and pre-employment physical examination.



15. Accepted the resignation due to retirement of Julia Ioannou, School Nurse, effective July 1, 2022.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Roth Starr and Dr. Purnell  
No: 0  
Abstain: 0  
Motion Carried.

## **FACILITIES**

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 use of the facilities by Tabernacle Productions for overflow parking in the Building #1 parking lot from 5:30 p.m. – 11:00 p.m. on Saturday, April 9, 2022.
2. Approved the use of the facilities by Bradley Hoops for a youth basketball camp in the Building #1 Gymnasium from 9:00 a.m. – 3:00 p.m. from Monday, July 11, 2022 through Friday, July 15, 2022.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Roth Starr and Dr. Purnell  
No: 0  
Abstain: 0  
Motion Carried.

**HEARING OF THE PUBLIC - None**

## **OLD BUSINESS**

- Board of School Estimate: March 23, 2022, 4:00 p.m. (Barbara Dawson and John Hyland to attend) Knox Room
- Sports Award Banquet: June 8, 2022
- Share-Time Completers Ceremony: June 10, 2022
- Graduation: June 21, 2022

## **NEW BUSINESS**

- Next Board Meeting: April 19, 2022 at **6:30 p.m.** (third Tuesday)
- June 14<sup>th</sup> Board Meeting: Awards Ceremony?

## **ADDITIONAL BUSINESS**

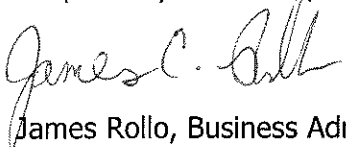
- Mr. Moffitt reported that Assemblyman Barranco had a nice visit to the campus on March 11, 2022.
- NJSBA Workshop, scheduled for October 24-26, 2022, will be in person.

## **ADJOURNMENT**

Motion made by Mr. Colasurdo, seconded by Mrs. Roth Starr, to adjourn the meeting at 6:58 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



James Rollo, Business Administrator/Board Secretary