

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

**November 1, 2022**

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2022 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 on November 2, 2021 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 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**

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 2026
Roger A. Jinks, Sr.	N/A

**MOTION TABLED** - Appoint Roger A. Jinks, Sr. as a Trustee to the Morris County Vocational School District Board of Education and administer the oath of office.

Appointed Hanna Roth Starr 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. Hyland, seconded by Mr. Colasurdo, 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. Hyland, seconded by Mr. Colasurdo, nominated Mrs. Barbara Dawson. There being no other nominations from the floor, Mrs. Roth

Starr 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, Mrs. Roth Starr moved, seconded by Mr. Colasurdo, 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, 2023:

**COMMITTEE MEMBERSHIP FOR 2022-2023**

<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 Mrs. Roth Starr, seconded by Mr. Colasurdo, to appoint the following delegates/representatives for the 2022-2023 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: 0  
Motion Carried.

The following reorganization motions made by Mr. Hyland, seconded by Mrs. Roth Starr, 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 13, 2022	6:30 P.M.	July 18, 2023 (Third Tuesday)	7:30 A.M.
January 10, 2023	6:30 P.M.	August 8, 2023	7:30 A.M.
February 14, 2023	6:30 P.M.	September 12, 2023	6:30 P.M.
March 14, 2023	6:30 P.M.	October 10, 2023	6:30 P.M.
April 18, 2023 (Third Tuesday)	6:30 P.M.	*November 1, 2023 (Wednesday)	6:30 P.M.
May 9, 2023	6:30 P.M.	Annual Reorganization and	
June 13, 2023	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.

**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 2022-2023 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 2022-2023 school year.

**POLICIES AND PROCEDURES**

Approved the re-adoption of all existing policies of the Morris County Vocational School District for the 2022-2023 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 attached 2022-2023 Standard Operating Procedures Manual.

**PURCHASING MANUAL**

Approved the attached 2022-2023 Purchasing Manual.

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

**REGULAR BUSINESS MEETING**

**CORRESPONDENCE-** None

**SUPERINTENDENT'S REPORT**

**Reports:**

- Mr. Moffitt presented the 2022-2023 QSAC DPR Scores to the board.

<b>DPR Area</b>	<b>District Score</b>
Instruction and Program	40%
Finance	100%
Governance	100%
Operations	100%
Personnel	100%

- Mr. Rollo presented the 2023-2024 Tentative Budget Calendar and detailed the budget process to the board.
- Ms. Castelli shared the Spring 2022 Statewide Assessment Results.
- Mr. Moffitt presented the 2023 Board Goals.
- Mr. Mills, Board Attorney, conducted the annual Ethics Presentation for the board.

**Information Only:**

- Security and Fire Drill Logs and Student Incident Reports

**COMMITTEE PROGRAMS - NONE**

**HEARING OF THE PUBLIC - NONE**

**MINUTES**

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

Approved, the minutes of the Regular Session Meeting of the Board of Education of October 11, 2022 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**

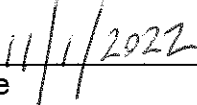
The following motions made by Mr. Hyland, seconded by Mr. Colasurdo, were approved as submitted.

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 2022. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 30, 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 September 30, 2022 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.

  
Business Administrator/Board Secretary

  
Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2022.

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. 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 payment of bills as attached.
2. Approved the following amendments to the 2022/2023 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 submission of a Budget Amendment to the FY23 IDEA Grant to incorporate \$7,359.00 in carryover funds into the budget.

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. Hyland, 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 2022-2023 school year as per the attached list.
2. Confirmed and approved the senior Work-Based Learning Experiences for the 2022-2023 school year as per the attached list.

3. Approved the attached list of field trips for the 2022-2023 school year.
4. Approved the following resolution:

WHEREAS the Quality Single Accountability Continuum (QSAC) is a statutorily-mandated system of school district performance assessment and is New Jersey's system of education accountability; and

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Fiscal Management
- Governance
- Operations
- Personnel

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum;

NOW THEREFORE BE IT RESOLVED, that the 2022-2023 New Jersey Quality Single Accountability Continuum (QSAC) District Performance Review is approved for submission to the New Jersey Department of Education.

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. Colasurdo, seconded by Mr. Hyland, 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 21, 2022.

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. Confirmed and approved the appointment of Elise Kelly as a Preschool Lunch Aide at the rate of \$17.00 per hour for a maximum of 2 hours per day effective November 1, 2022 through June 30, 2023.

2. Approved the appointment of the following staff members as Video Scorers for the 2022-2023 school year at the rate of \$33.00 per hour for a maximum of 10 hours each to be paid by the General Fund:

Ashley Brooks	Angela D’Orsi	Amber Szuch
Kimberly Delesky	Jennifer Katz	Sean Trisler (MSE)
Marissa Dillon	Stefana Niemo (MSE)	
Jeff DiMiceli (MSE)	Jessica Short	

3. Approved the appointment of the following staff members as CTE Student Showcase Coordinators for the 2022-2023 school year at the rate of \$33.00 per hour for a maximum of 42 hours each with funding provided by the FY23 Perkins Secondary Grant:

Keymer Botero	Kathleen Marshall	Kathleen Turnbull
Ziella Farnese	Colleen Pascale	Renee Vollmar
Steven Hendricks	Jessica Short	
Christine Hietanen	Jennifer Skomial	

4. Approved the appointment of the following faculty members to write new curricula at the rate of \$33.00 per hour for a maximum of 50 hours for each curriculum with final approved product due by April 28, 2023, and funding provided by the FY23 Perkins Secondary Grant:

<u>Name</u>	<u>Program</u>	<u>Curriculum</u>
Mark Cosgrove	Culinary Arts & Hospitality Year 1	- Introduction to Food - Serv-Safe Food Handler
Russell Hatzel	Criminal Justice Year 1	- Public Safety Careers - Introduction to Emergency Management
Thomas Roskop	Engineering Design & Advanced Manufacturing Year 1	- Materials for Engineering Technology - Manufacturing Processes for Engineering Technology
Dawn Rywalt	Cybersecurity & Information Protection Year 1	- Foundations of Information Security - Fundamentals of Programming

5. Approved the appointment of Nicole Assadourian as a Substitute Teacher effective November 2, 2022 through June 30, 2023.
6. Rescinded the appointment of Keri Mitchell, part-time Adult Continuing Education LPN Instructor, effective October 12, 2022.
7. Amended the resolution of August 9, 2022 to approve the appointment of Genetie **Ejigu** as an ABS/IELCE ESL Instructor–MHS at the rate of \$35.00 per hour for a maximum of 157.5 hours for the period August 15, 2022 through June 30, 2023 with funding provided by FY23 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant (correction to last name).
8. Accepted the resignation due to retirement of Vincenia Annuzzi, French Teacher, effective October 1, 2023.

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 Mrs. Roth Starr, seconded by Mr. Hyland, 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, 2021-2022 through 2023-2024, 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 13, 2022 at 6:30 p.m.
- Share-Time Completers Ceremony: June 9, 2023
- Graduation: June 21, 20223

## **ADDITIONAL BUSINESS**


John Mills advised that the CCM lease agreement will be available to be reviewed by the board in December.

## **ADJOURNMENT**

Motion made by Mr. Colasurdo, seconded by Mrs. Roth Starr, 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