

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**March 14, 2023**

A regular meeting of the Board of Education of the Morris County Vocational School District was held on March 14, 2023 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey and was called to order by President Barbara Dawson at 6:29 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 2, 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. John Hyland, Mrs. Hanna Roth Starr and Dr. Nancy Gartenberg.

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

**CORRESPONDENCE - None**

**SUPERINTENDENT'S REPORT**

- Mr. Rollo, on behalf of student representative Mr. Sackett, provided an update to the board on recent events at the high school.
- Mr. Rollo presented the 2023-2024 budget to the board.

**Information Only:**

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

**COMMITTEE PROGRAMS - NONE**

**HEARING OF THE PUBLIC (related to agenda items only) – NONE**

## MINUTES

The following motion made by Mrs. Roth Starr, seconded by Dr. Gartenberg, was approved as submitted.

1. Approved the minutes of the Regular Session Meeting of the Board of Education of February 7, 2023 as submitted.

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

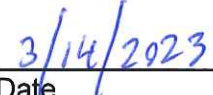
## BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT and TREASURER'S REPORT

The following motions made by Mrs. Roth Starr, seconded by Mr. Hyland, 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 January 2023. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2023, 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, 2023 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

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending January 31, 2023.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Hyland, Mrs. Roth Starr and Dr. Gartenberg  
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 attached Memorandum of Understanding between the County College of Morris and the Morris County Vocational School District for the implementation of the New Jersey Career Pathways in Data Science Initiative, funded through the New Jersey Council of County Colleges (NJCCC) allocation to develop comprehensive pathways to employment and lifelong learning opportunities.
5. Accepted a donation of T-shirts, sweatshirts, prizes, food, supplies and incidentals from the Computer Science Foundation Booster Club for the MCST Hackathon with an estimated value of \$10,000.00, with a letter of appreciation to the donor.
6. Accepted the donation of a 2000 Honda CRV from Jadwiga Grace, Morristown, New Jersey, with an estimated value of \$2,421.00 for use in the auto programs, with a letter of appreciation to the donor.
7. Approved the submission of an application for additional funding through the Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program in the amount of \$54,800.00 to be shared as allocated between Morris and Sussex counties for the period of May 1, 2023 to October 31, 2023.
8. 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 2023-2024 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 2023-2024 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$25,696,937
Capital Outlay	279,842
Special Schools - Postsecondary	<u>366,972</u>
<b>TOTAL GENERAL FUND</b>	<b>\$26,343,751</b>

SPECIAL FUNDS:

Student Activities	\$ 136,327
State Projects	0
Federal Projects	<u>1,628,288</u>
<b>TOTAL SPECIAL REVENUE FUND</b>	<b>\$ 1,764,615</b>

**TOTAL BUDGET \$28,108,366**

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	<u>\$ 6,501,286</u>
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TOTAL AMOUNT TO BE RAISED BY COUNTY TAXES           \$6,501,286

BE IT FURTHER RESOLVED, that an itemized statement of the proposed budget of 2023-2024 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

9. 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 2022-2023 school year was \$76,650; and

WHEREAS, travel and expense reimbursement has reached a total amount \$31,243 as of March 1, 2023;

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 2023-2024 school year at the sum of \$85,900; 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.

10. 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	\$62,000
Accounting	\$52,000
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 2023-2024 school year.

11. **MOTION WITHDRAWN** Motion to adopt 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 #1 Rooftop Unit Package is \$875,000, the estimated cost of the Building #1 HVAC Units is \$750,000 and the estimated cost of the Building #4 Rooftop Unit Package is \$575,000 which will be funded through ARPA Coronavirus State & Local Recovery Funds allocated to the County of Morris for Capital Project Funding; and

WHEREAS, this Board recognizes the constraints of this funding and the timelines established by the terms of the U.S. Department of the Treasury in that all purchases must be made and all contracts must be in place prior to December 31, 2024 with all projects completed and items purchased in hand by December 31, 2026; and

WHEREAS, this Board has met and considered the said \$2,200,000 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 \$2,200,000 is the amount of money necessary to be raised for these Capital Projects for the lawful school purpose consisting of, but not limited to, the Building #1 Rooftop Unit Package, the Building #1 HVAC Units and the Building #4 Rooftop Unit Package at the 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 Commissioners in the County of Morris, New Jersey.

TOTAL AMOUNT TO BE RAISED BY COUNTY OF MORRIS       \$2,200,000

**12. MOTION WITHDRAWN** Motion to adopt the following resolution to certify an amount to be allocated by the County of Morris for capital project funding:

WHEREAS, the County of Morris has committed ARPA Coronavirus State & Local Recovery Funds to Capital Project Funding at the Morris County Vocational School District for projects identified through capital plan year 2025 including a Building #1 Rooftop Package identified in 2023 and estimated to be \$875,000, a Building #4 Rooftop Package Unit identified in 2024 and estimated to be \$575,000 and a Building #1 HVAC Unit identified in 2025 and estimated to be \$750,000; and

WHEREAS, funding is available from unexpended funds through bond ordinances 968538 and 968584 previously approved by the County of Morris for capital projects at the Morris County Vocational School District.

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education does hereby request that the County of Morris amend these 2019 and 2020 bond ordinances to include the funding necessary to offset potential unanticipated differences in funding for these Capital Projects in an amount up to \$413,964.79.

**13. Approved the following resolution:**

WHEREAS, on March 10, 2023, the Morris County Vocational School District ("District") held a public bid opening for the Proposed Career Training Center on the County College of Morris Campus for the Morris County Vocational School District ("Project"); and

WHEREAS, the District received twelve (12) bids at the public bid opening; and

WHEREAS, the lowest bid was submitted by Brockwell and Carrington Contractors, Inc. Towaco, New Jersey, with a base bid, inclusive of a Fifty Thousand Dollar (\$50,000.00) Contingency Allowance, a Two-hundred Fifty Thousand Dollar (\$250,000.00) Hardware Allowance, a Sixty Thousand Dollar (\$60,000.00) Interior Signage Allowance and a Thirteen Thousand Dollar (\$13,000.00) Steel Subcontract Allowance, of Twenty-two Million Three Hundred Twenty-five Thousand Dollars (\$22,325,000.00); and

WHEREAS, the District, in conjunction with its Design Professional and Legal Counsel, has determined Brockwell and Carrington Contractors, Inc. to be the lowest responsive and responsible bidder,

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., the District awards a contract for the Project to Brockwell and Carrington Contractors, Inc. in the total amount of Twenty-two Million Three Hundred Twenty-five Thousand Dollars (\$22,325,000.00) consisting of the base bid, inclusive of a Fifty Thousand Dollar (\$50,000.00) Contingency Allowance, a Two-hundred Fifty Thousand Dollar (\$250,000.00) Hardware Allowance, a Sixty Thousand Dollar (\$60,000.00) Interior Signage Allowance and a Thirteen Thousand Dollar (\$13,000.00) Steel Subcontract Allowance; and

BE IT FURTHER RESOLVED, that the District authorizes its legal counsel to prepare the contract for the Project, transmit same to Brockwell and Carrington Contractors, Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that because of the time constraints involved with the Project, the District hereby authorizes the Business Administrator to execute the contract and construction change orders on behalf of the District to provide for more timely and effective service, and further appoints the Administration to act as the District's Representative during the construction of the Project. All contracts and construction change orders so issued will be presented to the Board at its next subsequent meeting.

14. Approved the following resolution:

WHEREAS, the Morris County Vocational School District Board of Education is in need of construction management services for the purpose of providing oversight of the district's construction of the Career Training Center at the County College of Morris; and

WHEREAS, the Business Administrator has certified as to the availability of funds for this purpose; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5 and N.J.S.A. 18A:18A-5a(2)) requires a resolution authorizing the award of contracts for "Extraordinary, Unspecified Services" without competitive bids;

NOW THEREFORE BE IT RESOLVED as follows:

1. That EPIC Management, Inc. shall be engaged to provide construction management services based on the proposals provided at a rate of \$21,150 per month during the construction phase and a monthly rate of \$18,625 during the close-out phases.
2. This contract is awarded without competitive bidding as an "Extraordinary, Unspecifiable Service" in accordance with N.J.S.A. 40A:11-5(l)(a) of the Local Public Contracts Law because Epic Management, Inc. has unique qualifications in this area including 52 years of experience providing construction and project management services for more than 1,200 academic facilities aggregating more than \$5 billion in completed New Jersey construction projects.
3. A certification declaration for Extraordinary Unspecifiable Services shall be completed and maintained on file as per Statute.
4. A notice of this action shall be published in accordance with applicable law.

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

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. Confirmed and approved a field trip for MCST students to County College of Morris, Randolph, New Jersey, on February 20, 2023 to participate in Career Awareness Day.
5. Approved the 12-hour Hackathon, sponsored by the Academy for Computer and Information Sciences, to be held on Saturday, April 22, 2023 at the Morris County School of Technology.
6. Approved the attached revised curriculum for Advanced Biotechnology as aligned to the designated New Jersey Student Learning Standards.
7. Approved the attached High School Dual Enrollment Agreement between William Paterson University and Morris County Vocational School District.
8. 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 7, 2023;

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 7, 2023. (Attachment #16)

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

## PERSONNEL

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. Accepted the resignation due to retirement of Scott Weems effective November 30, 2023.
2. Approved the attached 2022-2023 Employment Contract for Michael Davison, School Business Administrator, as approved by the Interim Executive County Superintendent on February 10, 2023.
3. Approved the attached 2022-2023 Addendum to the Employment Contract for Michael Davison, School Business Administrator, as approved by the Interim Executive County Superintendent on February 17, 2023.
4. Approved the appointment of LaToya Evans as Assistant Principal – Students at the annual salary of \$132,000.00 for the period July 1, 2023 through June 30, 2024.
5. **MOTION WITHDRAWN** Motion to approve the appointment of Grace Hawruk as an Adult Continuing Education Program Specialist (12-month position) at the annual salary of \$65,000.00 to be prorated with an anticipated start date of April 3, 2023 through June 30, 2023, pending successful completion of a criminal history background check and pre-employment physical examination.
6. Approved movement on the salary guide to BA+30 for Tania Saez, Teacher of Spanish, effective September 1, 2023.
7. Amended the resolution of September 13, 2022 to approve the appointment of Debra Romano to teach one additional block of instruction for the period September 1, 2022 through February 28, 2023 (change to end date).
8. Amended the resolution of October 11, 2022 to approve the appointment of Melissa Eckoff to teach one additional block of instruction for the period October 13, 2022 through February 28, 2023 (change to end date).
9. Confirmed and approved the appointment of Miriam Paz as a Spanish Language Translator for the Share Time Information Session on March 2, 2023 at the rate of \$33.00 per hour for a maximum of 2.5 hours.
10. Approved the appointment of the following individuals as Hackathon Supervising Chaperones on Saturday, April 22, 2023, at the rate of \$33 per hour for a maximum of 6 hours each, with funding provided by FY23 Perkins Secondary Grant:

Binah Ezra  
Rocio Felix  
Mary Hammond  
Chung-Yi Lin  
Lynn Mankofsky  
Stephen Petonak  
Kathleen Whitehead

11. Approved the appointment of Amelia Wohlrob as a Substitute Teacher for the period March 15, 2023 through June 30, 2023.
12. Approved the appointment of Kaitlyn Armonaitis from Fairleigh Dickinson University as a Student Teacher for the period September 5, 2023 through December 22, 2023 (2 days per week for 10 weeks) and January 2, 2024 through May 3, 2024 (5 days per week).
13. Approved the attendance of the following individuals at the DECA National Conference in Orlando, Florida from April 21 – April 26, 2023:



<u>Student</u>	<u>Advisor</u>	<u>Chaperone</u>
Bhaumi Bhatt	Kimberly Delesky	Justin Jacobs
Gianna Grillo	Deirdre Romero	
Aadya Holla		
Alexa Jativa		
Shraddha Mamidipaka		
Aastha Motwani		
McKenna Roper		
Priya Savani		
Amelia Smith		
Michelle Tripetsky		
Samuel Vacca		

14. Confirmed and approved the appointment of David Sylvester as a part-time Continuing Education Welding Workshop – TIG Instructor at the rate of \$35.00 per hour for a maximum of 40 hours for the period February 2, 2023 through April 27, 2023.
15. Approved the appointment of Yohana Neguiman Carrasco as a part-time Continuing Education Conversational Spanish Instructor at the rate of \$35.00 for a maximum of 28 hours for the period March 23, 2023 through June 1, 2023.
16. Approved the appointment of Eugene Devereux as a Part-Time (0.5) Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Teacher at BA Step 13 at the annual salary of \$38,379.00 for the period September 1, 2023 through June 30, 2024, pending successful completion of a criminal history background check and pre-employment physical examination and issuance of a Certificate of Eligibility as a Teacher of Heating, Ventilation, Air Conditioning and Refrigeration (endorsement code # 2517) by the New Jersey Department of Education.

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

## **FACILITIES**

The following motion made by Mrs. Roth Starr, seconded by Dr. Gartenberg, was 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, May 6, 2023.

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

## **HEARING OF THE PUBLIC - NONE**

## **OLD BUSINESS**

- Board of School Estimate: March 28, 2023, at 4:00 p.m., Knox Room, County Administration Building (Barbara Dawson and John Hyland to attend)
- Sports Award Banquet: June 7, 2023 at 6:00 p.m., Morris County School of Technology
- Share-Time Completers Ceremony: June 9, 2023 at 1:00 p.m., County College of Morris
- Graduation: June 21, 2023 at 3:00 p.m., Mennen Arena

**NEW BUSINESS**

- Next Board Meeting: **THURSDAY**, April 20, 2023 at **6:30 p.m.**

**ADDITIONAL BUSINESS** - None

**ADJOURNMENT**

Motion made by Mr. Hyland, seconded by Mrs. Roth Starr, to adjourn the meeting at 7:03 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



James C. Rollo

James Rollo, Business Administrator/Board Secretary