

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

April 20, 2023

A regular meeting of the Board of Education of the Morris County Vocational School District was held on April 20, 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 6:30 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 and Mrs. Hanna Roth Starr.

Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Michael Davison, Board Attorney John Mills and Student Representative Aaron Sackett.

Visitors included Colleen Pascale, MCVTEA President, and six students from the Academy for Education and Learning.

CORRESPONDENCE - None

SUPERINTENDENT'S REPORT

- Mr. Sackett reported that the spring sports season is underway for golf, softball and baseball athletes. Planning for the annual prom has begun.
- Mr. Moffitt reported that the annual budget and capital projects were approved at the Board of School Estimate Meeting.
- Mr. Davison provided an update on the Career Training Center project including the construction kickoff meeting. Mr. Davison also shared that the County of Morris is funding a new fire alarm system for the district.

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 motions made by Mr. Hyland, seconded by Mrs. Roth Starr, were approved as submitted.

1. Approved the minutes of the Regular Session Meeting of the Board of Education of March 14, 2023 as submitted.
2. Approved the minutes of the Special Meeting of the Board of Education of March 23, 2023 as submitted.

Roll Call Vote – Yes: 3 Mrs. Dawson, 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 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 February 2023. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of February 28, 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 February 28, 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 February 28, 2023.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Roth Starr

No: 0

Abstain: 0

Motion Carried

FINANCE

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 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. Confirmed and approved Change Order #2 for an add of \$4,738.05 for The G. Meyer Group which represents a charge for additional labor to provide a change in weld material on the raised section of flooring in the lab to be deducted from the \$20,000.00 contingency allowance. This change order also includes a credit for the unused portion of the contingency allowance decreasing the final contract sum to \$693,698.52.
5. Rescinded the resolution of March 14, 2023 to accept 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.
6. Accepted the donation of a 2009 Honda CRV from Edward Grace, Morristown, New Jersey, with an estimated value of \$4,548.00 for use in the auto programs, with a letter of appreciation to the donor.
7. Amended the resolution of February 7, 2023 to approve the submission of a Budget Amendment to the FY23 Perkins Secondary Grant in the amount of \$21,299.00 in order to reallocate funds (correction to amount).
8. Approved the following resolution:

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 a Building #1 Rooftop Unit Package Upgrade 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 NOT 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.

9. Approved the following resolution:

WHEREAS, there exists a need for professional services for the 2022-2023 school year and funds are available for these purposes; and

WHEREAS, the Public School Contracts Law (Chapter 114, Laws of 1977) requires that the Resolution

authorizing the award of contracts for professional services without competitive bids be publicly adopted.

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District that the following be engaged for professional services for DOE Submission/Project Applications for the following work as an educational facility project as described and in an amount not to exceed the estimated cost as indicated below:

USA Architects Planners + Interior Designers
USA Project No.: 2023-033 \$68,800.00

10. Approved, in accordance with N.J.S.A. 18A:18A-4.1 et seq., the award of the cost reimbursable contract to provide food service management services for the 2023-2024 school year to Maschio's Food Services, Inc. with a management fee of \$13,007.19 and a guaranteed return of \$7,000.00 in accordance with the terms and conditions of the request for proposals advertised in the district's official newspapers. (10% increase in management fee)

11. Approved the school breakfast and lunch rates for the 2023-2024 school year as follows (25¢ increase on student and adult lunch prices from 2022-2023):

Student Lunch	\$3.75
Adult Lunch	\$4.50
Student Breakfast	\$2.25
Adult Breakfast	\$3.25

12. Approved the following resolution:

WHEREAS, there exists a need for the retention of professional special inspection and materials testing services; and

WHEREAS, funds are available for these purposes; and

WHEREAS, contracts for "Professional Services" under Local Public Contracts Law (N.J.S.A. 18A:18A-5) require an award by the Board of Education by resolution at a public meeting.

NOW THEREFORE BE IT RESOLVED that the President and Secretary are hereby authorized and directed to execute an agreement with:

Colliers Engineering and Design, Inc. to serve as special inspection and materials testing services professionals to the Board of Education for the 2022-2023 school year per the attached proposal.

These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Contracts Law because:

The services of licensed professional special inspection and materials testing et al. are considered "Professional Services" under the provisions of the Local Public Contracts Law because such services are of such qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

13. Approved the following resolution:

WHEREAS, there exists a need for the retention of professional engineering construction administration services; and

WHEREAS, funds are available for these purposes; and

WHEREAS, contracts for “Professional Services” under Local Public Contracts Law (N.J.S.A. 18A:18A-5) require an award by the Board of Education by resolution at a public meeting.

NOW THEREFORE BE IT RESOLVED that the President and Secretary are hereby authorized and directed to execute an agreement with:

Colliers Engineering and Design, Inc. to serve and provide construction engineering administration services as needed to the Board of Education for the 2022-2023 school year per the attached proposal.

These contracts are awarded without competitive bidding as a “Professional Service” under the provisions of the Local Contracts Law because:

The services of licensed construction administration professionals et al. are considered “Professional Services” under the provisions of the Local Public Contracts Law because such services are of such qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Roth Starr
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 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 Morris County Vocational School District Board of Education received the Harassment, Intimidation and Bullying Report of the Superintendent dated March 14, 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 March 14, 2023.

5. Approved a field trip for the Varsity and Junior Varsity Girls Soccer teams to Camp Zeke and Block and Hexter Retreat Center in Lakewood, Pennsylvania, from August 24-26, 2023, pending collection of sufficient funds and contract approval.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Roth Starr
No: 0
Abstain: 0
Motion Carried.

PERSONNEL

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 appointment of Stephanie Alblas as a Teacher for the Academy for Computer and Information Sciences at BA+30 Step 7 for the period September 1, 2023 through June 30, 2024, pending successful completion of a criminal history background check and pre-employment physical examination.
2. Approved the transfer of Renee Vollmar, Secretary, from the High School Main Office to the Central Office effective July 1, 2023.
3. Accepted the resignation of Lawrence Colasurdo, Board Member, effective April 20, 2023.
4. Accepted the resignation of Isabel Molina, Teacher of Spanish, effective April 1, 2023.
5. Approved the following resolution:

WHEREAS, the Superintendent has reviewed the organizational structure of the Curriculum Office, and

WHEREAS, based upon that review, the Superintendent recommends a reorganization of the structure of the department;

NOW THEREFORE BE IT RESOLVED, for reasons of economy, efficiency, change in the departmental organization, and other just cause, that the position of Secretary to the Assistant Superintendent for Curriculum and Instruction be abolished effective June 30, 2023 and that the position of Administrative Assistant to the Assistant Superintendent for Curriculum and Instruction be created effective July 1, 2023;

AND BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, that the board does approve the job description presented to it and made part of the minutes of this meeting.

6. Approved the appointment of the following Substitute Teachers effective April 21, 2023 through June 30, 2023:

Kaitlyn Armonaitis
Ryan Connolly
Emily Redmond

7. Approved the appointment of the following staff members as Club Competition Chaperones for the 2022-2023 school year:

LaToya Evans
Stephen Gelb

8. Confirmed and approved the appointment of Colleen Pascale as an Athletic Site Manager for the 2022-2023 school year.

9. Approved the appointment of Carol Maffei as a Club Competition Chaperone for the 2022-2023 school year and her attendance at the DECA National Conference in Orlando, Florida from April 21 – April 26, 2023.
10. Rescinded the motion of February 7, 2023 to appoint Sheila Arakelian to write new curriculum for CTE Introduction to Python Programming at the rate of \$33.00 per hour for a maximum of 25 hours with final approved product due by June 20, 2023.
11. Approved an additional 6 instructional hours for Michael Pierro, part-time Continuing Education Welding Workshop Instructor, at the hourly rate of \$35.00 effective April 21, 2023.
12. Approved the appointment of Hetal Thaker as a Curriculum Writer for the Adult Continuing Education Phlebotomy program with a stipend of \$750.00 effective April 21, 2023, with funding provided by FY23 Perkins Postsecondary Grant and final approved product due by June 30, 2023.
13. Approved the appointment of Joseph Frei as a Curriculum Writer for the Adult Continuing Education ECG-EKG Monitor Technician program with a stipend of \$750.00 effective April 21, 2023, with funding provided by FY23 Perkins Postsecondary Grant and final approved product due by June 30, 2023.
14. Approved the appointment of Kevin Conover as a part-time Adult Continuing Education Electrical Trades Remediation Instructor for a maximum of 10.5 hours at the rate of \$38.00 per hour for the period of April 21, 2023 through June 30, 2023.
15. Approved the appointment of Joseph Donnelly as a part-time Adult Continuing Education Plumbing Trades Remediation Instructor for a maximum of 10.5 hours at the rate of \$35.00 per hour for the period of April 21, 2023 through June 30, 2023.

Roll Call Vote – Yes: 3 Mrs. Dawson, 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 use of the facilities by Denville Youth Football for practices on the turf field from 5:30 p.m. – 7:30 p.m. on Mondays and Wednesdays and 12:00 p.m. – 2:00 p.m. on Saturdays for the period April 22, 2023 through June 30, 2023.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mrs. Roth Starr
No: 0
Abstain: 0
Motion Carried.

HEARING OF THE PUBLIC - NONE

OLD BUSINESS

- 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: May 9, 2023 at **7:00 p.m.**
- Academic Achievement Recognition Dinner: June 7, 2023 at 6:00 p.m., Hanover Marriott, Whippany (Barbara Dawson to attend)
- NJ School Boards Annual Fall Workshop: October 23-26, 2023, Atlantic City

ADDITIONAL BUSINESS - None

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Mrs. Roth Starr, to adjourn the meeting at 6:51 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Michael Davison
Business Administrator/Board Secretary