

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**August 8, 2023**

A regular meeting of the Morris County Vocational School District held on August 8, 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 7:30 a.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 and Board Attorney John Mills.

**CORRESPONDENCE** - None

**SUPERINTENDENT'S REPORT**

- Mr. Moffitt reviewed the 2023 QSAC Review Placement Scores with the Board.
- Mr. Moffitt explained the purpose of the HIB Use of Preliminary Determination Report.
- Mrs. Adams presented the Mentoring and PD Plans to the Board.
- Mrs. Castelli presented the NJ Graduation Proficiency Assessment Results for the Spring of 2023.

**Information Only:**

- Security and Fire Drill Logs

**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 July 18, 2023 as submitted.
2. Approved the minutes of the Closed Session Meeting of the Board of Education of July 18, 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 June 2023. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of June 30, 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 June 30, 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

8/8/23  
\_\_\_\_\_  
Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending June 30, 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 and authorized the Board Secretary to pay urgent and unforeseen bills and meet financial obligations for August 9, 2023 through the next Morris County Vocational School District Board of Education meeting.
3. 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.
4. 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.
5. Approved the attached 2023-2024 Memorandum of Understanding for Live Stream Video Surveillance between the Morris County Vocational School District and the Denville Township Police Department.

6. Approved the attached 2023-2024 Memorandum of Understanding for Live Stream Video Surveillance between the Morris County Vocational School District and the Morris County Office of Emergency Management.
7. Approved the attached Emergency Evacuation Use Agreement between the Morris County Vocational School District Board of Education and County College of Morris for the period September 1, 2023 through June 30, 2024.
8. Approved the following resolution:

WHEREAS, on August 1, 2023, the Morris County Vocational School District ("District") held a public bid opening for Building No.1 and No. 4 HVAC Upgrades at the Morris County School of Technology ("Project"); and

WHEREAS, the District received five (5) bids at the public bid opening; and

WHEREAS, the lowest bid was submitted by TM Brennan Service, Inc., Hamburg, New Jersey, with a base bid in the total amount of Seven Hundred Thirty-Seven Thousand Dollars (\$737,000.00) inclusive of a Thirty Thousand Dollar (\$30,000.00) Contingency Allowance; and

WHEREAS, the District, in conjunction with its Architect and Special Counsel, has determined TM Brennan Service, 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 TM Brennan Service, Inc. in the total amount of Seven Hundred Thirty-Seven Thousand Dollars (\$737,000.00) inclusive of a Thirty Thousand Dollar (\$30,000.00) Contingency Allowance; and

BE IT FURTHER RESOLVED, that the District authorizes its legal counsel to prepare the contract for the Project, transmit same to TM Brennan Service, 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 on behalf of the District, and further appoints the Administration to act as the District's Representative during the construction of the Project.

9. Approved the following resolution:

WHEREAS, on August 2, 2023, the Morris County Vocational School District ("District") held a public bid opening for one High Roof Cargo Van at the Morris County School of Technology; and

WHEREAS, the District received one (1) bid at the public bid opening from Dover Dodge, Rockaway, New Jersey; and

WHEREAS, the District in conjunction with its Special Counsel, has determined that the bid submitted by Dover Dodge is nonresponsive because it is not in compliance with the bid specifications and the requirements of N.J.S.A. 18A:18A-1 et seq; and

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Public School Contracts Law, that the District rejects all bids and authorizes the administration to rebid for one High Roof Cargo Van.

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 2023-2024 school year as per the attached list.
2. Approved the following resolution:

WHEREAS, the Morris County Vocational School District Board of Education's Harassment, Intimidation and Bullying Policy #5131.2 permits the use of a preliminary determination for reports of Harassment, Intimidation and Bullying (HIB); and

WHEREAS, the Principal or designee made the preliminary determination **seven** times for incidents or complaints which were outside the scope of HIB and did not need to be investigated as HIB during the 2022-2023 school year; and

WHEREAS, the Principal or designee reported the use of the preliminary determination process to the Superintendent for each applicable incident or complaint during the 2022-2023 school year and as a result did not conduct an investigation;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education **affirms** the Superintendent's Report that the preliminary determination process was used **seven** times during the 2022-2023 school year.

3. Approved the establishment of the position of STEM Club Assistant Advisor (Category I) for the 2023-2024 school year.

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

3327	Relations with Vendors
3542.2	School Meal Program Arrears
3542.31	Free or Reduced Price Lunches
5131.1	Academic Integrity
5131.5	Violence and Vandalism
6145.3	Publications
6164.1	Intervention and Referral

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. Accepted the resignation of Lynn Mankofsky, Secretary, effective September 1, 2023.
2. Approved the appointment of Mary Gonnella as a Teacher of English at MA 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.
3. Approved the appointment of Darcy White as Administrative Assistant to the Assistant Superintendent for Curriculum and Instruction at the annual salary of \$63,000.00 to be prorated for the period September 1, 2023 through June 30, 2024, pending successful completion of a criminal history background check and pre-employment physical examination.
4. Approved the appointment of substitute teachers, school nurses, secretaries, security guards and custodians for the 2023-2024 school year as per attached list. (Attachment #21)
5. Approved the appointment of Nicholas Gilbert as an Athletic Site Manager for the 2023-2024 school year at the rate of \$100.00 per event.
6. Approved the appointment of Nicholas Gilbert as a Detention Monitor for the 2023-2024 school year at the rate of \$34.00 per hour.
7. Approved the appointment of the following Club Advisors for the 2023-2024 school year:

<u>Name</u>	<u>Club</u>
Binah Ezra and Chung-Yi Lin (Co-Advisors)	First Robotics
Miguel Alfonso	National Technical Honor Society

8. Approved the appointment of Megan Petrucelli as a Department Chair for English for the 2023-2024 school year with a \$5,000.00 stipend, with funding provided by ESSER III Grant.
9. Confirmed and approved an additional 10 summer hours for Rebecca Reinfeld for the period August 8 through August 29, 2023.
10. Approved the attendance of the following individuals as Volunteer Parent Chaperones at Camp Zeke in Lakewood, Pennsylvania from August 24 – 26, 2023 for Varsity and Junior Varsity Girls Soccer:

Laura Carmichael  
Susan Grillo

11. Approved the appointment of the following faculty members for their participation and/or instructional time and planning for the MCST Summer Institute on August 14-16, 2023 at the rate of \$33.00 per hour, not to exceed 13 hours each, with funding provided by the ESSER III Grant:

Brigida Alonzo	Mary Gonnella	Colleen Pascale
Sheila Arakelian	Kristen Grawehr	Megan Petrucelli
Raquel Ayala	James Hardison	Cat Rogers

Richard Battista	Kathleen Harrington	Deirdre Romero
Dale Bendsak	Dirk Homberg	Ruben Rosado
Catherine Bienkowski	Jennifer Katz	Samantha Shane
Ashley Brooks	Michael LeRose	Jessica Short
Victor Costantini	Marissa Levis	Laurie Sisto
Binah Ezra	Chung-Yi Lin	Amber Szuch
Ziella Farnese	Kathleen Marshall	Gina Visconti
Rocio Felix	Lauren Martin	Jeffry Wierzbicki
Stephen Gelb	Catherine Mohrle	Adam Wirjosemito
Jennifer Geuther	Chloe O'Malley	

12. Approved the following faculty members as Home Instruction Tutors for the 2023-2024 school year:

Binah Ezra  
Chung-Yi Lin  
Samantha Shane  
Gina Visconti

13. Approved the appointment of Kristen Grawehr as a CPR/First Aid Recertification Instructor at the rate of \$33.00 per hour for a maximum of 4 hours for the 2023-2024 school year.
14. Approved the appointment of the attached list of ABS/IELCE staff members for the period August 15, 2023 through June 30, 2024 with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.
15. Approved the appointment of the part-time Adult Continuing Education Instructors for the 2023-2024 school year as per attached list.
16. Approved the appointment of Ralph Scimeca as a Teacher for the Academy for Computer and Information Sciences at MA Step 11 prorated with an anticipated start date of October 9, 2023 through June 30, 2024, pending successful completion of a criminal history background check and pre-employment physical examination.

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**

- NJ School Boards Annual Fall Workshop: October 23-26, 2023, Atlantic City (Reservations at the Tropicana – Please confirm attendance)

**SUNSHINE RESOLUTION**

The following motion made by Mr. Hyland, seconded by Mrs. Roth Starr, 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 for 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 matter:

- Student Matter

which falls within the exceptions as set forth in the “Open Public Meetings Act” and therefore is a matter 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 HEREBY 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 matter, which involves 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 matter under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

The meeting was recessed at 7:50 a.m. and reconvened at 8:45 a.m. with the following Board Members present: Mrs. Dawson, Mr. Hyland and Mrs. Roth Starr. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Michael Davison and Board Attorney John Mills.

#### **NEW BUSINESS**

- Next Board Meeting: September 12, 2023 at **6:30 p.m.**
- Career Training Center Groundbreaking Ceremony – 10:00 a.m. at County College of Morris on Wednesday, September 27<sup>th</sup> OR Thursday, September 28<sup>th</sup>

#### **ADJOURNMENT**

Motion made by Mrs. Roth Starr, seconded by Mr. Hyland, to adjourn the meeting at 8:55 a.m.

All present voted yes – Motion carried.

Respectfully submitted,



Michael Davison  
Business Administrator/Board Secretary