

**MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION**

March 12, 2024

A regular meeting of the Morris County Vocational School District held on March 12, 2024 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey and was called to order by President Barbara Dawson at 6:00 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 February 26, 2024 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, Mr. Ray Menard, Mrs. Hanna Roth Starr and Dr. Nancy Gartenberg.

Also present were: Business Administrator/Board Secretary Michael Davison and Board Attorney John Mills.

SUNSHINE RESOLUTION

The following motion made by Dr. Gartenberg, seconded by Mr. Menard, 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 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:

Superintendent Search

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 **60 minutes**.

NOW, THEREFORE, BE IT 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 recessed at 6:01 p.m. and reconvened at 7:02 p.m. with the following Board Members present: Mrs. Dawson, Mr. Hyland, Mr. Menard, Mrs. Roth Starr and Dr. Nancy Gartenberg. Also, present were Business Administrator/Board Secretary Michael Davison and Board Attorney John Mills.

Superintendent Scott Moffitt and Student Representative Ashwin Vaithiyalingam entered the meeting.

CORRESPONDENCE - None

SUPERINTENDENT'S REPORT

- Mr. Vaithiyalingam introduced Aadya Holla, a student and officer for the SkillsUSA club who provided an update to the board on the club's schedule and success. Mr. Vaithiyalingam presented the student update to the board highlighting the success of MCST students at the NJ State DECA Conference at which many placed and will be attending the national competition in California. Seniors are currently on spring break as per the CCM schedule. TSA Club is preparing for its state conference later this month. Key Club students are currently hosting a book drive. MCST is hosting a talent show on March 22nd and the MCST Class of 2024 is hosting a merchandise sale fundraiser. Mr. Davison presented the 2024-2025 budget to the board.
- Mr. Davison provided an update on the construction of the Morris County Career Training Center.

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 Mrs. Roth Starr, seconded by Dr. Gartenberg, were approved as submitted.

1. Approved the minutes of the Regular Meeting of the Board of Education of February 20, 2024 as submitted.
2. Approved the minutes of the Closed Session Meeting of the Board of February 20, 2024 as submitted.
3. Approved the minutes of the Special Meeting of the Board of Education of February 28, 2024 as submitted.
4. Approved the minutes of the Closed Session Meeting of the Board of February 28, 2024 as submitted.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Hyland, Mr. Menard, 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 Dr. Gartenberg, 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 2024. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2024, 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, 2024 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.



Business Administrator/Board Secretary

3/12/24

Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending January 31, 2024.

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

FINANCE

The following motions made by Mr. Hyland, seconded by Dr. Gartenberg, 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 authorize the Board Secretary to pay urgent and unforeseen bills and meet financial obligations for March 13, 2024 through the next Morris County Vocational School District Board of Education meeting.
3. Approved the following amendments to the 2023/2024 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. Motion to accept payment in the amount of \$1,707.00 from GovDeals which represents the net total for the sale of one Vortex Cone Particle Separation System Dust Collector, one Dayton Pallet Jack Material Mover, one CleanMaster 60 5-Gallon Benchtop Solvent Parts Washer, one Pair of DeWalt Scroll Saws on Scroll Saw Stands and one Lot of Two Stainless Steel Cabinets and One Stainless Steel Table approved for public auction at the December 12, 2023 Board of Education meeting.

6. Approved, in accordance with N.J.S.A. 18A:34-3, the disposal of the following out of use textbooks:

Title	Edition	ISBN	Count
CompTIA A+ Certification All In One Exam Guide (Exams 220-1001 & 220-1002)	10	978-1260454031	17
CompTIA A+ Guide to IT Technical Support	10	978-0357108291	19
Computer Science Illuminated	6	978-1284055917	4
Cyberwarfare: Information Operations in a Connected World	N/A	978-1284058482	13
Fundamentals of Information Systems Security	3	978-1284116458	17
Guide To Networking Essentials	7	978-1305105430	16
Security+ Guide to Network Security Fundamentals	6	978-1337288781	16
Survey of Operating Systems	5	978-1259618635	16
Starting Out With Java	6	978-0133957051	6

7. Approved the replacement purchase of one copy machine under Ricoh state contract 40467 in the amount of \$10,356.00 with funding provided by FY24 ABS Grant.

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 2024-2025 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 2024-2025 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$26,247,693
Capital Outlay	116,048
Special Schools - Postsecondary	<u>374,308</u>
TOTAL GENERAL FUND	\$26,738,049

SPECIAL FUNDS:

Student Activities	\$ 140,000
State Projects	0
Federal Projects	<u>1,425,681</u>
TOTAL SPECIAL REVENUE FUND	\$ 1,565,681

TOTAL BUDGET **\$28,303,730**

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>\$ 6,576,286</u>
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TOTAL AMOUNT TO BE RAISED BY COUNTY TAXES \$6,576,286

BE IT FURTHER RESOLVED, that an itemized statement of the proposed budget of 2024-2025 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 2023-2024 school year was \$85,900; and

WHEREAS, travel and expense reimbursement has reached a total amount \$29,793 as of March 1, 2024;

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 2024-2025 school year at the sum of \$91,105; 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	\$58,130
Accounting	\$55,600
Architect	\$34,900; 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 2024-2025 school year.

11. 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 #1 and Building #4 HVAC Upgrades at the Morris County School of Technology is \$1,000,000 and the estimated cost of Technology Infrastructure Expenses at the Morris County Career Training Center is \$165,000; and

WHEREAS, this Board has met and considered the said \$1,167,000 in Capital Project Funding, including \$2,000 of bonding costs, 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 \$1,167,000 is the amount of money necessary to be raised for these Capital Projects for the lawful school purpose consisting of, but not limited to, Building #1 and Building #4 HVAC Upgrades at the Morris County School of Technology and Technology Infrastructure Expenses at the Morris County Career Training Center.

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 \$1,167,000

12. 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 the replacement of selected HVAC roof top equipment, controls related work, and related construction activities; to improve indoor air quality and ventilation 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 school facilities projects and this project is eligible for 40% funding through New Jersey Debt Service Aid.

WHEREAS, the District IS SEEKING Debt Service Aid for this project as provided by NJDOE and related state agencies and this statement shall be included within the resolution.

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, to prepare a minor amendment to the district's Long Range Facility Plan in connection with the project.

That the Architect, School Business Administrator 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.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Hyland, Mr. Menard, Mrs. Roth Starr and Dr. Gartenberg
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. Confirmed and approved the senior Work-Based Learning Experiences for the 2023-2024 school year as per the attached list.
3. Approved the attached list of field trips for the 2023-2024 school year.
4. Approved the 12-hour Hackathon, sponsored by the Academy for Computer and Information Sciences, to be held on April 13, 2024 at the Morris County School of Technology.
5. Approved the contract between Morris County Vocational School District and Morris View Healthcare Center to provide a clinical site for the Licensed Practical Nursing Program for the period April 9, 2024 through April 8, 2027.

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

POLICIES AND PROCEDURES

The following motions made by Mr. Hyland, seconded by Mr. Menard, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the attached revised Policy #5141.8 Concussion and Head Injury.
2. Approved the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2023 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 March 5, 2024.

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

PERSONNEL

The following motions made by Mr. Menard, seconded by Mr. Hyland, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the appointment of James Jencarelli as Interim Superintendent of Schools effective April 1, 2024 through June 30, 2024 in accordance with the terms and conditions of the attached Agreement as approved by the Interim Executive County Superintendent on March 4, 2024, pending successful completion of a criminal history background check.
2. Approved the appointment of Conor Devine as Assistant Principal of Athletics, Co-Curricular Activities and Postsecondary Programs at the annual salary of \$132,000.00 to be prorated with an anticipated start date of May 20, 2024 through June 30, 2024, pending successful completion of a criminal history background check and pre-employment physical examination.
3. Approved the appointment of the following individuals as Hackathon Supervising Chaperones on Saturday, April 13, 2024, at the rate of \$33.00 per hour for a maximum of 6 hours each, with funding provided by FY24 Perkins Secondary Grant:

Rocio Felix
Stephen Gelb
Nicholas Gilbert
Mary Gonnella
Mary Hammond
Chung-Yi Lin
Dawn Rywalt

4. Confirmed and approved the appointment of Miriam Paz as a Spanish-Speaking Translator for the Share-Time Information Session on March 6, 2024 at the rate of \$33.00 per hour for a maximum of 2.5 hours.
5. Approved the appointment of Louis Rosso as Fitness Club Advisor for the Spring 2024 season.
6. Approved the appointment of Ellen Konikowski as a Baseball Pitch Counter for the Spring 2024 season at the rate of \$35.00 per game.

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

FACILITIES

The following motions made by Mr. Hyland, seconded by Mr. Menard, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the use of the facilities by Monster Basketball for practices and games in the Building #1 Gymnasium and in the Building #4 Multipurpose Room per the attached schedule.
2. Approved the use of the facilities by Tabernacle Productions for overflow parking in the Building #1 parking lot from 6:30 p.m. – 11:00 p.m. on Friday, March 22, 2024.

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

HEARING OF THE PUBLIC

Mr. Jeffrey Chase thanked Mr. Moffitt for his support and years of service and wished him luck in the future.

OLD BUSINESS

- Board of School Estimate: March 27, 2024 at 4:00 p.m., Knox Room, County Administration Building
- Sports Award Banquet: June 6, 2024 at 6:00 p.m., Morris County School of Technology
- Share-Time Completers Ceremony: June 7, 2024 at 1:00 p.m., County College of Morris
- Graduation: June 17, 2024 at **2:30 p.m.**, Mennen Arena (**NOTE TIME CHANGE**)

NEW BUSINESS

- County Commissioner Work Session Meeting: March 27, 2024 at 5:00 p.m., County Administration Building (Scott Moffitt retirement recognition)
- Next Board Meeting: April 9, 2024 at **6:30 p.m.**

SUNSHINE RESOLUTION

The following motion made by Mr. Hyland, seconded by Mr. Menard, 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 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 matters:

Personnel Issue
Legal Issue

which fall within the exceptions as set forth in the "Open Public Meetings Act" and therefore are matters 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 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 matters, which involve 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 matters under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

The meeting recessed at 7:39 p.m. and reconvened at 7:58 p.m. with the following Board Members present: Mrs. Dawson, Mr. Hyland, Mr. Menard, Mrs. Roth Starr and Dr. Nancy Gartenberg. Also, present were Superintendent Scott Moffitt, Business Administrator/Board Secretary Michael Davison and Board Attorney John Mills.

ADDITIONAL BUSINESS - None

ADJOURNMENT

Motion made by Dr. Gartenberg, seconded by Mr. Hyland, to adjourn the meeting at 7:58 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Michael Davison
Business Administrator / Board Secretary