

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

November 1, 2023

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2023 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by Board Secretary Michael Davison at 6:30 p.m. with a salute to the flag.

Mr. Davison 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 notice was given to the Star Ledger and Daily Record and a copy posted on the bulletin board in the Morris County School of Technology 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 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."

APPOINTMENT OF TRUSTEE

The oath of office was administered to Mrs. Barbara Dawson as a Trustee to the Morris County Vocational School District Board of Education.

<u>Board Members</u>	<u>Renewal Date</u>
Barbara Dawson	November 2027
John Hyland	November 2025
Ray Menard	November 2024
Hanna Roth Starr	November 2026
Dr. Nancy Gartenberg	N/A

ROLL CALL

The following Board Members were present: Mrs. Barbara Dawson, Mr. Ray Menard, Mrs. Hanna Roth Starr and Dr. Nancy Gartenberg. Mr. John Hyland entered the meeting at 7:07 p.m.

Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Michael Davison and Board Attorney John Mills. County Commissioner Debra Smith was also present.

ELECTION OF OFFICERS

Mr. Davison called for nominations for the Office of President: Dr. Gartenberg, seconded by Mrs. Roth Starr, nominated Mrs. Barbara Dawson. There being no other nominations from the floor, nominations were closed for the Office of the President.

Roll Call Vote - All Present Voting Yes (4) - Motion Carried.

Mrs. Dawson called for nominations for the Office of Vice President: Mrs. Roth Starr, seconded by Dr. Gartenberg, nominated Mr. John Hyland. There being no other nominations from the floor, nominations were closed for the Office of the Vice President.

Roll Call Vote - All Present Voting Yes (4) - Motion Carried.

APPOINTMENT OF COMMITTEES

Motion made by Dr. Gartenberg, seconded by Mr. Menard, to appoint the following individuals to serve on committees until the Annual Reorganization Meeting on November 1, 2024:

COMMITTEE MEMBERSHIP FOR 2023-2024

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
Personnel	Mrs. Dawson	Mr. Hyland
Finance	Mr. Hyland	Mrs. Roth Starr

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

APPOINTMENT OF DELEGATES/REPRESENTATIVES

Motion made by Mr. Menard, seconded by Dr. Gartenberg, to appoint the following delegates/representatives for the 22023-2024 school year:

Morris County Educational Services Commission: Hanna Roth Starr

Alternate to the Morris County Educational Services Commission: Ray Menard

Morris County School Boards Association: Barbara Dawson

Alternate to the Morris County School Boards Association: Ray Menard

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. Menard, Mrs. Roth Starr and Dr. Gartenberg
No: 0
Abstain: 0
Motion Carried.

The following reorganization motions, items 1-9, made by Mrs. Roth Starr, seconded by Mr. Menard, were approved as submitted.

MEETING DATES

Established regular meeting dates on the 2nd Tuesday of the month at 6:30 p.m. unless specified otherwise on the below schedule:

December 12, 2023	6:30 P.M.	July 16, 2024 (Third Tuesday)	7:30 A.M.
January 9, 2024	6:30 P.M.	August 13, 2024	7:30 A.M.
February 13, 2024	6:30 P.M.	September 10, 2024	6:30 P.M.
March 12, 2024	6:30 P.M.	October 8, 2024	6:30 P.M.
April 9, 2024	6:30 P.M.	*November 1, 2024 (Friday)	6:30 P.M.
May 14, 2024	6:30 P.M.	Annual Reorganization and	
June 11, 2024	6:30 P.M.	Regular Business Meeting	

**Reorganization Meeting (1st day of November by State Statute 18A:54-18)*

CODE OF ETHICS

Adopted the attached "Code of Ethics for School Board Members."

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 2023-2024 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 2023-2024 school year.

POLICIES AND PROCEDURES

Approved the re-adoption of all existing policies of the Morris County Vocational School District for the 2023-2024 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 2023-2024 Standard Operating Procedures Manual.

PURCHASING MANUAL

Approved the attached 2023-2024 Purchasing Manual.

Roll Call Vote Items 1-9 - All Present Voting Yes (4) - Motions Carried.

REGULAR BUSINESS MEETING

CORRESPONDENCE- None

SUPERINTENDENT'S REPORT

Reports:

- Mr. Davison presented the 2024-2025 Tentative Budget Calendar to the board.
- Mrs. Castelli shared the results of the NJSLA 2023 Statewide Assessments.
- Mr. Mills gave the annual Ethics Presentation to the members of the board of education.
- Ms. Charlene Peterson, NJ School Boards Association, reviewed prior year board goals and drafted prospective goals with the board members.

Information Only:

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

COMMITTEE PROGRAMS - NONE

HEARING OF THE PUBLIC – County Commissioner Smith congratulated Mrs. Dawson on her reappointment to the board and shared her excitement about the work being done at the campus of the County College of Morris and the new programs being developed. Mrs. Smith commended the board on the development of its board goals and thanked them for the continued relationship with the county.

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 September 12, 2023 as submitted.
2. Approved the minutes of the Regular Session Meeting of the Board of Education of October 10, 2023 as submitted.
3. Approved the minutes of the Closed Session Meeting of the Board of Education of October 10, 2023 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 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 September 2023. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 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 September 30, 2023 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.



Business Administrator/Board Secretary

11/1/23

Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2023.

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. Menard, 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 and authorized the Board Secretary to pay urgent and unforeseen bills and meet financial obligations for November 2, 2023 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, as amended.
5. Accepted the funding from the New Jersey Community College Consortium for Workforce and Economic Development for the New Jersey Pathways to Career Opportunities (Year 2) initiative in the amount of \$14,000.00 to support the Robotics and Automation Pathway Project.
6. Approved the following resolution:

WHEREAS, there exists a need for the retention of professional civil engineering 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 prepare a water systems report for the Career Training Center Project for the Board of Education for the 2023-2024 school year at a fee of \$4,000.00 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 civil engineers 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.

7. Approved the following resolution:

WHEREAS, there exists a need for the retention of civil engineering 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 provide geotechnical testing services for the Career Training Center Project for the Board of Education for the 2023-2024 school year at a fee of \$20,800.00 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 civil engineers 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.

8. Confirmed and approved the attached Cooperative Education Program Agreement between the Sussex County Technical School District and the Morris County Vocational School District to provide work-based learning coordinator consultant services for the 2023-2024 school year.
9. Accepted a donation from the Rochkind Wagner Foundation, Morristown, New Jersey in the amount of \$2,400.00 for scholarship awards for the 2023-2024 fall semester for students in the share-time programs in accordance with the terms of the attached agreement, with a letter of appreciation to the donor.
10. Accepted a donation of three gas furnaces with an estimated total value of \$4,400.00 from Air Group LLC, Whippany, New Jersey, for use in the Share-Time HVAC Program, with a letter of appreciation to the donor.

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 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 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 attached articulation agreement between the University of Northwestern Ohio and the Morris County Vocational School District to provide eligible automotive technology students with an opportunity for advanced placement credits.

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. Hyland, seconded by Dr. Gartenberg, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Accepted the resignation of Elise Kelly, Preschool Lunch Aide, effective October 27, 2023.
2. Approved the appointment of Colleen Pascale as a full-time Work-Based Learning Coordinator (12-month position) at MA+30 Step 15 prorated with an anticipated start date of January 29, 2024 through June 30, 2024, pending issuance of a Cooperative Education Coordinator – Hazardous Occupations certificate by the New Jersey Department of Education.
3. Approved the appointment of Samantha Shane as Assistant Bowling Coach for the 2023-2024 school year.
4. Approved an unpaid New Jersey Family Medical Leave of Absence for Stephen Petonak, Teacher of Health and Physical Education, effective February 26, 2024 through May 24, 2024.
5. Confirmed and approved the appointment of the following staff members as Work-Based Learning Coordinator Consultants for a maximum of 100 hours each at their hourly rate for the period October 16, 2023 through June 30, 2024:

Angela D’Orsi
Mary Hammond
6. Approved the appointment of the following staff members as Twelfth-Grade College Option Handbook Writers for a total of 25 hours each at the rate of \$33.00 per hour, with final product due by January 31, 2024:

Tracy Amedeo
MyChelle Perez

7. Approved the appointment of Melissa Eckoff as a Special Education Curriculum Auditor for a total of 2.5 hours at the rate of \$33.00 per hour with final approved product due by November 30, 2023 and funding provided by FY24 IDEA Grant.
8. Approved the appointment of Louis Rosso as Fitness Club Advisor for the 2023-2024 winter season.
9. Approved the appointment of Alyssa Sebesto as JV Boys Basketball Coach for the 2023-2024 school year.
10. Approved the appointment of the following Athletic Site Managers for the 2023-2024 school year at the rate of \$100.00 per event:

Justin Jacobs
Stephen Petonak
Kathleen Turnbull

11. Approved the appointment of Cat Rogers as a Club Competition Chaperone for the 2023-2024 school year.
12. Approved the appointment of the following staff members as Video Scorers for the 2023-2024 school year at the rate of \$33.00 per hour for a maximum of 10 hours each to be paid by the General Fund:

Tracy Amedeo
Ashley Brooks
Kimberly Delesky
Marisa Dillon

Angela D'Orsi
Caryn Graf (MSE)
Jennifer Katz
Joseph Konopinski (MSE)

MyChelle Perez
Jessica Short
Amber Szuch
Adam Wirjosemito

13. Approved the appointment of the following individuals as Test Proctors for 2023-2024 school year at the rate of \$33.00 per hour:

Catherine Bienkowski
Victor Costantini
Mary Gonnella
Mary Hammond
Ellen Konikowski
Jacquelyn Kropp
Chung-Yi Lin

Erin Lowe
Miriam Paz
Jessica Short
Gina Visconti
Kathleen Turnbull
Kathleen Whitehead
Adam Wirjosemito

14. Accepted the resignation of Rosemary Cortez as a part-time ESL Instructor (Morristown High School) effective November 1, 2023.
15. Rescinded the appointment of Cheri Costello as a part-time ESL Instructor effective November 1, 2023.
16. Approved the appointment of Rosa Hernandez as a part-time ESL Instructor (Morristown High School) for a total of 198 hours at the rate of \$35.00 per hour for the period November 6, 2023 through June 30, 2024, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.
17. Approved the appointment of Victor Costantini as a part-time ESL Instructor (Dover BOE) for a total of 148 hours at the rate of \$35.00 per hour for the period November 4, 2023 through June 30, 2024, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.

18. Amended the resolution of October 10, 2023 to appoint James Hardison as a part-time ESL Instructor for Business Basics effective November 7, 2023 through June 30, 2024 for a maximum of 36 hours at the rate of \$35.00 per hour, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant (correction to job title, start date and number of hours).
19. Approved the appointment of James Hardison as a part-time ESL Instructor for Excel for a maximum of 36 hours at the rate of \$35.00 per hour for the period February 6, 2024 through June 30, 2024, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.
20. Confirmed and approved the appointment of Edward Kurzum as a part-time Adult Continuing Education Electrical Apprenticeship (Year 2) Instructor for a total of 157.5 hours at the rate of \$37.00 per hour for the period October 11, 2023 through April 10, 2024.

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 Mrs. Roth Starr, were 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 Plan, 2022-2023 through 2024-2025, to the County Office.
2. Approved the use of the facilities by Tabernacle Productions for overflow parking in the Building #1 parking lot from 6:00 p.m. – 11:00 p.m. on Saturday, November 25, 2023 and Tuesday, April 16, 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 – NONE

OLD BUSINESS – NONE

NEW BUSINESS

- Next Board Meeting: December 12, 2023 at 6:30 p.m.
- Share-Time Completers Ceremony: June 7, 2024, County College of Morris
- Graduation: June 17, 2024, Mennen Arena

SUNSHINE RESOLUTION

The following motion made by Mrs. Roth Starr, seconded by Mr. Menard, was recommended by the Superintendent of Schools to the Board of Education and 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 Issues

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 was recessed at 7:20 p.m. and reconvened at 7:37 p.m. with the following Board Members present: Mrs. Dawson, Mr. Hyland, Mr. Menard, Mrs. Roth Starr and Dr. Gartenberg. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Michael Davison and Board Attorney John Mills.

ADDITIONAL BUSINESS

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, upon the recommendation of the Superintendent, the attached Agreement between the Morris County Vocational School District and Employee #4449.
2. Approved, upon the recommendation of the Superintendent, the termination of Employee #5324 effective December 31, 2023 in accordance with the terms and conditions of the employee's contract.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Hyland, Mr. Menard, and Mrs. Roth Starr
No: 0
Abstain: 1 Dr. Gartenberg
Motion Carried.

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Dr. Gartenberg, to adjourn the meeting at 7:39 p.m.

Roll Call Vote – All present voted yes – Motion carried.

Respectfully submitted,



Michael Davison
Business Administrator/Board Secretary