

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**December 12, 2017**

A regular meeting of the Morris County Vocational School District held on December 12, 2017 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey 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/Morristown Newspapers, Inc. by email on November 1, 2017 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 Chosen Freeholders 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. Lawrence Colasurdo, Mrs. Mary Dougherty, Mr. John Hyland and Mr. Roger A. Jinks, Sr.

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

**CORRESPONDENCE - NONE**

**SUPERINTENDENT'S REPORT**

- 24 Hour Hackathon - Mr. Moffitt thanked the staff that coordinated the event.
- Capital Projects - Ms. Young described three district capital projects which are tentatively approved by the County of Morris for their 2018 budget year. Additional district projects were also discussed.
- Presentation of 2016-2017 Comprehensive Annual Financial Report (Audit) - presented by Man Lee of Nisivoccia LLC.

**Information Only:**

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

**COMMITTEE PROGRAMS**

- Strategic Plan Task Force (Goal 2): Academy Scholars - Athena Borzeka presented the new program and criteria.

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

**MINUTES**

The following motions made by Mr. Colasurdo, seconded by Mr. Hyland, were approved as submitted.

Approved the minutes of the Regular Session Meeting of the Board of Education of November 1, 2017 as submitted.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.

No: 0

Abstain: 1 Mr. Jinks

Motion Carried.

Approved the Regular and Closed Session minutes of the Special Meeting of the Board of Education of November 20, 2017 as submitted.

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

No: 0

Abstain: 2 Mrs. Dougherty and Mr. Jinks


Motion Carried.

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

The following motions made by Mr. Colasurdo, 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 October 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of October 31, 2017, 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 October 31, 2017 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.

  
\_\_\_\_\_  
Business Administrator/Board Secretary

12-12-17  
Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending October 31, 2017.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.

No: 0

Abstain: 1 Mr. Jinks

Motion Carried.

**FINANCE**

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

**A.** Approved the payment of bills as attached.

- B.** Approved the following amendments to the 2017/2018 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.
- C.** 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.
- D.** Accepted the 2016-2017 Comprehensive Annual Financial Report (Audit) as submitted by Nisivoccia & Company LLP. (Separate Enclosure)
- E.** Approved the attached Shared Services Agreement between Pequannock Township Board of Education and Morris County Vocational School District for the operation of the MCVSD share-time health care program for the period July 1, 2018 through June 30, 2022.
- F.** Approved the appointment of the following VPA guest artists for the 2017-2018 school year:

<u>Name</u>	<u># Days</u>	<u>Per Diem Rate</u>	<u>Funding Source</u>
Harrison Kraft	9	\$ 30.00 per day	FY18 Perkins Secondary Grant
Jessica Mantell	1	\$100.00 per day	National Dance Honor Society Student Activities Fund
Indah Walsh	1	\$100.00 per day	National Dance Honor Society Student Activities Fund

- G.** Approved the preschool tuition rate for the 2018-2019 school year of \$1,400.00 per child for the Education and Learning preschool program (1.8% increase).
- H.** Amended the resolution of November 1, 2017 to approve the submission of a budget amendment to NJDOE for the County Vocational Competitive Grant – Cohort 1 (EDAM) in the amount of \$80,308.00 in order to reallocate funds (correction to previous amount).
- I.** Approved the submission of the application for County Vocational School District Partnership Grant (Cohort 4) in the amount of \$330,000.00.
- J.** Confirmed and approved the Joint Transportation Agreement between Rockaway Township Board of Education and Morris County Vocational School District for the 2017-2018 school year.
- K.** Approved the following resolution:

WHEREAS, on December 5, 2017, the Morris County Vocational School District ("District") held a public bid opening for Automation and Control Training Systems and Equipment ("Equipment"); and

WHEREAS, the District received one (1) bid at the public bid opening; and

WHEREAS, the lowest and sole bid was submitted by Allegheny Educational Systems, Inc., Pennsylvania, with a base bid of One Hundred Seventy-Six Thousand Three Hundred Sixty-Three Dollars (\$176,363.00); and

WHEREAS, the District has determined Allegheny Educational Systems, 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 Equipment consisting of the following items to Allegheny Educational Systems, Inc. in the amount of Twenty-Two Thousand Ninety-Nine Dollars (\$22,099.00) with funding provided through the Perkins Secondary Grant and Eighty-Nine Thousand Eight Hundred Fifty-One Dollars (\$89,851.00) with funding provided through the County Vocational Competitive Grant – Cohort 1 (EDAM) (pending approval of a budget modification).

<u>Morris Hills High School:</u>	<u>Qty.</u>	<u>Total</u>
Epilog Helix 50-Watt Laser Engraver or Equivalent	1	\$20,286.00
Air Assist Pump	1	\$343.00
Exhaust Blower with 4" Input and Output	1	\$445.00
Setup		\$500.00
Shipping FOB Destination		\$525.00
	Perkins Secondary Grant	<u>\$22,099.00</u>

<u>County College of Morris:</u>		
Mechatronics Learning System or Equivalent – AB MicroLogix or Equivalent	5	\$16,270.00
RSLogix 500 PLC Programming Software – 1 Seat License	5	\$7,530.00
MicroLogix USB Communication Cable	5	\$560.00
Pick and Place Feeding Station	1	\$10,840.00
Gauging Station	1	\$11,165.00
Orientation-Processing Station	1	\$12,998.00
Sorting-Buffering Station	1	\$9,173.00
Software and Training		\$17,730.00
Setup		\$1,500.00
Shipping FOB Destination		\$2,085.00
	County Vocational Competitive Grant – Cohort 1 (EDAM)	<u>\$89,851.00</u>

BE IT FURTHER RESOLVED, that the District authorizes its Business Administrator to prepare the purchase order for the Equipment, transmit same to Allegheny Educational Systems, Inc. and to obtain all documents required thereby.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.  
 No: 0  
 Abstain: 1 Mr. Jinks  
 Motion Carried.

**CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS**

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

- A.** Approved the senior internships for the 2017-2018 school year as per the attached list.
- B.** Affirmed the attached Harassment, Intimidation and Bullying Report of November 1, 2017.
- C.** Confirmed and approved the attached list of field trips for the 2017-2018 school year.
- D.** Approved the attached list of field trips for the 2017-2018 school year.

**E.** Approved the following textbook:

Auto Collision Repair and Refinishing  
Author: Michael Crandell  
Publisher: Goodheart Willcox Company  
Copyright Date: 2017

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

**POLICIES AND PROCEDURES**

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

**A.** Approved the following revised policies:

3510	Operation and Maintenance of Plant
3516	Safety
6145	Co-Curricular Activities
6145.1/6145.2	Intramural Competition; Interscholastic Competition
6162.5	Research
6163.1	Media Center/Library
6164.4	Child Study Team
6171	Special Instructional Programs
6173	Home Instruction
6200	Adult/Community Education

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, Mr. Hyland and Mr. Jinks.  
No: 0  
Abstain: 0  
Motion Carried.

**B.** Approved the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (2015 Revisions) and Addendum 2 (School Automatic Notification) which were reviewed at the annual meeting between the Chief School Administrator and the Chief of the Denville Township Police Department on November 30, 2017.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

**C.** Approved the 2017-2018 Live Stream Video Surveillance Memorandum of Understanding between the Morris County Vocational School District and the Denville Township Police Department.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

**PERSONNEL**

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

- A.** Accepted the resignation due to retirement of Dorothy Parker, Teacher of Business, effective January 31, 2018.
- B.** Appointed the following individuals as Timekeepers for the 2017-2018 school year at the rate of \$35.00 per game:

Kristen Maday  
David McBride

- C.** Approved the appointment of the following substitute teachers for the 2017-2018 school year:

Gerald Davidove  
James Dransfield (pending successful completion of criminal history background check)

- D.** Approved the appointment of the following individuals as Chaperones for the 2017-2018 school year:

<u>Name</u>	<u>Club</u>
Kevin Gillis	HOSA
Jacqueline Graulich	HOSA
Julia Ioannou	DECA
Colleen Pascale	DECA
Daniel Riccio	DECA; HOSA
Ruben Rosado	HOSA
Louis Rosso	DECA
Samantha Shane	DECA; HOSA

- E.** Approved the appointment of John Borges from William Paterson University as a practicum student in the Physical Education/Health Department for the period January 29, 2018 through April 30, 2018.
- F.** Approved the appointment of Regina McNeill and April Stearns to cater the Annual Freeholder Reorganization Meeting on January 5, 2018 at the rate of \$33.00 per hour for a maximum of 8 hours each.
- G.** Approved the appointment of Olyvia Thoma from Montclair State University as an unpaid intern in the Academy for Culinary Arts for a maximum of 200 hours during the period January 16, 2018 through May 31, 2018, pending receipt of certificate of professional liability insurance from the student.
- H.** Approved the appointment of Jonathan Toth as a Maintenance Mechanic at Grade B Step 3 at an annual salary of \$41,815.00 to be prorated with an anticipated start date of December 29, 2017 through June 30, 2018, pending successful completion of a criminal history background check and pre-employment physical examination.
- I.** Approved the appointment of Dena Argo as a Teacher of Business at BA+30 Step 6 at a prorated annual salary of \$62,846.00, with an anticipated start date of January 29, 2018 through June 30, 2018, pending successful completion of a criminal history background check and pre-employment physical.

- J. Approved the appointment of Jenifer Laviola as a part-time Adult Continuing Education Culinary Instructor at the rate of \$35.00 per hour for a maximum of 8 hours for the period December 13, 2017 through June 30, 2018.
- K. Approved the appointment of Lisa Peluso to conduct dance auditions for prospective VPA candidates for a maximum of four hours at her hourly rate.
- L. Approved an unpaid child rearing leave of absence under the Federal and New Jersey Family Leave Acts for Jessica Prentice, Physical Education Teacher, for the period March 23, 2018 through June 22, 2018.
- M. Confirmed and approved the appointment of the following individuals as Supervisors for the MCST Hackathon on December 9-10, 2017 at the rate of \$33.00 per hour with partial funding by FY18 Perkins Secondary Grant in the amount of \$525.00 and balance from general fund and student activities accounts:

<u>Name</u>	<u>Maximum # of Hours</u>
Jacqueline Graulich	8
Erin Lowe	8

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

#### **HEARING OF THE PUBLIC – NONE**

#### **OLD BUSINESS**

- Academic Achievement Recognition Dinner: June 6, 2018, Hanover Marriott, Whippany
- Graduation: June 22, 2018, Mennen Arena

#### **NEW BUSINESS**

- Next Board Meeting: January 9, 2018 at **6:30 p.m.**
- Sports Awards Banquet: June 13, 2018, Zeris Inn
- Completer Ceremony: June 15, 2018

#### **ADDITIONAL BUSINESS**

Mr. Moffitt described the new program which will be an Allied Health share time program involving the district in coordination with Pequannock school district and Chilton hospital. Additionally he explained the new grant submission for a new Cybersecurity program in conjunction with County College of Morris.

#### **ADJOURNMENT**

Motion made by Mr. Colasurdo, seconded by Mr. Hyland, to adjourn the meeting at 7:18 p.m.

All present voted yes – Motion carried.

Respectfully submitted,

  
Susan Young, Business Administrator/Board Secretary