

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

February 13, 2018

A regular meeting of the Morris County Vocational School District held on February 13, 2018 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, Mr. John Hyland and Mr. Roger Jinks, Sr.

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

CORRESPONDENCE - NONE

SUPERINTENDENT'S REPORT

- 2018-2019 Budget Approval Timeline- Ms. Young advised that the Governor's address was being delayed thereby potentially altering the budget submission and approval as well as the Board of School Estimate meeting.
- Acceptance to NJAC Full Time was announced by Mr. Moffitt.
- The 50 Highest Scores in N.J.'s New School Ratings (NJ.com) distributed
- The 50 N.J. High Schools with the Best SAT Scores (NJ.com) distributed
- New Share-Time Programs for 2018-19 of Cybersecurity and Allied Health were presented by Mrs. Castelli.
- Share-Time Program Fundamentals of Retail and Supermarket Careers- The NJDOE indicated that the CIP code for this program is no longer available.

Information Only:

- Security and Fire Drill Logs
- Student Incident Report

COMMITTEE PROGRAMS - NONE

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

MINUTES

The following motion made by Mr. Colasurdo, seconded by Mr. Hyland, did not pass due to lack of sufficient affirmative vote of the majority of those present.

FAILED: Motion to approve the minutes of the Regular Session Meeting of the Board of Education of January 9, 2018 as submitted.

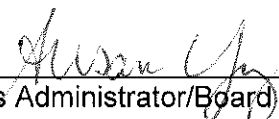
Roll Call Vote – Yes: 2 Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 2 Mrs. Dawson and Mr. Jinks
Motion not carried.

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 December 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of December 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 December 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

2-13-18
Date

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

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 1 Mr. Jinks
Motion Carried.

FINANCE

The following motions made by Mr. Colasurdo, 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. Amended the resolution of January 9, 2018 to transfer Internet Consortium Account residual equity of \$25,012.27 to the General Fund effective January 9, 2018 (correction to source account).
- E. Approved Change Order #2 for an add of \$1,588.30 for AMCO Enterprises which represents a charge for additional labor, materials and equipment to provide and install an additional 120 volts electrical unit with associated wiring for the AHU unit condensate pump in Building #3 to be deducted from the \$5,000.00 contingency allowance. The final contract sum including this change order is increased to \$578,000.00.
- F. Confirmed and approved the budget reallocation of academy tuition splits for Jefferson Township and Mountain Lakes School Districts from revenue offsets to expenditures within the 2017-2018 General Fund budget as follows effective January 31, 2018, with a \$0 net bottom line effect:

Revenue Increase:	
10-1310-011-0131	\$368,000.00
Expenditure Increase:	
11-140-100-320-050-045	\$368,000.00

- G. Approved the following tuition rates for the postsecondary programs for the 2018-2019 school year (2% rate increase from 2017-2018):

Program	2017-2018 In County Rate	2018-2019 In County Rate	2017-2018 Out of County Rate	2018-2019 Out of County Rate
Cosmetology	\$8,752	\$8,927	\$9,802	\$9,998
HVAC	\$9,004	\$9,184	\$10,054	\$10,255
LPN	\$10,841	\$11,058	\$11,891	\$12,129

- H. Approved the waiver of the district's participation in the SEMI program for the 2018-2019 school year:

WHEREAS, N.J.A.C. 6A:23A-5.3(b)2 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 school year; and

WHEREAS, the Morris County Vocational School District Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty Medicaid eligible full-time classified students;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2018-2019 school year.

- I. Approved the submission of a budget amendment to the NJ LWD for the FY18 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant in the amount of \$16,078.00 in order to reallocate funds.

J. Approved the appointment of the following Guest Artists for the 2017-2018 school year:

<u>Name</u>	<u>Program</u>	<u># Days</u>	<u>Daily Rate</u>	<u>Funding Source</u>
Kurt Engfehr	Multimedia	8	\$150.00 per day	General Fund
David Gish	Dance	1	\$275.00 per day	FY18 Perkins Secondary
Perry Kroeger	Multimedia	10	\$150.00 per day	FY18 Perkins Secondary
Suzy Kutcher	Design	3	\$50.00 per day	General Fund
Michael Malzone	Design	3	\$200.00 per day	General Fund
April Merl	Multimedia	7	\$150.00 per day	General Fund

K. Approved that the Board of Education gives Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project as applicable for the following work as an educational facility capital project:

USA Project #2018-OPS-01 Building #4 Locker Room and Toilet Facility Upgrades

L. Approved that the Board of Education authorizes amendments to the district's approved Long Range Facility Plan for the following project:

USA Project #2018-OPS-01 Building #4 Locker Room and Toilet Facility Upgrades

M. Approved that the Board of Education authorizes submission to the State Department of Education the project application for the following work as an educational facility capital project not requesting debt service aid:

USA Project #2018-OPS-01 Building #4 Locker Room and Toilet Facility Upgrades

N. Approved the following resolution:

WHEREAS, there exists a need for professional services for 2017-2018 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 Application for the following work as an educational facility project as described and in an amount not to exceed \$29,800.00:

USA Architects Planners + Interior Designers
USA Project #2018-OPS-01 Building #4 Locker Room and Toilet Facility Upgrades

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo 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 January 9, 2018.
- 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 attached Safety and Health Plan.
- F.** Approved the adoption of the 2018-2019 school calendar as attached.
- G.** Approved the adoption of the following revised curricula:

Spanish I	Pre Calculus
Spanish II	Pre Calculus Honors
Algebra I	PE & Health 9
Geometry	PE & Health 10
Geometry Honors	PE & Health 11
Algebra II/Trigonometry	PE & Health 12
Algebra II/Trigonometry Honors	

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 1 Mr. Jinks
Motion Carried.

POLICIES AND PROCEDURES

The following motion made by Mr. Hyland, seconded by Mr. Jinks, was recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Approved the adoption of the following revised policies:

3541.33	Transportation Safety
6114	Emergencies and Disaster Preparedness
6145.1/6145.2	Intramural Competition; Interscholastic Competition

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

PERSONNEL

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

- A.** Accepted the resignation due to retirement of Eva Ursell, Continuing Education Program Specialist, effective July 1, 2018.
- B.** Accepted the resignation due to retirement of Debra Dandino, Cosmetology Teacher, effective July 1, 2018.

C. Confirmed and approved the appointment of Daniel O'Halloran as a Chaperone for the New Thespian Festival on January 14, 2018.

D. Confirmed and approved the appointment of Brian Prendergast as a Substitute Teacher for Welding at the rate of \$125.00 per day effective February 13, 2018 through June 30, 2018.

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

Matthew Bertola
Virginia Donahue
Mary Ilardi
Lisa Nelson
Nicole Olcott
Michele Olinto (pending successful completion of criminal history background check)

F. Approved the appointment of the following individuals as Placement Proctors at the rate of \$33.00 per hour for the 2017-2018 school year:

Lisa Adams	Spyridon Mantzas
Jacqueline Graulich	Michael Romano
Erin Lowe	Terry Schweon
Patricia Mann	Eva Ursell
Penny Manser	Gina Visconti

G. Approved the appointment of the following individuals as Home Instruction Tutors for the 2017-2018 school year:

LaToya Evans	Samantha Shane
Spyridon Mantzas	Gina Visconti
Catherine Mohrle	

H. Approved the appointment of the following individuals as Makers Day Event Staff on March 10, 2018 for a maximum of 4 hours each at the rate of \$33.00 per hour with funding provided by FY18 Perkins Secondary Grant in the amount of \$528.00 and remainder from General Fund account:

Carl Carbone	Samantha Shane (alternate)
Jacqueline Graulich	April Stearns
Steven Hendricks	Gina Visconti
Scott Kindler	Stephen Ward
Nancy Kucinski	

I. Approved 65 additional hours for Kevin Conover, part-time Adult Continuing Education Electrical Instructor, at \$33.00 per hour for the period February 15, 2018 through June 30, 2018.

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

Louis Rosso
April Stearns

K. Confirmed and approved an unpaid medical leave of absence for Donna Fiederer for the period February 1, 2018 through April 30, 2018.

L. Approved the appointment of Kathleen Whitehead as Athletic Site Manager for the 2018 Spring season.

- M.** Approved the appointment of Laura Eliscu as a volunteer unpaid intern in the Guidance Department for the 2017-2018 school year, pending successful completion of a criminal history background check.
- N.** Approved the appointment of Eva Ursell as a High School Equivalency Test Proctor for a maximum of 50 hours at the rate of \$35.00 per hour for the period February 15, 2018 through June 30, 2018.
- O.** Approved the appointment of the following part-time Instructors for the ABE/IELCE Program for the period February 14, 2018 through June 30, 2018, with funding provided by FY18 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u># Hours</u>
Rosemary Cortez	ESL Instructor	\$32.00	120
Victor Jimenez	ESL Instructor	\$32.00	145

- P.** Approved the appointment of the following faculty members as Co-Advisors for the Cornerstone Club for the 2017-2018 school year (no stipend):

Catherine Mohrle
Colleen Pascale
April Stearns

- Q.** Approved a leave of absence under the Federal Family Medical Leave Act for Jennifer Skomial for the period April 30, 2018 through June 1, 2018, followed by a leave of absence under the New Jersey Family Medical Leave Act for the period June 2, 2018 through June 22, 2018.
- R.** Approved the appointment of Stephanie Pierce as a Teacher for the Academy for Education and Learning to fulfill a leave of absence at BA Step 4 at the annual salary of \$60,286.00, to be prorated for the period April 30, 2018 through June 30, 2018, pending successful completion of a criminal history background check and pre-employment physical examination.
- S.** Approved the appointment of Therese Johnson as Head Custodian at the annual salary of \$60,000.00 to be prorated for the period April 1, 2018 through June 30, 2018, pending successful completion of a criminal history background check and pre-employment physical examination.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mr. Hyland
No: 0
Abstain: 1 Mr. Jinks
Motion Carried.

HEARING OF THE PUBLIC – NONE

OLD BUSINESS

- MCVTEA Negotiations Meeting: February 20, 2018
- Academic Achievement Recognition Dinner: June 6, 2018, Hanover Marriott, Whippany
- Sports Awards Banquet: June 13, 2018, Zeris Inn
- Completer Ceremony: June 15, 2018
- Graduation: June 22, 2018, Mennen Arena

NEW BUSINESS

- Makers Day: Friday, March 9, 2018 8:00 a.m. - 3:00 p.m.
Saturday, March 10, 2018 9:00 a.m. – 1:00 p.m.
- Next Board Meeting: March 13, 2018 at **6:30 p.m.**
- Board of School Estimate Meeting: March 28, 2018 at 4:00 p.m.

SUNSHINE RESOLUTION

The following motion made by Mr. Colasurdo, seconded by Mr. Hyland, 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:

- Policy Issue
- Attorney Appointment

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** and no action will be taken.

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 7:04 p.m. and reconvened at 7:17 p.m. with the following Board Members present: Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mr. Jinks. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADDITIONAL BUSINESS - NONE

ADJOURNMENT

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

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary