

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

January 10, 2017

A regular meeting of the Morris County Vocational School District held on January 10, 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, 2016 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: President Barbara Dawson, Vice President Lawrence Colasurdo, Mr. John Hyland, Mrs. Mary Dougherty 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

Reports:

- Active Shooter and Reunification Drill proposal described by Captain Paul Nigro and Officer Rick Duda from the Denville Police Department
- Strategic Plan Update provided by Scott Moffitt, Superintendent

Information Only:

- Security and Fire Drill Logs
- Student Incident Report

COMMITTEE PROGRAMS

- Strategic Plan: Career and College Readiness Task Force update provided by Rori Benson, Doreen Dransfield, Kerry Eberhardt, Michael Gowdy, Christine Hietanen, Katherine Ilardi, Mark Menadier and Jennifer Skomial.

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

MINUTES

The following motion made by Mrs. Dougherty, seconded by Mr. Colasurdo, was approved as submitted.

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of December 13, 2016 as submitted.


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

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

The following motions made by Mrs. Dougherty, seconded by Mr. Colasurdo, 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 November 2016. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of November 30, 2016, 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 November 30, 2016 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.



Business Administrator/Board Secretary

1-10-17

Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending November 30, 2016.

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

FINANCE

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

- A. Approved, upon the recommendation of the Superintendent, the payment of bills as attached.
- B. Approved, upon the recommendation of the Superintendent, the following amendments to the 2016/2017 Current Expense anticipated revenue budget statement and the corresponding appropriations budget for Funds 11, 12, 13, 20, 30, 60, 62, 63, and 66 as per listing attached.
- C. Approved, upon the recommendation of the Superintendent, 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.** Approved, upon the recommendation of the Superintendent, the submission of a budget amendment for FY17 Perkins Secondary Grant to reallocate funds in the amount of \$4,606.00.
- E.** Approved, upon the recommendation of the Superintendent, the submission of the application for County Vocational School District Partnership Grant (Cohort 3) in the amount of \$330,000.00.
- F.** Approved, upon the recommendation of the Superintendent, the submission of a budget amendment for FY17 IDEA Grant to incorporate \$34,063.00 of carryover funds.
- G.** Accepted, upon the recommendation of the Superintendent, a donation from the MCST PTO in the amount of \$2,050.00 to support school programs and initiatives, with a letter of appreciation to the donor.
- H.** Accepted, upon the recommendation of the Superintendent, the donation of a 2002 Toyota 4-Runner Sport with an estimated value of \$2,500.00 from Michael Wade Young, Jersey City, New Jersey, for use in the auto programs, with a letter of appreciation to the donor.
- I.** Approved, upon the recommendation of the Superintendent, 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 #2015-075 Black Box Theatre/Auditorium
NJ DOE State Plan No. 3365-050-16-1000

- J.** Approved, upon the recommendation of the Superintendent, that the Board of Education authorizes amendments to the district's approved Long Range Facility Plan for the following project:

USA Project #2015-075 Black Box Theatre/Auditorium
NJ DOE State Plan No. 3365-050-16-1000

- K.** Approved, upon the recommendation of the Superintendent, that the Board of Education approves submission to the State Department of Education, the project application for the following work as an educational facility capital project requesting debt service aid:

USA Project #2015-075 Black Box Theatre/Auditorium
NJ DOE State Plan No. 3365-050-16-1000

- L.** Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state by the Division of Purchase and Property, and

WHEREAS, the Morris County Vocational School District has the need, on a timely basis, to procure goods and services utilizing State Contracts, and

WHEREAS, the Morris County Vocational School District desires to authorize its purchasing agent for the 2016-2017 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED that the Morris County Vocational School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing the vendor as listed below:

Vendor	Commodity	Contract#	Expiration
VWR Scientific	Scientific Equipment, Accessories, Maintenance and Supplies	75846	4/30/2017

- M.** Approved, upon the recommendation of the Superintendent, the appointment of the following VPA Guest Artists for the 2016-2017 school year:

Name	# Days	Rate	Funding Source
Ahmed Bennane	3.5 days	\$307.00 per day	General Fund
Brian Kafel	3.5 days	\$307.00 per day	General Fund

- N.** Approved, upon the recommendation of the Superintendent, the following tuition rates for full-time and share-time secondary students for the 2017-2018 school year:

	In-County	% Change	Out-of-County*	% Change
Full-Time General Education	\$9,200	1.10%	\$13,200	0.76%
Full-Time Special Education	\$14,000	0%	\$18,000	0%
Share-Time General Education	\$4,600	1.10%	\$6,600	0.76%
Share-Time Special Education	\$7,000	0%	\$9,000	0%

*Includes a \$4,000 (Full-Time) or \$2,000 (Share-Time) capital and operating expense charge per 18A:54-23.4 for non-resident students.

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

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

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

- A.** Approved, upon the recommendation of the Superintendent, the senior internships for the 2016-2017 school year as per the attached list.
- B.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2016-2017 school year.
- C.** Approved, upon the recommendation of the Superintendent, the following field trips for the Adult Continuing Education programs:

Program	Date	Destination
Cosmetology	March 14, 2017	Jacob Javits Convention Center, New York, New York
LPN	March 17, 2017	Liberty Science Center, Jersey City, New Jersey
LPN	April 26, 2017	Pines Manor, Edison, New Jersey

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

POLICIES AND PROCEDURES

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

A. Approved, upon the recommendation of the Superintendent, the following revised policies:

2224	NonDiscrimination/Affirmative Action
4111/4211	Recruitment, Selection and Hiring

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

PERSONNEL

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

- A.** Rescinded the resolution of December 13, 2016 to approve the appointment of Scott White as a School Counselor to fulfill a leave of absence at MA+30 Step 9 effective January 1, 2017 through June 30, 2017.
- B.** Approved, upon the recommendation of the Superintendent, the appointment of Scott White as a School Counselor to fulfill a leave of absence at the rate of \$399.30 per day for the period January 1, 2017 through June 30, 2017.
- C.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Erin Lowe as a Timekeeper at the rate of \$35.00 per game for the 2016-2017 school year.
- D.** Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Chaperones for the NJ Thespian Festival on January 14-15, 2017 at the rate of \$15.00 per hour (one chaperone for each day):

<u>Name</u>
Brianna McGraw
Zandalee Montero

- E.** Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Chaperones for the 2016-2017 school year:

<u>Name</u>	<u>Club</u>
Julia Ioannou	DECA
Daniel Riccio	DECA/HOSA/SkillsUSA
April Stearns	DECA/SkillsUSA

- F.** Approved, upon the recommendation of the Superintendent, a leave of absence for LaToya Evans under the Federal Family Medical Leave Act with an anticipated start date of April 17, 2017 through May 25, 2017 using accumulated sick days, followed by an unpaid leave of absence under the New Jersey Family Medical Leave Act for the period May 26, 2017 through June 23, 2017.
- G.** Rescinded the resolution of November 1, 2016 to appoint Joan Naegele and Jennifer Skomial as After School Language Arts Instructors for a total of 4 hours per week each for a maximum of 30 weeks at the rate of \$33.00 per hour for the period November 2, 2016 through June 30, 2017, with funding provided by FY17 NCLB Grant.
- H.** Approved, upon the recommendation of the Superintendent, the appointment of Janice Alvarez as a Substitute Teacher for Cosmetology at the rate of \$125.00 per day for the 2016-2017 school year.

- I. Accepted the resignation of Mary Picatello, part-time Adult Continuing Education Phlebotomy Instructor, effective December 27, 2016.
- J. Accepted the resignation of Mary Elizabeth McEntee, Adult Continuing Education ESL Instructor, effective February 7, 2017.
- K. Approved, upon the recommendation of the Superintendent, the appointment of Joan Naegele and Jennifer Skomial as After School Language Arts Instructors for a total of four hours each per week for a maximum of 120 hours at the rate of \$50.00 per hour for the period January 11, 2017 through June 30, 2017, with funding provided by FY17 NCLB Grant.
- L. Approved, upon the recommendation of the Superintendent, the appointment of Kathleen Harrington as an After School Math Instructor for a total of four hours per week for a maximum of 120 hours at the rate of \$50.00 per hour for the period January 11, 2017 through June 30, 2017.
- M. Approved, upon the recommendation of the Superintendent, the appointment of Brian Prendergast as a Guest Artist for the welding program at the rate of \$300.00 per day for a maximum of 30 days for the 2016-2017 school year.
- N. Approved, upon the recommendation of the Superintendent, the appointment of Jo Ann Carroll as a part-time Adult Continuing Education Healthcare Instructor at the rate of \$35.00 per hour for a maximum of 100 hours for the period January 11, 2017 through June 30, 2017.
- O. Approved, upon the recommendation of the Superintendent, the appointment of Brian Prendergast as a part-time Adult Continuing Education Welding Instructor at the rate of \$35.00 per hour for the period January 11, 2017 through June 30, 2017.

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

HEARING OF THE PUBLIC - NONE

OLD BUSINESS

- Academic Achievement Award Dinner: June 7, 2017
- Completers Ceremony: June 16, 2017
- Graduation: June 23, 2017

NEW BUSINESS

- Next Board Meeting: February 14, 2017 at 6:30 p.m.

Mrs. Mary Dougherty left the meeting.

SUNSHINE RESOLUTION

The following motion made by Mr. Colasurdo, seconded by Mr. Jinks, 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 matters:

- Employee Benefits
- Building Management System

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 **10 minutes** and action is expected afterwards in open session.

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 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 7:31 p.m. and reconvened at 7:47 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

The following motion made by Mr. Jinks, seconded by Mr. Colasurdo, was approved as submitted:

Approved, upon the recommendation of the Superintendent, the execution of a contract with Brown & Brown Benefit Advisors without the receipt of formal bids as an Extraordinary Unspecifiable Service (N.J.S.A. 18:18A-5a(2) and N.J.A.C. 5:34-2.3(b)) to serve as Health Benefits consultant in accordance with the fee structure submitted in their Request for Proposal submission dated January 10, 2017.

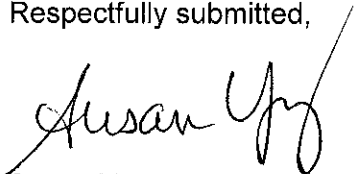
Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mr. Hyland
No: 0
Abstain: 1 Mr. Jinks
Motion Carried.

ADJOURNMENT

Motion made by Mr. Hyland, seconded by Mr. Colasurdo, to adjourn the meeting at 7:48 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary