

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**October 10, 2017**

A regular meeting of the Morris County Vocational School District held on October 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 2, 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: Mrs. Barbara Dawson, Mr. John Hyland and Mrs. Mary Dougherty.

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

**CORRESPONDENCE - NONE**

**SUPERINTENDENT'S REPORT**

- Mr. Moffitt complimented the lead teachers and the curriculum department for their Ed Camp professional development program run jointly with the Randolph and Morris Hills school districts.
- Continuing Education Enrollment and Program Update – Mrs. Schrader distributed and described the Fall enrollment and programs. Mr. Gowdy provided an overview of the Adult Basic Skills grant program.
- Violence and Vandalism Report-(January – June 2017) presented by Mr. Menadier citing a few instances but also emphasizing a climate of supporting both offenders and victims.
- North Jersey Athletic Conference Presentation- Mr. Menadier recommended formally joining this conference for all of the current sports programs due to a number of beneficial factors.
- PARCC Scores were distributed and described in detail by Mrs. Castelli.
- An Ethics Presentation was distributed and explained to the board by Mr. John M. Mills, Esq.

**Information Only:**

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

**COMMITTEE PROGRAMS- NONE**

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

**MINUTES**

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

Approved the minutes of the Regular Session Meeting of the Board of Education of September 12, 2017 as submitted.


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

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

The following motions made by Mrs. Dougherty, 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 August 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of August 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 August 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

10-18-17  
Date

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

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

**FINANCE**

The following motions made by Mr. Hyland, seconded by Mrs. Dougherty, 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.** Approved the following resolution:

WHEREAS, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools; and

WHEREAS, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards; and

WHEREAS, the Morris County Vocational School District Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children; and

WHEREAS, the Morris County Vocational School District Board of Education credits the current "Cost Reimbursement" procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children; and

WHEREAS, the Morris County Vocational School District Board of Education declares that the "Fixed Price" procurement system would dramatically reduce the school district's ability to change or alter its food service operations without the need to rebid for food service management services; and

WHEREAS, the Morris County Vocational School District Board of Education further declares that the "Fixed Price" procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program; and

WHEREAS, the Morris County Vocational School District Board of Education further declares that the "Fixed Price" procurement method may limit the number of competitive proposals received by boards of education; and

WHEREAS, the Morris County Vocational School District Board of Education rejects the Department of Agriculture's underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place; and

WHEREAS, the Morris County Vocational School District Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either "Cost Reimbursement" or "Fixed Price" as the basis for contract awards.

NOW THEREFORE BE IT RESOLVED, that the Morris County Vocational School District Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a "Fixed Price" basis and allow the option of continuing to use a "Cost Reimbursement" procurement model; or in the alternative, a "Fixed Price" procurement method; and

BE IT FURTHER RESOLVED, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials  
New Jersey Secretary of Agriculture  
Local Legislators

NJ School Boards  
NJ School Superintendents  
NJ Principals and Supervisors  
NJ PTA

**E.** 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</u>
Bettina Bierly	VPA	8	\$275.00	General Fund
Bettina Bierly	Drama Club	2	\$275.00	Student Activities Drama Club
Chuck Cavanaugh	VPA	3	\$275.00	General Fund
Kathleen Kelly	VPA Dance	10	\$200.00	Student Activities Dance
Rachel Klima	VPA Theater	1	\$275.00	Student Activities Theater
Roman Klima	VPA Theater	3	\$275.00	Student Activities Theater
Roman Klima	VPA Theater	7	\$275.00	Perkins Secondary
Roman Klima	Drama Club	3	\$275.00	Student Activities Drama Club
Nancy Lushington	VPA Dance	1	\$275.00	Student Activities Dance
Marianne Malizia-Baggott	Drama Club	1	\$100.00	Student Activities Drama Club
Steph Mangioglu	VPA Theater	10	\$250.00	Perkins Secondary
Gregory Thompson	VPA Multimedia	1	\$100.00	General Fund
Scott Tyler	VPA	4	\$275.00	General Fund
Katja van der Loo	Design	10	\$250.00	Perkins Secondary

- F.** Approved the submission of the application for the 2017 AWS Foundation Welder Workforce Grant in the amount of \$24,000.00.
- G.** Accepted funding from the NJ LWD for FY18 County Apprenticeship Coordinator Grant Program in the amount of \$15,000.00 for the period July 1, 2017 through June 30, 2018.
- H.** Accepted funding from the NJDOE for the FY18 IDEA Grant Program in the amount of \$191,808.00 for the period July 1, 2017 through June 30, 2018.
- I.** Approved the award of the Refuse Collection/Removal Services and Recycling Quote as a whole quote (Quote Items 1-3 inclusive) to Gaeta Recycling for the initial term of November 1, 2017 through October 31, 2018 subject to all of the terms and conditions of the original quote.
- J.** Approved the renewal of Brown & Brown Benefit Advisors as Health Benefits Broker of Record for a six-month term beginning January 11, 2018 in accordance with N.J.S.A.:18A:18A-42.
- K.** Approved the appointment of Brown & Brown Benefit Advisors as Dental Benefits Broker of Record for the 2017-2018 school year effective October 11, 2017.
- L.** Approved the appointment of Brown & Brown Benefit Advisors as Vision Service Plan Broker of Record for the 2017-2018 school year effective October 11, 2017.
- M.** Approved Change Order #1 for a deduct of \$3,000.00 for Iron Mountain Mechanical which represents a credit for unused funds from the \$3,000.00 contingency allowance. The final contract sum including this change order is decreased to \$46,715.00.

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

## CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

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 senior internships for the 2017-2018 school year as per the attached list.
- B. Approved the Violence and Vandalism Report for the district for the period January 1 – June 30, 2017.
- C. Declared October 16 – 20, 2017 as Violence Awareness Week in all schools operated by the Morris County Vocational School District.
- D. Approved the 2017-2018 School Safety and Security Plan.
- E. Approved the 2017-2018 Crisis Response Plan.
- F. Approved the following revised curricula:

- French I
- French II
- French III
- French IV

- G. Approved the attached list of field trips for the 2017-2018 school year.
- H. Approved the following field trip for students in the Adult Continuing Education Programs:

<u>Date</u>	<u>Program</u>	<u>Trip Destination</u>	<u>Funding</u>
October 25, 2017	LPN	Liberty Science Center Jersey City, New Jersey	FY18 Perkins Postsecondary
March 6, 2018	Cosmetology	Jacob Javits Center New York, New York	Adult Education Cosmetology Student Activity

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

## POLICIES AND PROCEDURES

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

- A. Approved the following revised policies:

- 3280 Gifts, Grants and Bequests
- 5136 Fund-Raising Activities
- 6010 Goals and Objectives
- 6141 Curriculum Design/Development
- 6142 Subject Fields
- 6142.4 Physical Education and Health
- 6142.10 Internet Safety and Technology

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

## PERSONNEL

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 appointment of the following staff members as Accuplacer Proctors for the 2017-2018 school year at the rate of \$33.00 per hour:

Lisa Adams	Patricia Mann
Nancy Barrientos	Penny Manser
Laura Dessel	Spyridon Mantzas
Marisa Dillon	Susan Phillips
LaToya Evans	Michael Romano
Ashley Gaunt	Terry Schweon
Jacqueline Graulich	Jennifer Skomial
Mary Anne Hartmann	Briana Spann
Tracy Longo	Gina Visconti
Erin Lowe	Eva Ursell

- B.** Approved the appointment of the following faculty members as Cosmetology Instructors for Remediation for 2.5 hours per day, one day per week, from 3:00 – 5:30 p.m. for a maximum of 15 weeks (total hours to be shared between all three instructors) at their hourly rate for the period October 11, 2017 through June 1, 2018, with funding provided by FY18 Perkins Secondary Grant:

Dana Dandino  
Tina Giraldi  
Patrice O'Keefe

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

David Arthurs  
Ziella Farnese (cosmetology only)  
Deirdre Romero  
Beth Tutty

- D.** Approved the appointment of Lynne Jackson and Mark Menadier as School Safety Specialists for the 2017-2018 school year.

- E.** Approved the appointment of the following Athletic Coaches for the 2017-2018 school year:

### **Sport**

Basketball – Boys Varsity  
Basketball – Boys JV  
Basketball – Girls Varsity  
Basketball – Girls JV  
Baseball – Varsity  
Baseball – JV  
Softball – Varsity  
Softball – JV

### **Coach**

Albert J. Prentice  
John Lisella  
Timothy Gordon  
Kevin Brophy  
Kevin Brophy  
Peter Brillon  
Michael Harriott  
John Lisella

Golf – Varsity  
Golf – JV

Timothy Gordon  
Albert J. Prentice

- F. Approved an unpaid leave of absence under the Federal Family Leave Act for Donna Fiederer for the period October 17, 2017 through November 13, 2017.
- G. Approved the appointment of the following individuals to revise curricula for Adult Continuing Education programs with a deadline of March 31, 2018 for final approved product with funding provided by FY18 Perkins Postsecondary Grant:

<u>Name</u>	<u>Program</u>	<u># Hours</u>	<u>Hourly Rate</u>
Herbert Browne	Manufacturing	37.5	\$33.00 per hour
Lee Gootblatt	Pharmacy Technician	37.5	\$33.00 per hour

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

#### HEARING OF THE PUBLIC – NONE

#### OLD BUSINESS

- New Jersey School Boards Association Fall Workshop 2017: October 23-26, 2017 (extended to a 4-day conference) **Attending/Registered: Larry Colasurdo, Barbara Dawson, Mary Dougherty, Roger Jinks, Shari Castelli, Scott Moffitt, Susan Young**
- Health Benefits- Mr. Moffitt reminded the board that the district was transitioning into the New Jersey State Employee Health Benefit Plan effective January 1, 2018.

#### NEW BUSINESS

- Open House/Information Session: October 14, 2017 at 10:00 a.m. – 12 noon and 1:00 – 3:00 p.m.
- Manufacturing Caucus Meeting at CCM: October 17, 2017 at 10:30 a.m.
- Next Board Meeting: November 1, 2017 at **6:30 p.m.** (annual reorganization and regular business meeting)

#### SUNSHINE RESOLUTION

The following motion made by Mrs. Dougherty, 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 matter:

- MCVTEA Negotiations

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 **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 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 was recessed at 7:48 p.m. and reconvened at 8:04 p.m. with the following Board Members present: Mrs. Dawson, Mrs. Dougherty and Mr. Hyland. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

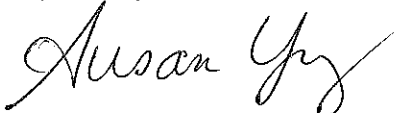
**ADDITIONAL BUSINESS - NONE**

**ADJOURNMENT**

Motion made by Mrs. Dougherty, seconded by Mr. Hyland, to adjourn the meeting at 8:05 p.m.

All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Young".

Susan Young, Business Administrator/Board Secretary