

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**October 9, 2012**

A regular meeting of the Morris County Vocational School District held on October 9, 2012 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:03 pm. 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 fax on December 8, 2011, 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 Mrs. Barbara Dawson, Vice President Honorable Reginald Stanton and Mr. John Hyland.

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

**CORRESPONDENCE - none**

**SUPERINTENDENT'S REPORT**

Adult Education Enrollment was presented by Irene Schrader  
Violence and Vandalism Report was presented by Neil Torino  
Ethics Presentation was reported by John M. Mills

Dr. Serafino entered the meeting @ 6:15 pm. During the Ethics Presentation.

**COMMITTEE PROGRAMS**

Lisa Adams presented information on the activities of the School Culture Committee

**SUNSHINE RESOLUTION**

The following motion made by Mr. Hyland, seconded by Judge Stanton 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: Reorganization of district's administrative structure and Former employee grievance 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 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 6:23 p.m. and reconvened at 6:41 p.m. with the following Board Members present: President Mrs. Barbara Dawson, Vice President Honorable Reginald Stanton, Mr. John Hyland and Dr. Kathleen Serafino. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

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

#### **NOTES**

The following motion made by Mr. Hyland, seconded by Dr. Serafino approved the minutes of the Regular and Closed sessions of the Board of Education meeting of September 11, 2012.

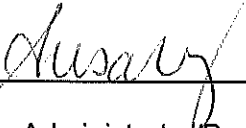
Roll Call Vote – All present voted yes - Motion carried

#### **BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT**

The following motion made by Mr. Hyland, seconded by Dr. Serafino was approved as submitted.

Accepted 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 2012. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of August 31, 2012, 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, 2012 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.

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

10-9-12  
Date

Roll Call Vote – All present voted yes – Motion carried

## **TREASURER'S REPORT**

The following motion made by Mr. Hyland, seconded by Dr. Serafino was approved as submitted.

Accepted the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending August 31, 2012.

Roll Call Vote – All present voted yes – Motion carried

## **FINANCE**

The following motions made by Dr. Serafino, seconded by Judge Stanton were approved as submitted.

Approved, upon the recommendation of the Superintendent, the payment of bills as attached.

Approved, upon the recommendation of the Superintendent, the following amendments to the 2012/2013 Current Expense anticipated revenue budget statement and the corresponding appropriations budget for Funds 11, 12, 13, 20, 30, 60, 61, 62, 63, 66 and 67 as per listing attached.

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.

Approved, upon the recommendation of the Superintendent, the acceptance of funds for the FY13 County Apprenticeship Coordinator Grant in the amount of \$15,000.

Approved, upon the recommendation of the Superintendent, the acceptance of funds for the FY13 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program in the amount of \$624,379 to be shared between Morris, Sussex and Warren counties in the following amounts:

Morris County Vocational School District	\$422,079
Sussex County Community College	\$110,300
Warren County Technical School	\$ 92,000

Amended, upon the recommendation of the Superintendent, the resolution of February 14, 2012 accepting the donation of the following pieces of equipment from Helen Kronish for use in the welding program with an estimated total value of \$1,650, with a letter of appreciation to the donor: (correction to name of donor)

Delta 12" Wood Working Lathe (approximate value \$450)  
Duro Belt Sander (approximate value \$250)  
2-Speed 16" Delta Scroll Saw (approximate value \$150)  
14" 2-Speed Floor Bandsaw (approximate value \$300)  
Shopsmith (approximate value \$500)

Approved, upon the recommendation of the Superintendent, Change Order # A-001 for a deduct of (\$26,867.68) for Laumar Roofing Co. Inc to delete the award of Alternate #2 (provide 4 rows of Snow Guards

on Gymnasium Roof of Building Six) and incorporate additional costs incurred by the Board. The new contract including this change order will be \$791,132.32.

Approved, upon the recommendation of the Superintendent, Change Order # B-001 for \$26,867.68 for Arch-Concept Construction Inc. to add the award of Alternate #2 (provide 4 rows of Snow Guards and repair gutters and flashing on Gymnasium Roof of Building Six). The new contract sum including this change order will be \$381,367.68.

Approved, upon the recommendation of the Superintendent, Change Order # B-002 for a deduct of (\$10,000) for Arch-Concept Construction Inc. as a credit for unused contingency allowance. The new contract sum including this change order will be \$371,367.68.

Approved, upon the recommendation of the Superintendent, Change Order # B-003 for a deduct of (\$5,000) for Arch-Concept Construction Inc. as a credit for unused testing allowance. The new contract sum including this change order will be \$366,367.68.

Approved, upon the recommendation of the Superintendent, Change Order # 001 for \$5,464.65 for Alarm & Communication Technologies, Inc. for a shift differential cost to compensate the contractor for working 26 days on second shift from October 1 to October 26, 2012 with the cost to be drawn from the contingency allowance. The new contract sum including this change order will be \$147,726.

Approved, upon the recommendation of the Superintendent, the award of the Refuse Collection/Removal Services and Recycling Bid #400 as a whole bid (Bid Items 1-3 inclusive) to Gaeta Recycling as the successful low bidder for the initial term of November 1, 2012 through October 31, 2013 subject to all of the terms and conditions of the original bid. Bid results are attached.

Roll Call Vote – All present voted yes – Motion carried

## **CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS**

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

Approved, upon the recommendation of the Superintendent, the senior internships for the 2012-2013 school year as per the attached list.

Accepted, upon the recommendation of the Superintendent, the attached Harrassment, Intimidation and Bullying Report.

Approved, upon the recommendation of the Superintendent, the 2012-2013 School Safety and Security Plan.

Approved, upon the recommendation of the Superintendent, the 2012-2013 Crisis Response Plan.

Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2012-2013 school year.

Approved, upon the recommendation of the Superintendent, the 2012-2013 Nursing Services Plan.

Approved and presented to the public, upon the recommendation of the Superintendent, the Violence and Vandalism Report for the district for the period January 1-June 30, 2012, and to declare October 15-19, 2012 Violence Awareness Week in all schools operated by the Morris County Vocational School District.

Approved, upon the recommendation of the Superintendent, the Culinary Arts Articulation Agreement between Morris County School of Technology and Johnson & Wales University.

Approved, upon the recommendation of the Superintendent, the adoption of the following school level objectives for the 2012-2013 school year:

**Objective # 1**

By June 2013 every student will demonstrate an aggregate proficiency of 70% or better on content area unit assessments developed by each academic and CTE department collaboratively.

**Objective # 2**

By June 2013 every student will demonstrate an aggregate proficiency of 70% or better in mastery of identified cumulative progress indicators in New Jersey Core Curriculum Content Standard 9.4.

**Objective #3**

By June 30, 2013 the average daily attendance for Morris County School of Technology will increase from 93% for the school year 2011-2012 to a minimum of 97% in 2012-2013 as a result of multiple sustained efforts with students, parents, school personnel and sending districts.

Roll Call Vote – All present voted yes – Motion carried

**PERSONNEL**

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

WHEREAS, the Superintendent has reviewed the administrative structure of the District, and

WHEREAS, based upon that review, the Superintendent recommends a reorganization of the administrative structure of the District;

NOW THEREFORE BE IT RESOLVED, that the current Table of Organization, established in Policy 2121, Lines of Responsibility be abolished, and be it further

RESOLVED, upon the recommendation of the Superintendent that, for reasons of economy, efficiency, change in the administrative and supervisory organization, and other just cause, that the following positions as identified in that table be abolished effective December 31, 2012:

Superintendent/Principal  
Director of Curriculum and Instruction  
Director of Instructional Support Services  
Enterprise Program Manager

WHEREAS, the Superintendent has reviewed the administrative structure of the District, and

WHEREAS, the Superintendent recommends a reorganization of the administrative structure of the District;

NOW THEREFORE BE IT RESOLVED, that the Board approves the Table of Organization presented to it and made part of the minutes of this meeting and Policy Manual,

AND BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, that the following positions be created, effective January 1, 2013:

Superintendent  
Principal  
Director of Curriculum and Programs  
Continuing Education Manager

AND BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, that the board does approve the following job descriptions presented to it and made part of the minutes of this meeting:

Superintendent (new)  
School Business Administrator (revised)  
Principal (new)  
Director of Curriculum and Programs (new)  
Director of Student Personnel Services and Special Education (revised)  
Director of Athletics and Student Affairs (revised)  
Supervisor of Humanities (revised)  
Supervisor of Science, Technology, Engineering and Mathematics (revised)  
Supervisor of Vocational-Technical Careers (revised)  
Supervisor of Grants and Program Management (revised)  
Continuing Education Manager (new)

AND BE IT FURTHER RESOLVED, that:

Scott Moffitt be appointed to the position of Superintendent  
Mary Ann Regan be appointed to the position of Director of Curriculum and Programs  
Irene Schrader be appointed to the position of Continuing Education Manager

Approved, upon the recommendation of the Superintendent, the appointment of Jacob Martin as Athletic Site Manager for the 2012-2013 Winter and Spring seasons, pending successful completion of a criminal history background check.

Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as club advisors for the 2012-2013 school year:

<u>Advisor</u>	<u>Club</u>
Gayle Adler	HOSA
Herbert Browne	American Welding Society

Approved, upon the recommendation of the Superintendent, the appointment of Ed Poli as Guest Forensic Instructor for the Academy for Law and Public Safety for a total of 20 days at the rate of \$150 per day for the 2012-2013 school year.

Approved, upon the recommendation of the Superintendent, the appointment of Michael Sala as a Student Teacher in the Health and Physical Education Department for the period October 24 through December 20, 12.

Approved, upon the recommendation of the Superintendent, the appointment of ABS/IELCE Instructors for the period October 10, 2012 through June 30, 2013 as per attached.

Approved, upon the recommendation of the Superintendent, the appointment of the following Accuplacer Proctors for the 2012-2013 school year at the rate of \$33.00 per hour:

Lisa Adams	Mary Anne Hartmann	Susan Phillips
Tina Bibbo	Carol Knapp	Michael Quaglio
Jeffrey Chase	John Knapp	Robin Ravotto
Laura Dessel	Patricia Mann	Jennifer Skomial
Terri Felts	Patricia Mercurio	Eva Ursell
Michael Harriott	Marisa Pelosi	

Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Walter Dichrisanti as Adult Education Construction Instructor, at the rate of \$35.00 per hour for a maximum of 100 hours for the period September 24, 2012 through June 30, 2013.

Approved, upon the recommendation of the Superintendent, the appointment of Gina Marie Winkler as Adult Education Cosmetology/Aesthetics Instructor at the rate of \$35.00 per hour for a maximum of 650 hours for the period November 1, 2012 through June 30, 2013, pending sufficient enrollment.

Approved, upon the recommendation of the Superintendent, the appointment of the following substitute teachers for the 2012-2013 school year:

James Owen  
Allison Pollison  
Jason Schriever  
Karen Wargo

Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Cosmetology Instructors for Remediation for 2.5 hours per day, one day per week from 3:00 – 5:30 p.m. for a total of 15 weeks during the period October 15, 2012 through May 30, 2013 for a total of 37.5 hours (total hours to be shared between all three instructors) at their hourly rate, with funding provided by FY13 Perkins Secondary Grant:

Dana Dandino  
Tina Flechsig  
Patrice O'Keefe

Approved, upon the recommendation of the Superintendent, the appointment of Kathleen Harrington as a Financial Literacy Instructor to teach on on-line course for the period January 1, 2013 through June 30, 2013.

Approved, upon the recommendation of the Superintendent, the appointment of Randy Lovgren as Advisor to the Robotics/Computer Club for the 2012-2013 school year (year of inception ).

Approved, upon the recommendation of the Superintendent, the appointment of Irene Fitzpatrick as Advisor to the International Thespian Society for the 2012-2013 school year. (year of inception).

Approved, upon the recommendation of the Superintendent, the appointment of the following After School medial Teachers for 2.5 hours per day, one day per week, at the rate of \$34.00 per hour effective October 1, 2012 through June 30, 2013, with funding from the FY13 NCLB Title I Grant:

<u>Name</u>	<u>Maximum # Hours</u>
Carolyn Branch	37.5
Andrew Latincsics/Sharon Miller	37.5 (shared)
Michael Quaglio (substitute)	12.5

Roll Call Vote – All present voted yes – Motions carried

### **BUILDINGS AND GROUNDS**

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

Approved, upon the recommendation of the Superintendent, the use of facilities by the Morris County Directors of Special Education for luncheon meetings in the Culinary Dining Room, Building #4, on the following dates:

November 2, 2012  
April 12, 2013

Approved, upon the recommendation of the Superintendent, the use of facilities by the Denville Seniors Chapter II for a luncheon in the Culinary Dining Room, Building #4, on October 29, 2012.

Approved, upon the recommendation of the Superintendent, the use of facilities by Denville Police Athletic League for travel basketball in the gymnasium on the following dates:

October 16, 2012 from 6:00-9:00 p.m.  
October 30, 2012 from 6:00-9:00 p.m.  
November 15, 2012 – March 31, 2013: Mondays and Wednesdays from 6:00-9:00 p.m. and Saturdays from 2:30-5:30 p.m. as school events permit

Approved, upon the recommendation of the Superintendent, the use of facilities by Morris Plains Basketball Association for youth basketball practice in the gymnasium on the following dates:

November 15, 2012 – March 15, 2013: Tuesdays and Thursdays from 6:00-9:00 p.m. and Saturday from 1:00-2:00 p.m. as school events permit

Approved, upon the recommendation of the Superintendent, the use of facilities by the Academy of Visual and Performing Arts Education Foundations for meetings in the Staff Dining Room, Building #1 from 6:30 – 9:00 p.m. on the following dates:

October 18, 2012  
November 20, 2012  
December 11, 2012  
January 17, 2013  
February 12, 2013  
March 12, 2013  
April 23, 2012  
May 21, 2012



proved the submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and Comprehensive Maintenance Three Year Plan, 2011-2012 through 2013-2014 to the County Office.

Roll Call Vote – All present voted yes – Motions carried

**HEARING OF THE PUBLIC-none**

**OLD BUSINESS-**

NJ School Boards Fall Workshop: October 23-25, 2012  
Open House: October 23, 2012

**NEW BUSINESS**

Next board meeting: Thursday, November 1, 2012 at **6:00 p.m.** (annual reorganization and regular business meeting for November)  
QSAC and NJEE4 Committees

**ADJOURNMENT**

tion made by Dr. Serafino, seconded by Judge Stanton to adjourn the meeting at 6:49 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary