

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**November 13, 2012**

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 13, 2012 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Mrs. Barbara Dawson at 6:00 p.m. with a salute to the flag.

Presiding Officer Mrs. 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:

Written notice was given to the official newspapers the Star Ledger and Daily Record/Morristown Newspapers, Inc. by fax or hand delivered on November 6, 2012 which was 48 hours prior to the date of this meeting, and that a copy of the notice was posted on the bulletin board in the Morris County School of Technology, Denville, New Jersey on November 6, 2012 by the Secretary of this Board and a copy of the notice was likewise filed in the Secretary's Office on November 6, 2012 and a copy sent to the Clerk of the Board of Chosen Freeholders of Morris County, the Clerk of the County of Morris and the Clerk of the Township of Denville. Copies of this notice were mailed, by certified mail to all persons who have requested that the Secretary of this Board incorporate into the minutes of this meeting a copy of the notice as above set forth."

**ROLL CALL**

The following Board Members were present: President Mrs. Barbara Dawson, Mr. Larry Colasurdo and Mr. John Hyland.

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

**APPOINTMENT AND ELECTION OF OFFICERS**

Freeholder Appointment to Board of Education

<u>Board Members</u>	<u>Renewal Date</u>
Barbara Dawson	November 2015
Lawrence J. Colasurdo	November 2012
John P. Hyland	November 2013
Honorable Reginald Stanton	November 2014
Dr. Kathleen Serafino	N/A

Appointed Lawrence Colasurdo as a Trustee to the Morris County Vocational School District Board of Education and Mr. John Mills administered the oath of office.

Motion made by Lawrence Colasurdo, seconded by John Hyland to appoint Susan Young as temporary chairperson for the purpose of conducting the election of President and Vice President.

Roll Call Vote - All Present Voting Yes - Motion Carried.

The temporary chairperson called for nominations for the Office of President: John Hyland, seconded by Lawrence Colasurdo nominated Mrs. Dawson. There being no other nominations from the floor, Lawrence Colasurdo, moved, seconded by John Hyland to close nominations for the Office of the President and elected Mrs. Barbara Dawson by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

The temporary chairperson called for nominations for the Office of Vice President: Mr. Colasurdo, seconded by John Hyland nominated Judge Stanton. There being no other nominations from the floor, Mr. Colasurdo moved, seconded by John Hyland to close nominations for the Office of the Vice President and elected Judge Reginald Stanton by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

### **Appointment of Committees**

The following individuals are appointed to serve on committees until the Annual Reorganization Meeting on November 1, 2012:

#### **COMMITTEE MEMBERSHIP FOR 2012-2013**

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
Personnel	Mr. Colasurdo	Mrs. Dawson

### **Appointment of Delegates and Representatives**

Motion made by Judge Stanton, seconded by John Hyland to appoint the following delegates/representatives for the 2012-2013 school year:

Morris County Educational Services Commission: John Hyland

Alternate to the Morris County Educational Services Commission: Judge Stanton

Morris County School Boards Association: Barbara Dawson

Alternate to the Morris County School Boards Association: Judge Stanton

New Jersey School Boards Association: Barbara Dawson

Alternate to the New Jersey School Boards Association: John Hyland

Roll Call Vote - All Present Voting Yes - Motion Carried.

The following reorganization motions made by Mr. Hyland, seconded by Mr. Colasurdo unanimously approved the remainder of the reorganization motions as submitted.

**Meeting Dates**

Established regular meeting dates on the 2<sup>nd</sup> Tuesday of the month at 6 p.m. unless specified otherwise on the below schedule :

December 11, 2012	6:00 P.M.	July 16, 2013	7:30 A.M.
January 8, 2013	6:00 P.M.	(Third Tuesday)	
February 12, 2013	6:00 P.M.	August 13, 2013	7:30 A.M.
March 12, 2013	6:00 P.M.	September 10, 2013	6:00 P.M.
April 9, 2013	6:00 P.M.	October 8, 2013	6:00 P.M.
May 14, 2013	6:00 P.M.	*November 1, 2013	7:30 A.M.
June 11, 2013	6:00 P.M.	(Friday) Annual Reorganization and Regular Business Meeting	

*\*Reorganization Meeting (1<sup>st</sup> day of November by State Statute 18A:54-18.)*

**Third Party Plan Administrator**

Approved P&A Group P as Third Party Plan Administrator for the district's tax shelter annuity plans for the period July 1 – December 31, 2012.

**Code of Ethics**

Adopted the "Code of Ethics for School Board Members" as per the attached.

**Authorizations**

Approved the Board Attorney or in his/her absence, the President, or the Vice President, to act as Board Secretary in the absence of the Board Secretary.

**Worker's Compensation Insurance Pool**

Approved participation in the Morris Essex Insurance Group for Worker's Compensation Insurance Pool for the 2012-2013 school year.

**Curriculum**

Approved the re-adoption of all existing curricula revised to the 2010 New Jersey Core Curriculum Content Standards encompass the New Jersey Core Curriculum Content Standards and new national Common Core Standards in English and Mathematics for the 2012-2013.

**Textbooks**

Approved, the re-adoption of all existing textbooks for the 2012-2013 school year as per attached list.

**Policies and Procedures**

Approved the re-adoption of all existing policies and procedures of the Morris County Vocational School District for the 2012-2013 school year.

**Organization Chart**

Approved, the organization chart as attached.

Roll Call Vote - All Present Voting Yes - Motions Carried.

**REGULAR BUSINESS MEETING**

**CORRESPONDENCE**

Special Education Programs: Meet Requirements

Peggy McDonald  
NJDOE Office of  
Special Education

**SUPERINTENDENT'S REPORT**

The Morris County Renewable Energy Program was presented by Joseph Santaiti, Gabel Associates who proposed solar roof panels at the Denville campus.  
Bud Jones, of Nisivoccia, LLP, presented the 2011-2012 Comprehensive Annual Financial Report noting the district is in good financial condition and discussed the one audit finding.  
Shari Castelli and Mark Menadier presented the QSAC District Performance Reviews and Statement of Assurance including progress to date and next steps.  
Superintendent Scott Moffitt provided a status update on Hurricane Sandy, noting that it had minor impact on the district.

**Information Only:**

Security Drill Log  
Student Incident Report  
Harrassment, Intimidation and Bullying Incident Report

**COMMITTEE PROGRAMS - None**

**HEARING OF THE PUBLIC - None**

**MINUTES**

The following motion made by Mr. Hyland, seconded by Mr. Colasurdo approved the minutes of the Regular and Closed sessions of the Board of Education meeting of October 9, 2012.

Roll Call Vote – Yes: President Dawson and Mr. Hyland  
Abstain: Mr. Colasurdo


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

The following motion made by Mr. Hyland, seconded by Mr. Colasurdo 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 September 2012. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of September 30, 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 September 30, 2012 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.

  
Business Administrator/Board Secretary

11-13-12  
Date

Roll Call Vote – All present voted yes – Motion carried

### **TREASURER'S REPORT**

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

Accepted the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2012.

Roll Call Vote – All present voted yes – Motion carried

### **FINANCE**

The following motions made by Mr. Colasurdo, seconded by Mr. Hyland 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 revised Post-Secondary Collaboration Agreement between the Morris County Vocational School District and the County College of Morris for the period August 1, 2012 through July 31, 2013.

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 2012-2013 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 various vendors as listed below:

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State contract #</u>
Maintenance/Custodial Supplies	MSC Industrial Supply Co., Inc.	#79874

Accepted the 2011-2012 Comprehensive Annual Financial Report (Audit) as submitted by Nisivoccia & Company LLP.

Approved, the Corrective Action Plan for the 2011-2012 Comprehensive Annual Financial Report (Audit).

Roll Call Vote – All present voted yes – Motion carried

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

The following motions made by Mr. Colasurdo, 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 revised 2012-2013 School Safety and Security Plan.

Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily-mandated system of school district performance assessment and is New Jersey's system of education accountability,

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum,

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC)—District Performance Reviews (DPRs) and Statement of Assurance, be and hereby is approved for submission to the NJDOE.

Approved, upon the recommendation of the Superintendent, the following revised curricula:

MSE Academy Geometry  
MSE Academy Social Studies 2 Honors  
MSE Academy Technical Writing  
MSE Academy Math Analysis 2 Honors  
Guidance Counseling

Approved, upon the recommendation of the Superintendent, the revised 2012-2013 school calendar as attached.

Roll Call Vote – All present voted yes – Motion carried

## **POLICIES AND PROCEDURES**

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

Approved, upon the recommendation of the Superintendent, the following revised policy:

#9326            Minutes

Roll Call Vote – All present voted yes – Motion carried

## **PERSONNEL**

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

Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Justine Castellano as a School Library Media Specialist to fulfill a leave of absence at MA Step 1 effective November 5, 2012 through June 30, 2013, pending successful completion of a criminal history background check and pre-employment physical.

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

Jessica Burrows  
Ann Ward

Approved, upon the recommendation of the Superintendent, the appointment of Anna Philhower as an After School Remedial Teacher for 2.5 hours per day, one day per week for a maximum of

37.5 hours at the rate of \$34.00 per hour effective November 14, 2012 through June 30, 2013, with funding from the FY13 NCLB Title I Grant.

Approved, upon the recommendation of the Superintendent, the attached employment contract for Susan Young, Business Administrator, for the period July 1, 2012 through June 30, 2013, as approved by the Morris County Executive County Superintendent of Schools.

Approved, upon the recommendation of the Superintendent, an unpaid leave of absence under the Federal Family Medical Leave Act for Brian Doig, Teacher of Law Enforcement, effective November 8, 2012 for the maximum allowable 12 weeks.

Approved,, upon the recommendation of the Superintendent, the revised job description for Share-Time Special Needs Liaison.

Rescinded, the appointment of Christopher Hurd as JV Basketball Coach for the 2012-2013 school year.

Approved, upon the recommendation of the Superintendent, the appointment of ABS/IELCE Instructors for the period November 14, 2012 through June 30, 2013 as per attached, with funding provided by FY 13 ABS/IELCE Grant.

Approved,, upon the recommendation of the Superintendent, a paid leave of absence under the Federal Family Medical Leave Act for Jennifer Skomial, Teacher of English, effective January 25-March 10, 2013, followed by an unpaid leave of absence under the New Jersey Family Medical Leave Act effective March 11-June 16, 2013.

Approved, upon the recommendation of the Superintendent, the appointment of Bruce Feakins as Weightlifting Club Advisor for the 2012-2013 Winter Season.

Approved, upon the recommendation of the Superintendent, the appointment of Michael Harriott as Weightlifting Club Advisor for the 2013 Spring Season.

Approved,, upon the recommendation of the Superintendent, the appointment of Albert Prentice as Boys JV Basketball Coach for the 2012-2013 school year.

Approved, upon the recommendation of the Superintendent, the appointment of Rick Garcia as a Teacher of Law Enforcement to fulfill a leave of absence at MA30 Step 9 (no step movement on salary guide following settlement of MCVTEA contract) effective November 15, 2012 through June 30, 2013, pending successful completion of a pre-employment physical and criminal history background check.

Roll Call Vote – All present voted yes – Motion carried

## **BUILDINGS AND GROUNDS**

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

Approved, upon the recommendation of the Superintendent, the use of facility by the Morris County Athletic Directors Association on Tuesday, May 7, 2013 and Tuesday, June 4, 2013 from 9:30-11:00 a.m. in the Culinary Dining Room, Building #4, for breakfast meetings.



Approved, upon the recommendation of the Superintendent, the use of facility by Tim Lorencovitz on the following Sundays from 8:00-10:00 a.m. in the gymnasium for men's recreational basketball as school functions permit:

January 6, 13, 27, 2013  
February 3, 10, 24, 2013  
March 3, 10, 2013

Approved, upon the recommendation of the Superintendent, the use of facility by the MCST PTO on Thursday, May 23, 2013 from 3:00-10:00 p.m. in the cafeteria and kitchen for a bingo night fundraiser.

Roll Call Vote – All present voted yes – Motion carried

**HEARING OF THE PUBLIC** – None

**OLD BUSINESS - None**

**NEW BUSINESS**

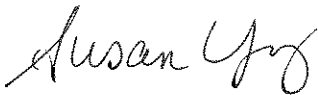
- Special Board Meeting: November 28 or 29, 2012 at 7:30 a.m. to approve MCVTEA contract
- Next Board Meeting will be on December 11, 2012 at 6:00 p.m.

**ADJOURNMENT**

Motion made by Mr. Colasurdo, seconded by John Hyland to adjourn the meeting at 7:07p.m.

Roll Call Vote – All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary