

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

July 16, 2013

A regular meeting of the Morris County Vocational School District held on July 16, 2013 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by Vice President Judge Stanton at 7:30 am. with a salute to the flag.

Presiding Officer Vice President Judge Reginald Stanton 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 November 19, 2012, 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: Vice President Reginald Stanton, Mr. Lawrence Colasurdo and Mr. John Hyland.

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

CORRESPONDENCE - none

SUPERINTENDENT'S REPORT- none

Information Only:

Fire and Security Drill Log
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, to approve the minutes of the Regular and closed Session Meetings of the Board of Education of May 14, 2013.

Roll Call Vote – Yes: 2 Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 1 Judge Stanton
Motion carried

The following motion made by Mr. Colasurdo, seconded by Mr. Hyland, to approve the minutes of the Regular and closed Session Meetings of the Board of Education of June 11, 2013.

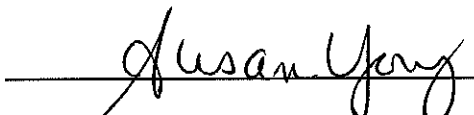
Roll Call Vote – Yes: 3 Judge Stanton, Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 0
Motion carried

BUSINESS ADMINISTRATOR/BOARD SECRETARY'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 May 2013. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of May 31, 2013, 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 May 31, 2013 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.


Business Administrator/Board Secretary

7-16-13
Date

Roll Call Vote – Yes: 3 Judge Stanton, Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 0
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 May 31, 2013.

Roll Call Vote – Yes: 3 Judge Stanton, Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 0
Motion carried

FINANCE

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo 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 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.
- 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 2013-2014 officials and assignor fee schedules as attached.
- E. Accepted, upon the recommendation of the Superintendent, a donation of various tools, materials and periodicals with an approximate value of \$750.00 from Lorraine and George Lees, Lake Hopatcong, New Jersey, for use in the carpentry program, with a letter of appreciation to the donor.
- F. Accepted, upon the recommendation of the Superintendent, FY14 Adult Basic Skills and Integrated English Literacy and Civics Education Grant funds in the amount of \$977,600.
- G. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, there exists a need for the retention of an Auditor,

WHEREAS, funds are available for this purpose, and

WHEREAS, contracts for "Professional Services" under Local Public Contracts Law (N.J.S.A. 18A:18A-5) require an award by the Board of Education by resolution at a public meeting.

The President and Secretary are hereby authorized and directed to execute an agreement with:

Nisivoccia & Company to serve as Auditor for the Board of Education for the 2013-2014 school year at a fee not to exceed \$42,330 (*Auditor for 2012-2013: Nisivoccia & Company*).

This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Contracts Law because:

The Auditors are considered as a "Professional Service" and bids are not required pursuant to N.J.S.A. 18A:18A-5.

- H. Authorized, upon the recommendation of the Superintendent, the Business Administrator to void as of June 30, 2013 the below listed outstanding checks from the General Fund and Payroll accounts:

<u>Check#</u>	<u>Date</u>	<u>Amount</u>	<u>Comments</u>
<u>General Fund</u>			
59204	9/15/10	\$3021.00	voided/reissued
59274	10/13/10	\$726.08	voided/reissued
59375	11/1/10	\$51.94	voided/reissued
59389	11/1/10	\$4309.36	voided/reissued

59489	11/1/10	\$372.83	voided/reissued
59903	2/9/11	\$109.35	voided/reissued

Payroll

15371	9/28/07	\$1504.18	voided/reissued
15372	9/28/07	\$1516.61	voided/reissued
17192	12/15/08	\$4866.65	voided/reissued
19656	11/15/10	\$1568.64	voided/reissued
19996	2/28/11	\$1132.78	voided/reissued
20606	9/15/11	\$1304.21	voided/reissued
20623	9/15/11	\$2305.96	voided/reissued

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

WHEREAS, on June 5, 2013, the Morris County Vocational School District ("District") held a public bid opening for the Automatic Temperature Controls Upgrades project ("Project") as an other capital Project and

WHEREAS, that in accordance with the provisions of N.J.S.A. 18A:18A-22, the District hereby rejected the bids for the Project for the reasons that the lowest bid substantially exceeded the District's cost estimate for the project, and/or the lowest bid substantially exceeded the District's appropriation for the project, and/or the District wanted to substantially revise the specifications for the project; and

WHEREAS, the Business Administrator was authorized to take the steps necessary to substantially revise the specifications for the Project and to re-bid the Project at the appropriate time; and

WHEREAS, the State Department of Education has opened an application process for school districts to apply for ROD grants or Debt Service Aid for eligible school construction projects;

NOW, THEREFORE, BE IT RESOLVED, that the Business Administrator is authorized to resubmit the project requesting the appropriate state funding subject to authorization and approval by the County of Morris.

- J. Approved, upon the recommendation of the Superintendent, the school lunch rates for the 2013-2014 school year as follows:

Student Lunch, Full Paid	\$3.00
Student Lunch, Reduced	\$0.40
Adult Lunch, Standard	\$3.75
Student Breakfast, Full Paid	\$2.00
Student Breakfast, Reduced Paid	\$0.30
Adult Breakfast	\$3.00

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

RESOLVED, that the Morris County Vocational School District hereby approves the deduct change order for the Traffic Realignment and Repaving project which reduces the Contract Sum to \$587,891.48, subject to approval of the final change order language by Board Counsel.

FURTHER RESOLVED, that the Business Administrator is authorized to execute the deduct change order on behalf of the Board.

Roll Call Vote – Yes: 3 Judge Stanton, Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 0
Motion carried

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

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

- A.** Approved, upon the recommendation of the Superintendent, the senior internships for the 2013-2014 school year as per the attached list.
- B.** Accepted, upon the recommendation of the Superintendent, the attached Harrassment, Intimidation and Bullying Report.
- C.** Approved, upon the recommendation of the Superintendent, the following curricula:
 - Spanish 1, 2, 3 and 4 (revised)
 - Foundations of College Mathematics (new)
 - Culinary Arts 4 (new)
 - Multimedia 3 and 4 (revised)
 - Dance 3 and 4 (revised)
 - Environmental Science (revised)
- D.** Approved, upon the recommendation of the Superintendent, a field trip for students to Fairview Lake YMCA Camp and Conference Center, Newton, New Jersey on August 26-27, 2013 for peer leadership training with a total cost to the Board of \$3,555 (30 students and 3 chaperones at \$91 each plus transportation cost of \$552).
- E.** Approved, upon the recommendation of the Superintendent, the Educational Technology Plan for the period July 2013 - June 2016.
- F.** Approved, upon the recommendation of the Superintendent, the attached educational affiliation agreement with St. Clare's Hospital.
- G.** Approved, upon the recommendation of the Superintendent, the attached NJ Department of Labor and Workforce Development Workforce Investment Program agreement.

Roll Call Vote – Yes: 3 Judge Stanton, Mr. Colasurdo and Mr. Hyland.
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 policy:

6171.4 Special Education

- B.** Approved, upon the recommendation of the Superintendent, the following administrative procedure:

3240 Tuition (Refunds – Continuing Education Classes)

Roll Call Vote – Yes: 3 Judge Stanton, Mr. Colasurdo and Mr. Hyland.

No: 0

Abstain: 0

Motion carried

PERSONNEL

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

- A.** Accepted, the resignation of Christina Bacolas, Teacher of Biology, effective June 30, 2013.
- B.** Approved, upon the recommendation of the Superintendent, the appointment of Eric Mason as a Teacher of Law Enforcement at BA Step 10 effective September 1, 2013 through June 30, 2014, pending successful completion of a criminal history background check and pre-employment physical.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of the following individuals to write curricula for the 2013-2014 school year at the rate of \$33.00 per hour, with funding provided by FY14 Perkins Secondary Grant:

<u>Name</u>	<u>Curriculum</u>	<u># Hours</u>
Kevin Conover	Electrical Trades 1 (Revision)	37.5
Kevin Conover	Electrical Trades 2 (Revision)	37.5
Steven Hendricks	Computer Science Grade 9 (New)	50
Steven Hendricks	Computer Science Grade 10 (New)	50
Steven Hendricks	Computer Science Grade 11 (New)	50
Steven Hendricks	Computer Science Grade 12 (New)	50
Scott Malagold	LPS Civil/Criminal Law (New)	50
Eric Mason	LPS Grade 10 (Revision)	37.5
Eric Mason	LPS Grade 11 (Revision)	37.5
Jennifer Skomial	CRC Grade 9 (Revision)	37.5
Jennifer Skomial	CRC Grade 10 (Revision)	37.5
Scott Weems	Carpentry 1 (Revision)	37.5
Scott Weems	Carpentry 2 (Revision)	37.5

- D.** Approved, upon the recommendation of the Superintendent, advancement on the salary guide for Lisa Adams to MA effective September 1, 2013.
- E.** Confirmed and approved, upon the recommendation of the Superintendent, an additional 22.5 hours at the rate of \$34.00 per hour for Carolyn Branch as After School Remedial Teacher for the 2012-2013 school year, with funding provided by FY13 NCLB Grant.
- F.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Regina McNeill and Mary Rooney as instructors for the YTTW Grant sponsored culinary program

for the period June 24-28, 2013 for a maximum of 35 hours each at \$34.00 per hour, with funding provided by the YTTW Grant.

- G.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Edward Netherland as instructor for the YTTW Grant sponsored auto program in July 2013 for a maximum of 35 hours at \$34.00 per hour, with funding provided by the YTTW Grant.
- H.** Approved, upon the recommendation of the Superintendent, a paid leave of absence under the Federal Family Medical Leave Act for Robin Ravotto, School Psychologist, with an anticipated start date of October 18, 2013 through December 1, 2013, using accumulated sick days, followed by an unpaid leave of absence under the New Jersey Family Medical Leave Act effective December 2, 2013 through March 3, 2014.
- I.** Amended, upon the recommendation of the Superintendent, the resolution of June 11, 2013 appointing Helen Zeris as a Child Study Team Secretary (10-month position) at Step 5, prorated annual salary for 10 months, effective September 1, 2013 through June 30, 2014, pending successful completion of a criminal history background check and pre-employment physical examination, with funding provided by FY14 IDEA Grant (change to funding source).
- J.** Awarded, upon the recommendation of the Superintendent, 56.5 sick days to Lynne Jackson as carryover of unused sick days from Morris School District.
- K.** Approved, upon the recommendation of the Superintendent, a maximum of 3 hours each for Lisa Adams and Melissa Eckoff at their hourly rate to attend an IEP meeting on August 14, 2013.
- L.** Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Detention Monitors for the 2013-2014 school year:
 - Dale Bendsak
 - Tina Bibbo
 - Justine Castellano
 - Eric Johnson
 - Dorothy Parker
- M.** Approved, upon the recommendation of the Superintendent, salary increases of 2% each year for the following security guards for the 2012-2013 and 2013-2014 school years:
 - Michael Harriott
 - John Knapp
- N.** Approved, upon the recommendation of the Superintendent, the appointment of substitute teachers, nurses, secretaries, custodians and bus drivers for the 2013-2014 school year as per attached list.

- O. Approved, upon the recommendation of the Superintendent, the appointment of the following Club Advisors for the 2013-2014 school year:

CLUBS	ADVISORS
Chorus	Michael LeRose
Class of 2014	Debra Romano
Class of 2015	Robert Doran and Christine Hietenan
Class of 2016	Lisa Adams and Jennifer Skomial
Class of 2017	Megan Petrucelli
Drama Club	Irene Fitzpatrick
Environmental Club	Timothy Lopreiato
Jazz Band	Michael LeRose
Key Club	Carrie Branch
National Dance Honor Society	Ruth Clark
National Honor Society	Jennifer Skomial
National Technical Honor Society	Jennifer Skomial
Photography Club	Dale Bendsak
Poetry Club	Christine Hietenan
SkillsUSA Advisor Level III	Kimberly Delesky
SkillsUSA Advisor Level III	Robert Doran
Weightlifting Club	FALL: Kevin Brophy

- P. Approved, upon the recommendation of the Superintendent, the appointment of the following Athletic Coaches for the 2013-2014 school year:

SPORT	COACHES
Cross Country - Boys Varsity	Andrew Latincsics
Cross Country - Girls Varsity	Emily Bohn-Drake
Soccer - Boys JV	Kevon Conover
Soccer - Boys Varsity	Scott Malagold
Soccer - Girls Varsity	Michael Harriott
Soccer - Girls JV	Jessica Murphy
Volleyball - Girls JV	Tina Flechsig
Volleyball - Girls Varsity	Gayle Adler
Basketball - Girls JV	Jennifer Berk
Basketball - Girls Varsity	Timothy Gordon
Baseball - Varsity	Kevin Brophy and Michael Quaglio
Golf - Varsity	Tomothy Gordon
Golf - JV	Albert Prentice

- Q. Approved, upon the recommendation of the Superintendent, the appointment of Michael Harriott as Athletic Site Manager for the 2013-2014 winter season.

- R.** Approved, upon the recommendation of the Superintendent, the appointment of Gina DiDomenico as Student Activities Site Manager for the 2013-2014 school year.
- S.** Approved, upon the recommendation of the Superintendent, the appointment of Boris Semeniw as part-time Teacher of Plumbing for the 2013-2014 school year consistent with the resolution (Personnel section) approved at the June 11, 2013 board meeting.
- T.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Susan Woods and Jenifer Laviola as ESL Instructors for 50 hours each at \$32.00 per hour for the period July 1, 2013 through June 30, 2014, with funding via the FY14 ABS/IELCE Grant.
- U.** Approved, upon the recommendation of the Superintendent, the appointment of the part-time Adult Education Instructors for 2013-2014 as per attached list (no salary increase from previous year).
- V.** Accepted, the resignation due to retirement of Miriam Faber, Supervisor of Grants and Program Management, effective December 31, 2013, with appreciation for 20 years of service to the district.
- W.** Approved, upon the recommendation of the Superintendent, the appointment of Michael Greenman as Teacher of Visual Performing Arts/Multimedia at MA+30 Step 4 effective September 1, 2013 through June 30, 2014, pending successful completion of pre-employment physical and criminal history background check and issuance of a standard certificate as Teacher of Interactive Media by the NJ Department of Education, Office of Licensure and Credentials.
- X.** Approved, upon the recommendation of the Superintendent, the appointment of Guillermo Reina as part-time Teacher of Spanish at MA Step 1 effective September 1, 2013 through June 30, 2014 pending successful completion of pre-employment physical and criminal history background check and issuance of a certificate of eligibility as Teacher of Spanish by the NJ Department of Education, Office of Licensure and Credentials.
- Y.** Approved, upon the recommendation of the Superintendent, the appointment of LaToya Evans as Teacher of Biology at MA Step 2 effective September 1, 2013 through June 30, 2014, pending successful completion of a pre-employment physical and criminal history background check.

Roll Call Vote – Yes: 3 Judge Stanton, Mr. Colasurdo and Mr. Hyland.
No: 0
Abstain: 0
Motion carried

HEARING OF THE PUBLIC- none

OLD BUSINESS-

New Jersey School Boards Association Fall Workshop 2013: October 22-24, 2013

NEW BUSINESS

Next Board Meeting: August 13, 2013 at 7:30 a.m.

ADJOURNMENT

Motion made by Mr. Colasurdo seconded by Mr. Hyland to adjourn the meeting at 7:46 a.m.

All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Young". The signature is written in black ink and is positioned above the typed name.

Susan Young, Business Administrator/Board Secretary