

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

November 1, 2013

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2013 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Mrs. Barbara Dawson at 7:36 a.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 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: 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 2016
John P. Hyland	November 2013
Honorable Reginald Stanton	November 2014
Dr. Rosalie Lamonte	N/A

Appointed John Hyland 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.

Judge Stanton entered the meeting.

The temporary chairperson called for nominations for the Office of President: Lawrence Colasurdo, seconded by John Hyland 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, 2014:

COMMITTEE MEMBERSHIP FOR 2013-2014

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

Appointment of Delegates and Representatives

Motion made by John Hyland, seconded by Lawrence Colasurdo to appoint the following delegates/representatives for the 2013-2014 school year:

Morris County Educational Services Commission: John Hyland

Alternate to the Morris County Educational Services Commission: Judge Stanton

Morris County School Boards Association: Lawrence Colasurdo

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

Meeting Dates

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

December 10, 2013	6:00 P.M.	July 15, 2014	7:30 A.M.
January 14, 2014	6:00 P.M.	(Third Tuesday)	
February 11, 2014	6:00 P.M.	August 12, 2014	7:30 A.M.
March 11, 2014	6:00 P.M.	September 9, 2014	6:00 P.M.
April 8, 2014	6:00 P.M.	October 14, 2014	6:00 P.M.
May 13, 2014	6:00 P.M.	*November 3, 2014	7:30 A.M.
June 10, 2014	6:00 P.M.	(Monday) Annual Reorganization and Regular Business Meeting	

**Reorganization Meeting (1st day of November by State Statute 18A:54-18.)*

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 2013-2014 school year.

Curriculum

Approved, the re-adoption of all existing curricula revised to the 2010 New Jersey Core Curriculum Content Standards and 2011 Common Core Standards in Language Arts Literacy and Mathematics for the 2013-2014 school year as per attached list.

Textbooks

Approved, the re-adoption of all existing textbooks for the 2013-2014 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 2013-2014 school year.

Organization Chart

Approved, the organization chart as attached.

Standard Operating Procedures Manual

Approved, the Standard Operating Procedures Manual.

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

REGULAR BUSINESS MEETING

CORRESPONDENCE

2013 National Blue Ribbon Award Recognition

Dr. Rosalie Lamonte
NJ Department of Education

SUPERINTENDENT'S REPORT

Superintendent Scott Moffitt discussed the QSAC: 2013-2014 Statement of Assurance
Business Administrator Susan Young reviewed the 2014-2015 Tentative Budget Calendar

Information Only:

Security Drill Log
Student Incident Report

COMMITTEE PROGRAMS - None

HEARING OF THE PUBLIC - None

MINUTES

The following motion made by Mr. Colasurdo, seconded by Judge Stanton approved the minutes of the Regular session of the Board of Education meeting of October 17, 2013.

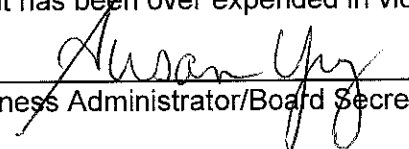
Roll Call Vote – Yes: President Dawson, Judge Stanton and Mr. Colasurdo
Abstain: Mr. Hyland

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

The following motion made by Mr. Colasurdo, seconded by Judge Stanton was 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 September 2013. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of September 30, 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 September 30, 2013 no budgetary line item account has been over expended in violation of N.J. A. C. 6A:23A-16.10.


Business Administrator/Board Secretary

11-1-13
Date

Roll Call Vote – All present voted yes – Motion carried

TREASURER'S REPORT

The following motion made by Mr. Colasurdo, seconded by Judge Stanton 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, 2013.

Roll Call Vote – All present voted yes – Motion carried

FINANCE

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo 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 2013-2014 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.

Accepted, upon the recommendation of the Superintendent, a donation of guest artist services from the Academy for Visual and Performing Arts Educational Foundation with a value of \$1,650, with a letter of appreciation to the donor.

Accepted, upon the recommendation of the Superintendent, a donation from the MCST PTO of a defibrillator with a value of \$1,250.00, with a letter of appreciation to the donor.

Accepted, upon the recommendation of the Superintendent, a donation of a 2002 Ford Taurus with an estimated value of \$3,500.00 from Herman Zowader, Pompton Plains, New Jersey, for use in the auto program, with a letter of appreciation to the donor.

Approved, upon the recommendation of the Superintendent, Change Order #T-005 for a deduct of \$6,088.91 for Topline Construction Corp. which represents credit for the remainder of the contingency allowance. The final contract sum including this change order will be \$581,802.57.

Approved, upon the recommendation of the Superintendent, Change Order #B-002 for \$710.00 for Pennetta Industrial Automation for the cost of cutting openings in existing duct work on seven cabinet heaters. Additional cost of \$710.00 is to be drawn from the \$6,500.00 remaining in the Contingency Allowance. The new contract sum including this change order will be \$419,000.00.

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

WHEREAS, on October 30, 2013, the Morris County Vocational School District ("District") held a public bid opening for the re-bid of the Building Management System (ATC) Upgrades project ("Project"); and

WHEREAS, the District received three (3) bids at the public bid opening as follows;

Bidder	C. Dougherty & Co., Inc.	A.M.E., Inc.	Trane, Inc.
Base Bid	\$515,000	\$518,500	\$540,000
Alternate 1	\$2,500	\$4,500	\$6,860
Alternate 2	(\$48,000)	(\$48,000)	(\$41,000)
Alternate 3	(\$15,000)	(\$16,000)	(\$7,000)

WHEREAS, as indicated above, the lowest numerical bid for the Base Bid (inclusive of all Project Allowances) plus Alternate 1 (additional year warranty including maintenance bond), was submitted by C. Dougherty & Co., Inc., Paterson, New Jersey, with a bid of Five Hundred Seventeen Thousand Five Hundred Dollars (\$517,500.00); and

WHEREAS, the District, in consultation with its Design Professional, has determined C. Dougherty & Co, Inc. to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that in accordance with the provisions of N.J.S.A. 18A:18A-1, et. seq., the District hereby awards a contract for the Project to C. Dougherty & Co., Inc. in the total amount of Five Hundred Seventeen Thousand Five Hundred Dollars (\$517,500.00), which consists of a base bid of Five Hundred Fifteen Thousand Dollars (\$515,000.00) inclusive of all Project Allowances, and a bid of Two Thousand Five Hundred Dollars (\$2,500.00) on Alternate 1; and

BE IT FURTHER RESOLVED, that the District's counsel is authorized to prepare the contract for the Project, transmit same to C. Dougherty & Co, Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from C. Dougherty & Co., Inc., and upon the approval of C. Dougherty & Co., Inc.'s Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the bidders.

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 2013-2014 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 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 2013-2014 New Jersey Quality Single Accountability Continuum (QSAC) Statement of Assurance is approved for submission to the NJDOE.

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

- Child Related Careers – Grade 9
- Child Related Careers – Grade 10

Approved, upon the recommendation of the Superintendent, a field trip for Continuing Adult Education cosmetology students to the Javits Convention Center, New York City, on March 11, 2014 to attend the International Beauty Show.

Approved, upon the recommendation of the Superintendent, a field trip for Continuing Adult Education HVAC students to the Javits Convention Center, New York City, on January 22, 2014 to attend the AHR Expo.

Roll Call Vote – All present voted yes – Motion carried

PERSONNEL

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

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 November 4, 2013 through May 30, 2014 for a total of 37.5 hours (total hours to be shared between all three instructors) at their hourly rate, with funding provided by FY14 Perkins Secondary Grant:

Dana Dandino
Tina Flechsig
Patrice O'Keefe

Approved, upon the recommendation of the Superintendent, the appointment of Jenifer Skomial as Future Educators Association Club Advisor for the 2013-2014 school year (year of inception, no stipend).

Approved, upon the recommendation of the Superintendent, the appointment of Justine Castellano as Book Club Advisor for the 2013-2014 school year (year of inception, no stipend).

Approved, upon the recommendation of the Superintendent, reimbursement to Lynne Jackson in the amount of \$3,300.00 for payment of a mentorship stipend upon successful completion of the New Jersey Leaders to Leaders program.

Approved, upon the recommendation of the Superintendent, the appointment of the following substitute teachers for the 2013-2014 school year:

Anthony Capasso
John Conheeney
Michele Monte
Vivian Sapir

Approved, upon the recommendation of the Superintendent, the appointment of Colleen Pascale as a Forensics Science guest instructor for the Academy for Law and Public Safety for a maximum of 10 days at the rate of \$100.00 per day effective November 4, 2013 through June 30, 2014, with funding provided by FY14 Perkins Secondary Grant.

Approved, upon the recommendation of the Superintendent, the appointment of Louis Rosso as Weightlifting Club Advisor for the Spring 2014 season, pending clearance from First MCO.

Approved, upon the recommendation of the Superintendent, the appointment of Joseph Silversey as JV Basketball Coach for the 2013-2014 school year.

Approved, upon the recommendation of the Superintendent, the appointment of Barbara Stasiak as a volunteer unpaid chaperone to accompany VPA students on field trips for the 2013-2014 school year.

Approved, upon the recommendation of the Superintendent, the appointment of Kyle Kubiak from William Paterson University as a student teacher for Social Studies for the period January 14 – May 1, 2014.

Approved, upon the recommendation of the Superintendent, the appointment of Anthony Hunter from William Paterson University as a practicum student in the Physical Education department for the period February 4 – April 29, 2014.

Accepted, the resignation of Michael Quaglio as Varsity Baseball Coach for the Spring 2014 season.

Approved, upon the recommendation of the Superintendent, the appointment of the following culinary students at \$8.50 per hour to cater culinary functions on an as-needed basis during the 2013-2014 school year:

Sam Cacharach
Kimberly Blewett
Lindsay Bowles
Jason Caproni
Celine Chandonnet
Stephanie Choffo
Brian Cuevas
Elizabeth Filippini
Austin Fullerton
Veronica Gancher

Max Goldstein
Rachael Kaldrovics
Kimberly Kostrowski
Amanda L'Heritier
Jennifer Martin
Alexandra Martinez
Caroline Nelson
David O'Sullivan
Hannah Panza

Isabella Paz
Valentina Romano
Maretta Scognamiglio
Samantha Steele
Cameron Stoia
Victoria Tommasulo
Thomas Valva
Brianna Villari
Brianna Young

Approved, upon the recommendation of the Superintendent, the appointment of Lynne Grossman as Ballet Production Assistant for the 2013-2014 school year at the rate of \$300 per day for a maximum of 25 days, pending successful completion a criminal history background check.

Approved, upon the recommendation of the Superintendent, the appointment of Olena Kapatsyna as a Teacher of Mathematics to fulfill a leave of absence at MA Step 1 with an anticipated start date of December 16, 2013 through June 30, 2014, pending successful completion of a criminal history background check and pre-employment physical examination.

Approved, upon the recommendation of the Superintendent, the appointment of David Keidel as a bus driver after 3:00 p.m. at the rate of \$16.50 per hour during the 2013-2014 school year.

Roll Call Vote – All present voted yes – Motion carried

BUILDINGS AND GROUNDS

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

Approved, upon the recommendation of the Superintendent, the use of facility by the Morris Plains Basketball Association for youth basketball practice in the gymnasium on Saturday, November 16, 2013 from 1:00-3:00 p.m.

Roll Call Vote – All present voted yes – Motion carried

HEARING OF THE PUBLIC – None

OLD BUSINESS – None

NEW BUSINESS

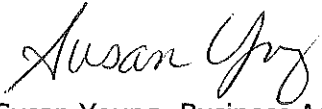
- Possible Special Board Meeting to be scheduled for a bid award
- Next regular Board Meeting will be on December 10, 2013 at 6:00 p.m. Board yearbook photo's to be taken
- December 18th 2013, Blue Ribbon Award Meeting in Trenton

ADJOURNMENT

Motion made by Mr. Colasurdo, seconded by John Hyland to adjourn the meeting at 7:55 a.m.

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

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary