

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**February 11, 2014**

A regular meeting of the Morris County Vocational School District held on February 11, 2014 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 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 5, 2013, 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 Dawson, Judge Stanton, Dr. Rosalie Lamonte, and Mr. John Hyland.

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

**CORRESPONDENCE -**

Invitation to NJ General Assembly Speaker      Assemblyman Anthony Bucco

**SUPERINTENDENT'S REPORT-**

Susan Young distributed and discussed a list of 2014 capital projects tentatively approved by the County Freeholders for funding.

**Information Only:**

- Security Drill Log
- Student Incident Report

**COMMITTEE PROGRAMS – none**

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

**NOTES**

The following motions were made by Judge Stanton, seconded by Dr. Lamonte, to approve the regular and closed session minutes of the meeting of the Board of Education of January 14, 2104.

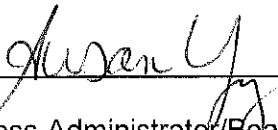
Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

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

The following motion made by Judge Stanton, seconded by Dr. Lamonte 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 December 2013. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of December 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 December 31, 2013 no budgetary line item accounts been overexpended in violation of N.J. A. C. 6A:23A-16.10.

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

2-11-14  
\_\_\_\_\_  
Date

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

**TREASURER'S REPORT**

The following motion made by Judge Stanton, seconded by Dr. Lamonte was approved as submitted.

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending December 31, 2013.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

**ANCE**

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

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

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- B.** 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.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- 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.

Roll Call Vote – Yes: 3 Mrs. Dawson, Judge Stanton, and Mr. Hyland  
No: 0  
Abstain: 1 Dr. Lamonte  
Motion carried

- D.** Approved, upon the recommendation of the Superintendent, the waiver of the district's participation in the SEMI program for 2014-2015:

WHEREAS, N.J.A.C. 6A:23A-5.3(b)2 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2014-2015 school year; and

WHEREAS, the Morris County Vocational School District Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty Medicaid eligible classified students;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2014-2015 school year.

Roll Call Vote – Yes: 3 Mrs. Dawson, Judge Stanton, and Mr. Hyland  
No: 0  
Abstain: 1 Dr. Lamonte  
Motion carried

- E.** Accepted, upon the recommendation of the Superintendent, a donation of equipment from Air Group LLC, Whippany, New Jersey with a value of \$5,355.00, for use in the HVAC program, with a letter of appreciation to the donor.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- F.** Accepted, upon the recommendation of the Superintendent, a donation of specialty hardware for prop boxes from the Minichino family with a value of \$132.77 for use in the VPA program, with a letter of appreciation to the donor.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- G.** Approved, upon the recommendation of the Superintendent, the submission of a budget amendment in the amount of \$6,983 to the FY14 Perkins Secondary Consolidated Grant to redistribute unexpended funds.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- H.** Approved, upon the recommendation of the Superintendent, the submission of a budget amendment in the amount of \$3,780 to the FY14 Perkins Post Secondary Consolidated Grant to redistribute unexpended funds.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

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

WHEREAS, there exists a need for professional services for 2013-2014 and funds are available for these purposes,

WHEREAS, the Public School Contracts Law (Chapter 114, Laws of 1977) requires that the Resolution authorizing the award of contracts for professional services without competitive bids be publicly adopted,

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District that the following be engaged for professional services for DOE Submission/Project Applications for the following work as non-educational facility capital projects as described and in an amount not to exceed:

USA Architects Planners + Interior Designers

USA Project #2014-016 HVAC Upgrades at Bldg #4 & #2 (alt bid) \$44,200

USA Project #2014-017 Access Control + Misc Electrical Upgrades \$46,000

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- J.** Approved, upon the recommendation of the Superintendent, that the Board of Education gives Delegation of Authority to School Business Administrator for supervision of the School Facilities Projects as applicable for the following work as non-educational facility capital projects:

USA Project #2014-016 HVAC Upgrades at Bldg #4 & #2 (alt bid)  
USA Project #2014-017 Access Control + Misc Electrical Upgrades

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- K.** Approved, upon the recommendation of the Superintendent, that the Board of Education authorizes amendments to the district's approved Long Range Facility Plan for the following projects:

USA Project #2014-016 HVAC Upgrades at Bldg #4 & #2 (alt bid)  
USA Project #2014-017 Access Control + Misc Electrical Upgrades

Roll Call Vote – Yes: 3 Mrs. Dawson, Judge Stanton, and Mr. Hyland  
No: 0  
Abstain: 1 Dr. Lamonte  
Motion carried

- L.** Approved, upon the recommendation of the Superintendent, that the Board of Education approves submission to the State Department of Education the project applications for the following work as non-educational facility capital projects requesting debt service aid:

USA Project #2014-016 HVAC Upgrades at Bldg #4 & #2 (alt bid)  
USA Project #2014-017 Access Control + Misc Electrical Upgrades

Roll Call Vote – Yes: 3 Mrs. Dawson, Judge Stanton, and Mr. Hyland  
No: 0  
Abstain: 1 Dr. Lamonte  
Motion carried

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

The following motions made by Mr. Hyland, seconded by Judge Stanton 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.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

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

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- C. Approved, upon the recommendation of the Superintendent, the Memorandum of Understanding for HiSET testing services between Educational Testing Service and Morris County Vocational School District to administer the high school equivalency assessments for the period February 12, 2014 through February 13, 2016 as attached.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- D. Confirmed and approved, upon the recommendation of the Superintendent, a field trip for Health Care Science Academy students to Rutgers-SHRP, Scotch Plains, New Jersey on January 28, 2014 for testing.

Roll Call Vote – Yes: 3 Mrs. Dawson, Judge Stanton, and Mr. Hyland  
No: 0  
Abstain: 1 Dr. Lamonte  
Motion carried

- E. Confirm and approved, upon the recommendation of the Superintendent, a field trip for HOSA students to Mercer County Technical School, Trenton, New Jersey on February 10, 2014 to attend a state board meeting.

Roll Call Vote – Yes: 3 Mrs. Dawson, Judge Stanton, and Mr. Hyland  
No: 0  
Abstain: 1 Dr. Lamonte  
Motion carried

- F. Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2013-2014 school year.

Roll Call Vote – Yes: 3 Mrs. Dawson, Judge Stanton, and Mr. Hyland  
No: 0  
Abstain: 1 Dr. Lamonte  
Motion carried

- G. Approved, upon the recommendation of the Superintendent, the 2013-2014 Comprehensive Equity Plan Statement of Assurance as attached.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

## **POLICIES AND PROCEDURES**

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

- A.** Approved, upon the recommendation of the Superintendent, the first reading of the following revised policy:

#6142.10 Internet Safety

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- B.** Approved, upon the recommendation of the Superintendent, the second reading and adoption of the following new policy:

#2130 Principal Evaluation

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- C.** Approved, upon the recommendation of the Superintendent, the following revised policy:  
# 4131 Staff Development

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

## **PERSONNEL**

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

- A.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of ABS/IELCE instructors effective January 15 through June 30, 2014 as per attached, with funding provided by FY14 ABS/IELCE Grant.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- B.** Approved, upon the recommendation of the Superintendent, the appointment of Amanda Montani as full-time School Psychologist to fulfill a leave of absence at MA+30 Step 4 for the period February 24 through June 30, 2014.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- C.** Accepted, the resignation due to retirement of Michael Carfi, Maintenance Department, effective March 21, 2014.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- D.** Approved, upon the recommendation of the Superintendent, the appointment of Christopher Lewis from Kean University as a student teacher in the physical education department for the period March 17 through May 16, 2014.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

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

William Charlton  
Daniel Fanuele

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- F.** Approved, upon the recommendation of the Superintendent, the appointment of Michael Greenman as Production Director, Multimedia effective February 12 through June 30, 2014.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried



- G.** Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as SkillsUSA Chaperones for the 2013-2014 school year:

John Knapp  
Eric Mason  
Jennifer Skomial

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- H.** Approved, upon the recommendation of the Superintendent, the appointment of Doreeen Fulton as a chaperone and school representative for the 2013-2014 school year to accompany Kevin Fulton to diving tournaments per NJSIAA regulations at no cost to the district.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- I.** Approved, upon the recommendation of the Superintendent, an additional 10 days for Colleen Pascale as a Forensics Science guest instructor for the Academy for Law and Public Safety at the rate of \$100.00 per day effective February 12, 2014 through June 30, 2014, with funding provided by FY14 Perkins Secondary Grant.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- J.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Robert Lynch, as Adult Continuing Education Electrical Instructor for a maximum of 45 hours at the rate of \$35 per hour for the period February 3, 2014 through June 30, 2014.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- K.** Accepted, the resignation due to retirement of Sandra Struble, Adult Basic Skills Instructor, effective March 1, 2014.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- L.** Approved, upon the recommendation of the Superintendent, the appointment of William Majerscak as an Adult Basic Skills Instructor, effective March 1, 2014 through June 30, 2014, for a maximum of 80 hours at the rate of \$31 per hour with funding provided by FY14 ABS/IELCE Grant.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- M.** Approved, upon the recommendation of the Superintendent, the appointment of Lillian Bessas as an Adult Basic Skills Instructor, effective March 1, 2014 through June 30, 2014, for a maximum of 80 hours at the rate of \$32 per hour with funding provided by FY14 ABS/IELCE Grant.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

## **BUILDINGS AND GROUNDS**

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

- A.** Approved, upon the recommendation of the Superintendent, the use of facilities by Morris County Administrators of Special Education on Friday, May 9, 2014 from 12:15 – 2:15 p.m. in the Bldg #4 Culinary Dining Room.

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

- B.** Approved, upon the recommendation of the Superintendent, the use of facilities by Morris United Soccer Club for soccer drills and training in the Gymnasium from 3:30 – 5:30 p.m. on the following dates:

Sunday, February 23, 2014  
Sunday, March 2, 2014  
Sunday, March 9, 2014  
Sunday, March 30, 2014

Roll Call Vote – Yes: 4 Mrs. Dawson, Judge Stanton, Dr. Lamonte, and Mr. Hyland  
No: 0  
Abstain: 0  
Motion carried

**HEARING OF THE PUBLIC- None**

## **OLD BUSINESS-**

- Congressman Lance Visit: February 19, 2014 at 12 noon

## **NEW BUSINESS**

- 2013-2014 School Calendar
- Next Board Meeting: March 11, 2014 at 6:00 p.m.
- Finance Meeting to Discuss Budget @ John Hyland's office- date TBD

## **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:

- Teacher Issue
- Parent Correspondence

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 20 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.

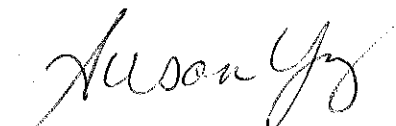
The meeting was recessed at 6:23 pm. and reconvened at 7:47 pm. with the following Board Members present: President Barbara Dawson, Judge Stanton, Dr. Rosalie Lamonte, and Mr. John Hyland. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

## **ADJOURNMENT**

Motion made by Mr. Hyland seconded by Judge Stanton to adjourn the meeting at 7:48 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary