

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**March 10, 2015**

A regular meeting of the Morris County Vocational School District held on March 10, 2015 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:31 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 November 3, 2014 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, Vice President Colasurdo, and Mrs. Dougherty.

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

**CORRESPONDENCE - None**

**SUPERINTENDENT'S REPORT-**

- 2014-2015 Board and District Goals presented by Mr. Moffitt
- Preliminary Grant Approval by NJDOE of a NJ Competitive Grant (Engineering, Design and Manufacturing) for \$353,807
- PARCC- Mr. Moffitt thanked the administration and the technology department for their efforts regarding the PARCC testing process
- Neil Torino presented the 2014-2015 Violence and Vandalism Report (September-December 2014)
- Susan Young presented the 2015-2016 Budget including its key components

**Information Only:**

- Security/Fire Drill Log
- Student Incident Report

**COMMITTEE PROGRAMS – None**

**HEARING OF THE PUBLIC** (related to agenda items only) – The meeting was opened to entertain questions regarding the 2015-2016 district budget. No questions were asked.

**MINUTES**

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

Approved, the minutes of the Regular and Closed Session Meetings of the Board of Education of February 10, 2015 as submitted.

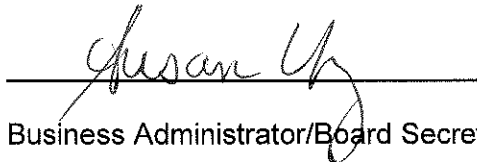
Roll Call Vote – Yes: 2 Mrs. Dawson, Mrs. Dougherty  
No: 0  
Abstain: 1 Mr. Colasurdo  
Motion Carried.

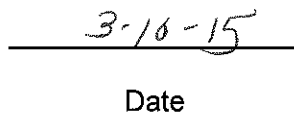
**BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT and TREASURER'S REPORT**

The following motions made by Mr. Colasurdo, seconded by Mrs. Dougherty were 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 January 2015. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of January 31, 2015, 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 January 31, 2015 no budgetary line item account has been over expended in violation of N.J. A. C. 6A:23A-16.10.

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

  
\_\_\_\_\_  
Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending January 31, 2015.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

**FINANCE**

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

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

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- B.** Approved, upon the recommendation of the Superintendent, the following amendments to the 2014/2015 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: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
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, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- D.** Accepted, upon the recommendation of the Superintendent, the donation of a 1999 Volvo S80 from Lucy Duffy, Rockaway, New Jersey, with an estimated value of \$1,125.00, for use in the auto program, with a letter of appreciation to the donor.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- E.** Approved, upon the recommendation of the Superintendent, the acceptance of New Jersey Achievement Coaches Program Grant funds in the amount of \$34,995.00.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- F.** Approved, upon the recommendation of the Superintendent, the following tuition rates for the post secondary programs for the 2015-2016 school year (5% in county rate increase from 2014-2015):

<u>Program</u>	<u>2014-2015</u> <u>In County Rate</u> <u>Rate</u>	<u>2015-2016</u> <u>In County</u> <u>Rate</u>	<u>2014-2015</u> <u>Out of County</u> <u>Rate</u>	<u>2015-2016</u> <u>Out of County Rate</u> <u>Rate</u>
Cosmetology	\$7,783	\$ 8,172	\$ 8,783	\$ 9,172
HVAC	\$8,006	\$ 8,406	\$ 9,006	\$ 9,406
LPN	\$9,642	\$10,124	\$10,642	\$11,124

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0

Abstain: 0  
Motion Carried.

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

WHEREAS, the Board of Education, the governing body of the Morris County Vocational School District, hereby authorizes the submission of the 2015-2016 school year budget to the Board of School Estimate and the Morris County Office of Education;

NOW, THEREFORE, BE IT RESOLVED, that the proposed budget for the 2015-2016 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$16,667,594
Capital Outlay	480,817
Special Schools: Post Secondary	455,959
	<hr/>
TOTAL GENERAL FUND	\$17,604,370

SPECIAL FUNDS:

State Projects	\$ 36,921
Federal Projects	<u>1,296,581</u>
TOTAL SPECIAL REVENUE FUND	\$ 1,333,502

**TOTAL BUDGET** **\$18,937,872**

BE IT FURTHER RESOLVED, that the Board of School Estimate of the Vocational School be requested pursuant to N.J.S.A. 18A:54-28 to certify the following as the amount established to be necessary and to be raised by the county appropriations in support of the proposed budget:

CURRENT EXPENSE

General Fund \$ 6,351,286

TOTAL AMOUNT TO BE RAISED BY COUNTY TAXES \$6,351,286

BE IT FURTHER RESOLVED, that an itemized statement of the proposed budget of the 2015-2016 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

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

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2014-2015 school year was \$55,075; and

WHEREAS, travel and expense reimbursement has reached a total amount \$25,233 as of March 1, 2015;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2015-2016 school year at the sum of \$48,450; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

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

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations:

Legal	\$65,000
Accounting	\$50,000
Architect	\$45,000; and

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2015-2016 school year.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- J. Approved, upon the recommendation of the Superintendent, Change Order #2 for an add of \$6,102.00 for EDC Electric, which represents a charge for adding an Aiphone Video Intercom System at Door #2.2 with \$2,600.00 deducted from the remaining contingency allowance and \$3,502.00 added to the contract sum. The final contract sum including this change order is \$142,102.00.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- K. Approved, upon the recommendation of the Superintendent, that the Board of Education cancels the following DOE project application as it was replaced by USA Project #2014-129 Building Envelop (Stucco) NJDOE State Project # 27-3365-050-15-3000:

NJDOE State Project # 27-3365-050-13-4000

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

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

WHEREAS, the Board of Education of the Morris County Vocational School District is the owner of certain personal property not needed for school purposes; and

WHEREAS, the estimated fair value of the property to be sold exceeds Two Thousand Five Hundred Dollars (\$2,500.00); and

WHEREAS, in accordance with N.J.S.A. 18A:18A-45 and 18A:18A-3, the Board of Education hereby determines and declares that the personal property as per the attached list shall be sold at a publicly advertised sale to the highest bidders as per attached listing.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Board of Education of the Morris County Vocational School District as follows:

That this Board of Education does hereby determine and declare that the personal property owned by the Board of Education and set forth in the attached listing is no longer needed for school purposes.

That in accordance with paragraph one above, this Board of Education does hereby order and direct that the listed personal property be advertised for public sale and sold to the highest bidder. This Board of Education reserves the right to reject any and all bids if in its determination it would be in the best interest of the public to do so.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

**M.** 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 2014-2015 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>
Furniture: Office, Lounge	Steelcase Inc.	81639

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

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

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

**A.** Approved, upon the recommendation of the Superintendent, the senior internships for the 2014-2015 school year as per the attached list.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

**B.** Approved, upon the recommendation of the Superintendent, the attached Harassment, Intimidation and Bullying Report.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- C.** Approved, upon the recommendation of the Superintendent, the 2014-2015 Violence and Vandalism Report for the period September 1, 2014 – December 31, 2014.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- D.** Approved, upon the recommendation of the Superintendent, the attached 2015-2016 school calendar.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- E.** Approved, upon the recommendation of the Superintendent, the attached Articulation Agreement between Ramapo College of New Jersey and Morris County Vocational School District for the 2014-2015 school year.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- F.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2014-2015 school year.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- G.** Approved, upon the recommendation of the Superintendent, a field trip for students from the Law and Public Safety Academy to the New Jersey State Police Museum and Anti Terrorism Center in Ewing Township, New Jersey, on April 15, 2015.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- H.** Approved, upon the recommendation of the Superintendent, a field trip for students from the Law and Public Safety Academy to Bloomingdale's in New York City on May 20, 2015 to observe loss prevention and building security procedures.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.



## **POLICIES AND PROCEDURES**

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

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

5145.7 Gender Identity and Expression

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty

No: 0

Abstain: 0

Motion Carried.

## **PERSONNEL**

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

- A.** Approved, upon the recommendation of the Superintendent, the appointment of the following substitute teachers for the 2014-2015 school year:

Marianne Baggot  
Cheryl Buzby  
Vincent Di Ricco  
Alexandra Landau  
Niseema Pachikara

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty

No: 0

Abstain: 0

Motion Carried.

- B.** Approved, upon the recommendation of the Superintendent, the appointment of the following SkillsUSA Chaperones for the 2014-2015 school year:

Robert Doran  
David Keidel  
Eric Mason  
Daniel Riccio  
Louis Rosso

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty

No: 0

Abstain: 0

Motion Carried.

- C. Accepted, the resignation due to retirement of Michael Orlovsky, Supervisor of Buildings and Grounds, effective July 1, 2015.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- D. Approved, upon the recommendation of the Superintendent, the appointment of Kenneth Rust as an OSHA 10 Instructor at his hourly rate for a maximum of 25 hours to provide OSHA 10 instruction to morning share-time students during the month of April 2015.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- E. Approved, upon the recommendation of the Superintendent, a leave of absence under the Federal Family Medical Leave Act for Tina Alberto, School Social Worker, using accumulated sick days, with an anticipated start date of May 26, 2015 through September 25, 2015, followed by an unpaid leave of absence under the New Jersey Family Medical Leave Act effective September 26, 2015 through December 18, 2015, followed by an unpaid child care leave of absence for the period December 19, 2015 through June 30, 2016.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- F. Approved, upon the recommendation of the Superintendent, additional hours for the following Continuing Adult Education Instructors for the period March 13, 2015 through June 30, 2015:

<u>Name</u>	<u>Position</u>	<u># Additional Hours</u>	<u>Hourly Rate</u>
Carl Carbone	Building Trades/ Plumbing Instructor	35	\$33.00/hour
Francesca Martin	ASL Interpreter	30	\$40.00/hour
Mary Picatello	Health Occupation Instructor	40	\$33.00/hour
Kim Pierson	ASL Interpreter	15	\$40.00/hour
Jennifer Wilhelm	Health Occupation Instructor	15	\$33.00/hour

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

- G.** Approved, upon the recommendation of the Superintendent, the appointment of the following staff members as New Jersey Achievement Coaches for the period March 11, 2015 through October 31, 2015 with a stipend of \$6,000.00, with funding provided by New Jersey Achievement Coaches Program grant:

Lisa Adams  
Katherine Ilardi  
Scott Malagold  
Melissa Sevola

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

### **BUILDINGS AND GROUNDS**

The following motion made by Mrs. Dougherty seconded by Mr. Colasurdo was approved as submitted.

- A.** Approved, upon the recommendation of the Superintendent, the use of facility by Denville Seniors Chapter One on April 29, 2015 for a luncheon in the Building #4 Culinary Dining Room.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

### **HEARING OF THE PUBLIC-**

- Dale Bensak announced that she had achieved the status of a National Board Certified Teacher.

### **OLD BUSINESS-**

- Sports Banquet: Zeris Inn, May 27, 2015, 6:00 p.m.
- Completer Ceremony: June 17, 2015 at 8:30 a.m. and 1:00 p.m.
- Graduation: Mennen Arena, June 22, 2015, 3:00 p.m.

### **NEW BUSINESS**

- Negotiations: March 24, 2015
- Board of School Estimate meeting: March 25, 2015 3:30pm
- Next Board Meeting: April 14, 2015 at **6:30 p.m.**
- Continuing Education Job Fair: April 8, 2015 10:00 a.m. – 2:00 p.m.

## **SUNSHINE RESOLUTION**

The following motion made by Mr. Colasurdo seconded by Mrs. Dougherty 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:

- LPS Contract Renewal
- Land Acquisition
- Personnel Issue
- Superintendent Contract Renewal

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.

## **PERSONNEL**

The following motions made by Mr. Colasurdo seconded by Mrs. Dougherty were approved as submitted.

- A.** Approved, upon the recommendation of the Superintendent, the following resolution:  
Be it resolved that the Board of Education of the Morris County Vocational School District approves the Settlement Agreement and Release between it and Employee #4340; and

Be it further resolved that the Board President is authorized to execute the Agreement on the Board's behalf and the Business Administrator and Superintendent are authorized to undertake any actions required by the Agreement's terms.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty

No: 0

Abstain: 0

Motion Carried.

- B.** Accepted, the resignation (in lieu of possible termination) of Simone D'Alessio III, Custodian, effective March 10, 2015.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty  
No: 0  
Abstain: 0  
Motion Carried.

The meeting was recessed at 6:54 pm. and reconvened at 7:43 pm. with the following Board Members present: President Barbara Dawson, Mr. Colasurdo, and Mrs. Dougherty. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

### **ADJOURNMENT**

Motion made by Mrs. Dougherty seconded by Mr. Colasurdo to adjourn the meeting at 7:51 pm.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary