

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**April 14, 2015**

A regular meeting of the Morris County Vocational School District held on April 14, 2015 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:30 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 –**

Thank You Note: County Clerk Breakfast at MCST

Ann Grossi  
Morris County Clerk

**SUPERINTENDENT'S REPORT-**

Board of School Estimate Meeting March 25, 2015- District 2015-2016 Budget and \$2,061,000 of capital project funding was approved.

Appointment of Susan Young as First Vice President, Executive Committee, New Jersey Association of School Business Officials

Academy for Law and Public Safety Contract- 3 year phaseout at Butler proposed. Freshmen to attend Denville campus.

**Information Only:**

- Security/Fire Drill Log
- Student Incident Report

**COMMITTEE PROGRAMS – None**

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

**MINUTES**

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

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

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

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

The following motions made by Mrs. Dougherty, seconded by Mr. Colasurdo 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 February 2015. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of February 28, 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 February 28, 2015 no budgetary line item account has been over expended in violation of N.J. A. C. 6A:23A-16.10.

                      4-14-15  
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 February 28, 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.** Approved, upon the recommendation of the Superintendent, the acceptance of County Vocational School District Partnership (Competitive) Grant funds in the amount of \$353,807.00.

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

No: 0

Abstain: 0

Motion Carried.

- E.** Accepted, upon the recommendation of the Superintendent, the donation of a 1999 Chrysler Concord from James Abline, Jr., Hopatcong, New Jersey, with an estimated value of \$2,500.00 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.

- F.** Adopted, upon the recommendation of the Superintendent, the following resolution to certify that amount to be raised by the County of Morris for Capital Project funding:

WHEREAS, the estimated cost of the renovations of the façade, flooring upgrades, HVAC rooftop equipment replacements, steel resurfacing, garage door and water main replacements and property acquisition (the "Projects") is \$2,061,000.00, and

WHEREAS, this Board has met and considered the said \$2,061,000.00 and is satisfied that the sum is the amount of money necessary for the purposes set forth.

NOW, THEREFORE, BE IT RESOLVED, that this Board of School Estimate of the Vocational

School in the County of Morris, New Jersey, does hereby fix and determine that \$2,061,000.00 is the amount of money necessary to be raised for Capital Projects for the lawful school purposes consisting of various improvements/renovations to facilities including but not limited to the renovation of buildings at Morris County School of Technology.

BE IT FURTHER RESOLVED, that the certificate of said amount so fixed and determined shall be prepared in accordance with law and one of the said certificates shall be delivered to said Board of Education and the other to the Board of Chosen Freeholders in the County of Morris, New Jersey.

TOTAL AMOUNT TO BE RAISED BY COUNTY OF MORRIS \$2,061,000.00

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 attached Affiliation Agreement for the post secondary HVAC/R program between Morris County Vocational School District and Air Group LLC for the period July 1, 2015 through June 30, 2016.

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 Mrs. Dougherty, seconded by Mr. Colasurdo 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.** Confirmed and approved, upon the recommendation of the Superintendent, a field trip for U.S. History I students on March 24, 2015 to participate in County Government Day in Parsippany, New Jersey.

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 Experiential Learning Program Agreement for Pharmacy Technicians between Morris County Vocational School District and Walgreen Company.

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

### **POLICIES AND PROCEDURES**

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

- A.** Approved, upon the recommendation of the Superintendent, the following revised policies:

5141.8	Concussion and Sports Related Head Injury
6114	Emergencies and Disaster Preparedness
6173	Home Instruction
7110	Long Range Facilities Plan

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

### **PERSONNEL**

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

- A.** Approved, upon the recommendation of the Superintendent, the appointment of JoAnn Marucci as a School Secretary, Business Office, at Step 2 with an anticipated start date of April 15, 2015 through June 30, 2015, pending successful completion of a criminal history background check and pre-employment physical examination.

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

- B.** Accepted the resignation due to retirement of John Knapp, Security Guard, effective June 30, 2015.

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

- C.** Accepted the resignation of Craig Schreiner, part-time Structured Learning Coordinator, effective June 30, 2015.

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

- D.** Approved the submission of the attached employment contract for Scott Moffitt, Superintendent, for the period July 1, 2015 through June 30, 2020 to the Morris County Executive Superintendent for county review and approval.

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 appointment of the following SkillsUSA Chaperones for the 2014-2015 school year:

Scott Kindler  
Edward Netherland  
Denise Trimmer

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

- F.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Timothy Loprieto as a Timekeeper for the 2014-2015 school year at the rate of \$35.00 per game.

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 Gina McNeill and Mary Rooney to cater the Spring Advisory Council meeting on April 15, 2015 and the Morris County Freeholders Volunteer Reception on May 19, 2015 at the rate of \$33.00 per hour for a maximum of 6 hours each per event.

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 attached revised job description for Supervisor of Buildings and Grounds.

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 attendance of the following individuals at the DECA National Conference in Orlando, Florida from April 24-29, 2015:

<u>Student</u>	<u>Advisor</u>
Stephanie Malanka	Kimberly Delesky

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, the appointment of Catherine Mohrle as a part-time Teacher of English to fulfill a leave of absence at BA Step 3 effective May 11, 2015 through June 30, 2015.

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

- K.** Confirmed and approved upon the recommendation of the Superintendent, the appointment of Joseph Silversey as Continuing Education Auto Body Instructor for a maximum of 42 hours at the rate of \$33.00 per hour from March 4 through June 30, 2015.

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

- L.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Charles Dominguez as Continuing Education Welding Instructor for a maximum of 36 hours at the rate of \$33.00 per hour from March 21 through June 30, 2015.

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 appointment of Jo Ann Carroll as Health Occupation Instructor to teach EKG Technology for a maximum of 90 hours at a rate of \$33.00 per hour from June 29 through August 30, 2015.

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

No: 0

Abstain: 0

Motion Carried.

- N.** Approved, upon the recommendation of the Superintendent, the appointment of Mary Picatello as Health Occupation Instructor to teach Phlebotomy for a maximum of 90 hours at a rate of \$33.00 per hour from June 29 through August 30, 2015.

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

No: 0

Abstain: 0

Motion Carried.

- O.** Rescinded the appointment of Steven Orson to revise HVAC/R Apprenticeship Year 1 curriculum for the 2014-2015 school year.

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

No: 0

Abstain: 0

Motion Carried.

- P.** Approved, upon the recommendation of the Superintendent, the appointment of Eugene Devereux to revise HVAC/R Apprenticeship Year 1 curriculum at the rate of \$33.00 per hour for a maximum of 37.5 hours for the 2014-2015 school year, with funding from FY15 Perkins Post Secondary Grant.

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

No: 0

Abstain: 0

Motion Carried.



- Q. Approved, upon the recommendation of the Superintendent, the appointment of Marianne Renna as a part-time Teacher of Special Education at MA Step 5 with an anticipated start date of May 1, 2015 through June 30, 2015, pending successful completion of a criminal history background check and pre-employment physical.

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

- R. Approved, upon the recommendation of the Superintendent, additional hours for the following part-time Continuing Adult Education Instructors for the period April 15 through June 30, 2015:

<u>Name</u>	<u># Additional Hours</u>	<u>Hourly Rate</u>
Kevin Conover	20 hours	\$33.00 per hour
James Miller	26 hours	\$35.00 per hour

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 Mr. Colasurdo seconded by Mrs. Dougherty was approved as submitted.

- A. Approved, upon the recommendation of the Superintendent, the use of facility by the New Jersey Department of Education on April 30, 2015 from 9:00 a.m. to 12 noon in the Bldg #4 Culinary Dining Room for NJSMART training.

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

#### **HEARING OF THE PUBLIC- NONE**

#### **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 Meeting: April 30, 2015 at 5:30 p.m.
- Next Board Meeting: May 12, 2015 at 6:30 p.m.
- Academic Achievement Award Dinner: June 9, 2015 at 6:00 p.m., Hanover Marriott, Route 10, Whippany. Attendees determined.
- June Board Meeting: Date Change – June 11, 2015 6:30 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
- 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** and that action will be taken upon recessing to open session.

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 6:42 pm. and reconvened at 7:02 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.

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

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

- A.** Approved, upon the recommendation of the Superintendent, the Addendum to Agreement Between The Vocational School in the County of Morris and the Board of Education of the Butler Public Schools.

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

## **ADJOURNMENT**

Motion made by Mrs. Dougherty seconded by Mr. Colasurdo to adjourn the meeting at 7:03 pm.

All present voted yes – Motion carried.

Respectfully submitted,

Susan Young, Business Administrator/Board Secretary