

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**September 8, 2015**

A regular meeting of the Morris County Vocational School District held on September 8, 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 p.m. 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 Barbara Dawson, Mr. Lawrence Colasurdo, Mr. John Hyland, and Mr. Roger A. Jinks, Sr.

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

**CORRESPONDENCE-NONE**

**SUPERINTENDENT'S REPORT-**

- Plumbing Program- Announced that it will run full time this year.
- Newsweek 2015 High School Rankings- MCST #147 in the nation (16,000 school evaluated)
  - MSE #3 in the nation
  - Congratulations letter from Governor Christie
- Safety and Security Measures- new "ALICE" protocol will be rolled out.
- 2015 Graduation Data and 2015-2016 Enrollment presented by Shari Castelli.
- School Self-Assessment for Determining HIB Grades presented by Lynne Jackson.
- Senior Citizen Discounts for Continuing Education Programs presented to the board.

**COMMITTEE PROGRAMS**

- Admissions Process recommended for change due to certain testing criteria no longer being available. Presented by Shari Castelli.

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

## **MINUTES**

The following motion made by Mr. Jinks, Sr., seconded by Mr. Colasurdo, was approved as submitted. Approved, the minutes of the Regular and Closed Session Meetings of the Board of Education of August 11, 2015.

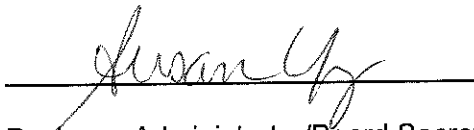
Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo, and Mr. Jinks, Sr.  
No: 0  
Abstain: 1 Mr. Hyland  
Motion Carried.

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

The following motions made by Mr. Jinks, Sr., 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 July 2015. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of July 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 July 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

9-8-15

Date

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

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mr. Jinks, Sr.  
No: 0  
Abstain: 0  
Motion Carried.

## **FINANCE**

The following motions made by Mr. Colasurdo, seconded by Mr. Jinks, Sr. 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 2015/2016 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 fee for the Timekeeper for the 2015-2016 school year at the rate of \$35.00 per game.
- E. Approved, upon the recommendation of the Superintendent, the revised School Physician Agreement for Dr. Maurizio Cervone for the 2015-2016 school year as per attached.
- F. Approved, upon the recommendation of the Superintendent, the submission of a No-Cost Extension Request for FY15 New Jersey Achievement Coach Grant which extends the program until December 31, 2015.
- G. Approved, upon the recommendation of the Superintendent, the appointment of the following VPA guest artists for the 2015-2016 school year:

<u>Name</u>	<u># Days</u>	<u>Rate</u>	<u>Funding Source</u>
10 Hairy Legs	25 days	\$275.00 per day	FY16 Perkins Secondary Grant
Ahmed Bennane	7 days	\$275.00 per day	General Fund
Bettina Bierly	10 days	\$275.00 per day	General Fund
Roman Klima	6 days	\$275.00 per day	General Fund
David Murgittroyd	3 days	\$275.00 per day	General Fund
Lanette Odell	4 days	\$275.00 per day	VPA Drama Student Activities
Michelle Robinson	7 days	\$275.00 per day	General Fund
Scott Tyler	3 days	\$275.00 per day	General Fund

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mr. Jinks, Sr.  
No: 0  
Abstain: 0  
Motion Carried.

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

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

- A. Approved, upon the recommendation of the Superintendent, the senior internships for the 2015-2016 school year as per the attached list.
- B. Approved, upon the recommendation of the Superintendent, that October 5-9, 2015 be recognized as a "Week of Respect" in the Morris County Vocational School District.
- C. Approved, upon the recommendation of the Superintendent, the School Self-Assessment for Determining HIB Grades for the period July 1, 2014 through June 30, 2015 for the following district schools:
  - Morris County School of Technology
  - Academy for Law and Public Safety
  - Academy for Mathematics, Science & Engineering
- D. Approved, upon the recommendation of the Superintendent, a field trip for EDAM students to Norwalt Design, Randolph, New Jersey in October 2015 (actual date to be determined).
- E. Approved, upon the recommendation of the Superintendent, the following field trips for students from the Academy for Education and Learning:

<u>Destination</u>	<u>Date</u>
Celebrate the Children, Denville	September 15, 2015
William Paterson University, Wayne	September 25, 2015

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mr. Jinks, Sr.  
 No: 0  
 Abstain: 0  
 Motion Carried.

**POLICIES AND PROCEDURES**

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

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

5111 Admission to Secondary Programs

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mr. Jinks, Sr.  
 No: 0  
 Abstain: 0  
 Motion Carried.

**PERSONNEL**

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

- A.** Confirmed and approved, upon the recommendation of the Superintendent, the transfer of Kenneth Rust from Teacher of Plumbing (.5 time) to Teacher of Plumbing (full-time) at BA Step 10 for the period September 1, 2015 through June 30, 2016.
- B.** Approved, upon the recommendation of the Superintendent, the appointment of Alexandra Albert as Treasurer of School Monies at the prorated annual salary of \$6,500.00 for the period September 16, 2015 through June 30, 2016.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of Elizabeth Engelberth as a substitute teacher for the 2015-2016 school year.
- D.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Michael Harriott to participate in Project Adventure Practitioner Certification training on September 1, 2015 at his hourly rate, with funding provided by Fund 30.
- E.** Approved, upon the recommendation of the Superintendent, the appointment of Michael LeRose to write new curricula for Music Technology I and Music Technology II at the rate of \$33.00 per hour for a maximum of 25 hours per curriculum for the 2015-2016 school year.
- F.** Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as ABE/IELCE Instructors for the period September 9, 2015 to June 30, 2016 with funding provided by FY16 ABE/IELCE Grant:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u># Hours</u>	
Lilioara Helgiu	Basic Skills Instructor	\$32.00	180 hrs	3hrs/2days/30 weeks
Mary Elizabeth McEntee	ESL Instructor	\$32.00	180 hrs	3hrs/2days/30 weeks

- G.** Approved, upon the recommendation of the Superintendent, the appointment of the following staff members as Timekeepers for the 2015-2016 school year at the rate of \$35.00 per game:

Penny Manser  
Albert Prentice  
Jessica Prentice  
Katherine Whitehead

- H.** Approved, upon the recommendation of the Superintendent, the appointment of Patrice O'Keefe as a Cosmetology Instructor for Remediation for 2015 completers of the high school cosmetology program for a maximum of 8 hours at her hourly rate during the period September 9, 2015 through September 30, 2015.
- I.** Approved, upon the recommendation of the Superintendent, the appointment of Kenneth Grisback as a part-time Continuing Education Professional Sales Instructor at the rate of \$35.00 per hour for a maximum of 40 hours effective September 10, 2015 through June 30, 2016.
- J.** Approved, upon the recommendation of the Superintendent, the appointment of Henrietta Dancik as a part-time Continuing Education Child Care Worker at the rate of \$17.00 per hour for a maximum of 40 hours effective September 10, 2015 through June 30, 2016.
- K.** Accepted the resignation of Leah McDermott, part-time Continuing Education LPN Instructor, effective August 19, 2015.
- L.** Approved, upon the recommendation of the Superintendent, the appointment of Cassie Christie as a part-time Continuing Education LPN Instructor at the rate of \$37.00 per hour for a maximum of 300 hours effective September 10, 2015 through June 30, 2016.
- M.** Accepted the disability retirement of Robert Havas effective October 1, 2015.
- N.** Approved, upon the recommendation of the Superintendent, the appointment of Michael Metzger as a Special Education Teacher at MA Step 5 with an anticipated start date of October 1, 2015, through June 30, 2016 pending successful completion of a criminal history background check and pre-employment physical examination.
- O.** Approved, upon the recommendation of the Superintendent, the appointment of the following faculty members to teach one additional block of instruction for the 2015-2016 school year:

Michael Quaglio  
Marianne Renna

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mr. Jinks, Sr.  
No: 0  
Abstain: 0  
Motion Carried.

## **FACILITIES**

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

- A.** Approved, upon the recommendation of the Superintendent, the use of facility by Morris County Administrators of Special Education for monthly meetings in the Culinary Dining Room, Building #4 from 12:00 p.m. – 3:00 p.m. on the following dates:

November 13, 2015  
March 11, 2016  
May 13, 2016

- B.** Approved, upon the recommendation of the Superintendent, the use of facility by Morris County Athletic Directors Association for monthly meetings in the Culinary Dining Room, Building #4 from 9:30 a.m. – 12:00 p.m. on the following dates:

May 3, 2016  
June 7, 2016

- C.** Approved, upon the recommendation of the Superintendent, the use of facilities by Morris Plains Basketball Association for basketball practices and games in the gymnasium per attached schedule.
- D.** Approved, upon the recommendation of the Superintendent, the use of facilities by Denville PAL Basketball for basketball practices and games in the gymnasium per attached schedule.
- E.** Approved, upon the recommendation of the Superintendent, the use of facility by Morris County Association of School Administrators for monthly meetings in the Culinary Dining Room, Building #4 from 8:30 a.m. – 12:00 p.m. on the following dates:

September 25, 2015  
January 22, 2016  
February 26, 2016

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mr. Jinks, Sr.  
No: 0  
Abstain: 0  
Motion Carried.

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

### **OLD BUSINESS**

- New Jersey School Boards Association Fall Workshop 2015: October 27-29, 2015  
Attending: Barbara Dawson, Lawrence Colasurdo, Mary Dougherty, Roger Jinks, Scott Moffitt, Shari Castelli and Susan Young

### **NEW BUSINESS**

- Freeholder Candidates (Christine Meyers and Debra Smith) Campus Tour: October 1, 2015 at 9:00 a.m.
- MCVTEA Mediation Meeting: October 6, 2015 at 6:00 p.m.
- Next Board Meeting: October 13, 2015 at 6:30 p.m.
- Annual Open House: October 21, 2015 at 6:00 p.m.

### **SUNSHINE RESOLUTION**

The following motion made by Mr. Colasurdo, seconded by Mr. Hyland, 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:

Personnel Issue (sick days)  
Student Enrollment Issue  
Butler Law & Public Safety Academy Contract Issue

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 **15 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 matter, which involves 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 matter under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

The meeting was recessed at 7:31 p.m. and reconvened at 7:42 p.m. with the following Board Members present: President Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, and Mr. Roger A. Jinks, Sr. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

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

Approved, upon the recommendation of the Superintendent, the award of an additional 4.5 sick days less the cost of a substitute to Robert Havas for the 2015-2016 school year.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mr. Jinks, Sr.  
No: 0  
Abstain: 0  
Motion Carried.

## **ADJOURNMENT**

Motion made by Mr. Hyland, seconded by Mr. Jinks, Sr., to adjourn the meeting at 7:43 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary