

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

October 13, 2015

A regular meeting of the Morris County Vocational School District held on October 13, 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, and Mr. John Hyland. Mrs. Mary Dougherty entered the meeting at 6:31 p.m.

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

CORRESPONDENCE-NONE

COMMITTEE PROGRAMS

School Safety and Security Committee Update & Presentation

Chief Christopher Wagner
Officer Rick Duda
Denville Police Department

SUPERINTENDENT'S REPORT-

Reports:

- QSAC: 2015-2016 Statement of Assurances- self assessed @ 100% and submitted for board approval for possible QSAC waiver
Scott Moffitt
- Continuing Education Enrollment and Program Update including Post Secondary, Adult Basic Skills & Enrichment Programs
Irene Schrader & Mike Gowdy
- Violence and Vandalism Report (January – June 2015) - Statistics Reported by Neil Torino
- GASB 68 Potential Statewide CAFR Delay due to lack of data from Division of Pensions
Susan Young
- Ethics Presentation
John M. Mills

Information Only:

- Security Drill Log
- Student Incident Report

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

MINUTES

The following motion made by Mr. Colasurdo, seconded by Mr. Hyland, was approved with the edit that Mr. Hyland abstained from approving the minutes of September 8, 2015.

Approved, the minutes of the Regular and Closed Session Meetings of the Board of Education of September 8, 2015.

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

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

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

10-13-15

Date

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

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mrs. Dougherty.
No: 0
Abstain: 0
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 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 submission of the application for FY16 Perkins Post Secondary Grant Program in the amount of \$117,409.00. This represents the State portion of our allocation.
- E. Approved, upon the recommendation of the Superintendent, the refusal of the Federal portion of the MCVSD allocation for 2015-2016 Perkins Post Secondary Grant funds in the amount of \$6,460.00.
- F. Approved, upon the recommendation of the Superintendent, the dissolution of the Food Function Enterprise Account and the associated transfer of residual equity of \$22,477.10 to the General Fund effective October 13, 2015.
- G. Approved, upon the recommendation of the Superintendent, the transfer of Educational Technology Training Center (ETTC) Enterprise Account residual equity of \$71,678.89 to the General Fund effective October 13, 2015.
- H. Approved, upon the recommendation of the Superintendent, the following resolution:

Resolved, that the Morris County Vocational School District Board of Education approve the expansion of the 2015-2016 school budget due to the receipt of unanticipated Aid for Adult and Post-Graduate Programs revenue as follows:

Revenue:
10-3191-000-000 \$43,694.00

Appropriation:
13-330-100-610-045 \$43,694.00

- I. Approved, upon the recommendation of the Superintendent, Change Order #1 for an add of \$30,922.00 for TEO Technologies, Inc. which represents a charge of \$10,894.00 for additional labor and materials to provide and install (1) one additional unit ventilator within Building #3 and a charge of \$20,028.00 for additional labor and materials to provide and install (2) two duct mounted HWC within Building #4 with \$5,000.00 to be deducted from the contingency allowance resulting in a final contract sum including this change order of \$321,922.00.
- J. 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>
Tammy Klink	13	\$275.00 per day	General Fund
David Landau	5	\$275.00 per day	General Fund
Abe Norfleet	0.5	\$137.50 per half day	General Fund
Jay Seldin	5	\$275.00 per day	General Fund

- K. Approved, upon the recommendation of the Superintendent, the award of the Refuse Collection/Removal Services and Recycling Quote as a whole quote (Quote Items 1-3 inclusive) to

Gaeta Recycling for the initial term of November 1, 2015 through October 31, 2016 subject to all of the terms and conditions of the original quote.

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

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mr. Hyland, seconded by Mrs. Dougherty 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.** Accepted, upon the recommendation of the Superintendent, the attached Harassment, Intimidation and Bullying Report.
- C.** Approved and presented to the public, upon the recommendation of the Superintendent, the Violence and Vandalism Report for the district for the period January 1 – June 30, 2015. Approved, upon the recommendation of the Superintendent, a field trip for EDAM students to Norwalk Design, Randolph, New Jersey in October 2015 (actual date to be determined).
- D.** Declared, upon the recommendation of the Superintendent, October 19 – 23, 2015 as Violence Awareness Week in all schools operated by the Morris County Vocational School District.
- E.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2015-2016 school year.
- F.** Approved, upon the recommendation of the Superintendent, the following field trips for adult continuing education programs:

<u>Program</u>	<u>Date</u>	<u>Destination</u>
Post Secondary Cosmetology	March 8, 2016	International Beauty Show Javits Center, New York City
Post Secondary LPN	April 22, 2016	Body Worlds Exhibit Discovery Times Square New York City
Post Secondary LPN	April 27, 2016	NJ League of Nursing Pines Manor, Edison

- G.** Approved, upon the recommendation of the Superintendent, the 2015-2016 School Safety and Security Plan.
- H.** Approved, upon the recommendation of the Superintendent, the 2015-2016 Crisis Response Plan.
- I.** 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; and

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 2015-2016 New Jersey Quality Single Accountability Continuum (QSAC) Statement of Assurance is approved for submission to the New Jersey Department of Education.

- J.** Approved, upon the recommendation of the Superintendent, the 2015-2016 Foodservice Biosecurity Management Plan.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mrs. Dougherty.

No: 0

Abstain: 0

Motion Carried.

POLICIES AND PROCEDURES

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

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

1330	Use of School Facilities
4112.8	Nepotism

- B.** Approved, upon the recommendation of the Superintendent, the adoption of the following new procedure:

1330	Use of School Facilities: Rules, Regulations and Fee Schedule
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Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, 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.** Accepted the resignation due to retirement of Louis Capasso, Custodian, effective April 1, 2016.
- B.** Accepted the resignation of Catherine Bienkowski as HOSA Advisor for the 2015-2016 school year effective September 15, 2015.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of Catherine Bienkowski and Gayle Adler as HOSA Co-Advisors for the 2015-2016 school year.

- D. Approved, upon the recommendation of the Superintendent, the appointment of the attached list of Culinary Arts students to cater culinary functions on an as-needed basis at the rate of \$8.50 per hour during the 2015-2016 school year.
- E. Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Lynne Grossman as a Ballet Production Assistant at the rate of \$300.00 per day for 13 days for the period September 18, 2015 through June 30, 2016.
- F. Approved, upon the recommendation of the Superintendent, the appointment of the following staff members 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 37.5 hours (total hours to be shared between all three instructors) at their hourly rate for the period October 19, 2015 through June 3, 2016, with funding provided by the FY16 Perkins Secondary Grant:

Dana Dandino
Tina Giraldi
Patrice O'Keefe

- G. Approved, upon the recommendation of the Superintendent, the appointment of the following staff members as Accuplacer Proctors for the 2015-2016 school year at the rate of \$33.00 per hour:

Lisa Adams	Penny Manser
Dale Bendsak	Susan Phillips
Jeffrey Chase	Michael Quaglio
Laura Dessel	Robin Ravotto
Marisa Dillon	Terry Schweon
Michael Harriott	Jennifer Skomial
Mary Anne Hartmann	Eva Ursell
Andrew Latincsics	Helen Zeris
Patricia Mann	

- H. Approved, upon the recommendation of the Superintendent, the appointment of the following Athletic Coaches for the 2015-2016 school year:

Sport	Coach
Basketball - Boys Varsity	Albert J. Prentice
Basketball - Boys JV	Joseph Silversey
Basketball - Girls Varsity	Timothy Gordon
Bowling Varsity	Eric Mason
Baseball - Varsity	Kevin Brophy
Baseball - JV	Kevin Elias
Golf - Varsity	Timothy Gordon
Golf - JV	Albert J. Prentice
Softball - Varsity	Michael Harriott
Softball - JV	Jessica Prentice

- I. Approved, upon the recommendation of the Superintendent, an additional 125 hours for Josephine Sanchez, part-time Adult Continuing Education LPN Instructor, at the rate of \$37.00 per hour for the period October 14, 2015 through June 30, 2016.
- J. Accepted the resignation of Joy Kelsch, ESL Instructor, effective September 22, 2015.

- K. Approved, upon the recommendation of the Superintendent, an additional 180 hours for Elaine Burke, ESL Instructor, at the rate of \$32.00 per hour for the period October 14, 2015 through June 30, 2016, with funding provided by FY16 ABS/IELCE Grant.
- L. Approved, upon the recommendation of the Superintendent, the following allocations for grant funded positions for the 2015-2016 school year:

Name	Position	Amt. Charged*	% of Salary	Grant Source
Susan Sorbera	Business Operations Manager	\$ 9,235	11%	WIOA Title II (ABS)
Shari Castelli	Dir. of Curriculum & Programs	\$ 4,376	3%	County Vocational School Partnership
Aiva Drukovskis	Recruitment Retention Specialist	\$ 63,997	100%	WIOA Title II (ABS)
Tina Steinberg	Special Needs Liaison	\$ 33,000	100%	IDEA
Amanda Montani	School Psychologist	\$ 34,749	50%	IDEA
Robin Ravotto	School Psychologist	\$ 39,305	50%	IDEA
Helen Zeris	Secretary	\$ 25,055	75%	IDEA
Michael Gowdy	Grants Program Manager	\$ 16,065	15%	WIOA Title II (ABS)
		\$ 2,625	2.5%	Apprenticeship (July to Dec.)
		\$ 8,568	8.0%	IDEA
		\$ 9,639	9.0%	Perkins Secondary
		\$ 5,355	5.0%	Perkins Post Secondary
*Does not include Benefits.				

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

FACILITIES

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 Franklin Pierce University Alumni Board of Directors for planning meetings in Building #6 classrooms on the following dates:

March 5, 2016 8:30 a.m. – 4:00 p.m.
 March 6, 2016 8:30 a.m. – 12:00 p.m.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, and Mrs. Dougherty.
 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, Roger Jinks, Scott Moffitt, Shari Castelli and Susan Young
- Annual Open House: October 21, 2015 at 6:00 p.m.
- Mr. Moffitt reported that potential freeholder candidates, Debra Smith and Christine Meyers toured the school.

NEW BUSINESS

- Next Board Meeting: November 2, 2015 at 6:30 p.m. (Reorganization/Regular Business)

Board Attorney John Mills left the meeting.

SUNSHINE RESOLUTION

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

MCVTEA Negotiations

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.

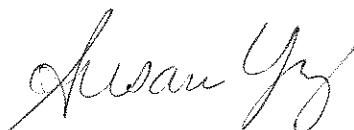
The meeting was recessed at 7:41 p.m. and reconvened at 8:00 p.m. with the following Board Members present: President Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, and Mr. Hyland. Also present were: Superintendent Scott Moffitt and Business Administrator/Board Secretary Susan Young.

ADJOURNMENT

Motion made by Mr. Colasurdo, seconded by Mr. Hyland, to adjourn the meeting at 8:01 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary