

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

March 8, 2016

A regular meeting of the Morris County Vocational School District held on March 8, 2016 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, 2015 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: Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, and Mr. John Hyland.

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

CORRESPONDENCE

- FY 2017 State Budget School Aid

Senator Anthony R. Bucco
Assemblyman Anthony M. Bucco
Assemblyman Michael Carroll

SUPERINTENDENT'S REPORT -

Reports:

- Strategic Plan completed and presented by Charlene Peterson, NJSBA.
- Board Goals formulated with assistance of Charlene Peterson, NJSBA.
- 2016-2017 Budget and associated highlights were presented by Susan Young.
- 2015-2016 School Calendar revised for give back of snow days presented by Scott Moffitt.

Information Only:

- Security 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. Hyland, was approved as submitted.

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of February 10, 2016 with one edit to reflect Mrs. Dougherty's attendance at the meeting.

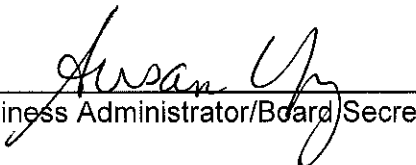
Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.
No: 0
Abstain: 0
Motion Carried.

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

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

- A. 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 2016. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of January 31, 2016, 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, 2016 no budgetary line item account has been over expended in violation of N.J. A. C. 6A:23A-16.10.



Business Administrator/Board Secretary

3-8-16
Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending January 31, 2016.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Mr. Hyland.
No: 0
Abstain: 0
Motions 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.
- 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 attached Agreement between Morris County Vocational School District and the Township of Denville for the Township's establishment and maintenance of a community playground on the school district's property.
- E.** Accepted, upon the recommendation of the Superintendent, the New Jersey Achievement Coach Training Competitive Grant in the amount of \$64,720.00 for the grant period beginning March 1, 2016 through November 30, 2016.

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

WHEREAS, a number of Boards of Education in Morris and Essex Counties have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contains elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Morris County Vocational School District has determined that membership in the MORRIS ESSEX INSURANCE GROUP is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Morris County Vocational School District does hereby agree to renew membership in the MORRIS ESSEX INSURANCE GROUP and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2016 to June 30, 2019.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

- 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 2016-2017 school year budget to the Board of School Estimate and the Morris County Office of Education; (Attachment #11)

NOW, THEREFORE, BE IT RESOLVED, that the proposed budget for the 2016-2017 school year be adopted as follows, being the amount of money estimated to be necessary:

CURRENT EXPENSE:

General Fund	\$17,351,594
Capital Outlay	343,030
Special Schools: Post Secondary	468,008
	<hr/>
TOTAL GENERAL FUND	\$18,162,632

SPECIAL FUNDS:

State Projects	\$ 16,150
Federal Projects	<u>1,294,554</u>
TOTAL SPECIAL REVENUE FUND	\$ 1,310,704

TOTAL BUDGET \$19,473,336

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	<u>\$ 6,351,286</u>
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 2016-2017 school year be delivered to each member of the Board of School Estimate (pending Morris County Office of Education approval).

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 2015-2016 school year was \$48,450; and

WHEREAS, travel and expense reimbursement has reached a total amount \$16,145.58 as of March 1, 2016;

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 2016-2017 school year at the sum of \$45,850; and

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

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	\$72,500
Accounting	\$45,000
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 2016-2017 school year.

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

WHEREAS, the estimated cost of the heating and ventilation deck unit replacements for Buildings #3 and #4 (the "Project") is \$601,000 and

WHEREAS, this Board has met and considered the said \$601,000 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 Education of the Vocational School in the County of Morris, New Jersey, does hereby fix and determine that \$601,000 is the amount of money necessary to be raised for this Capital Project for the lawful school purpose consisting of an improvement/renovation to the buildings at Morris County School of Technology.

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 said amount established to be necessary for the purposes set forth.

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 \$601,000

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

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mrs. Dougherty, seconded by Mr. Hyland, 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, the adoption of the attached 2016-2017 school calendar.
- C.** Approved, upon the recommendation of the Superintendent, the revisions to the 2015-2016 school calendar as attached.
- D.** Approved, upon the recommendation of the Superintendent, the adoption of the following new textbook:
 - Controlling Costs in Food Service
 - Author: Maureen Leugers
 - Publisher: The Goodheart-Willcox Company, Inc.
- E.** Approved, upon the recommendation of the Superintendent, the submission of the proposed 2016-2019 Comprehensive Equity Plan to the Morris County Office of Education for approval.
- F.** Approved, upon the recommendation of the Superintendent, the attached ESEA Accountability Action Plan – 2015 Participation Rate and Assurances for Morris County Vocational School District and Morris County School of Technology.
- G.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2015-2016 school year.

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

No: 0

Abstain: 0

Motions Carried.

POLICIES AND PROCEDURES

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

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

5141.22

Medical Marijuana

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

No: 0

Abstain: 0

Motion Carried.

PERSONNEL

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

- A.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Colleen Pascale as a guest artist for the Academy for Law and Public Safety at the rate of \$225.00 per day for a maximum of 30 days for the period February 26, 2016 through June 30, 2016.
- B.** Approved, upon the recommendation of the Superintendent, the appointment of Michael Bailey as a Teacher of Law Enforcement at MA+30 Step 7 with an anticipated start date of April 1, 2016 through June 30, 2016, pending issuance of a Certificate of Eligibility as a Teacher of Law Enforcement by the New Jersey Department of Education and successful completion of a criminal history background check and pre-employment physical examination.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of Michael Bailey as a CTE substitute teacher for the 2015-2016 school year pending issuance of a CTE Substitute Teacher Certificate for Law Enforcement by the New Jersey Department of Education.
- D.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of the following Placement Test Proctors at the rate of \$33.00 per hour for the 2015-2016 school year:

LaToya Evans
Mary Anne Hartmann
Erin Lowe
Patricia Mann
Jennifer Skomial
Eva Ursell
Gina Visconti
Helen Zeris

- E.** Approved, upon the recommendation of the Superintendent, the appointment of Lanette Odell as a Chaperone for the New Jersey Thespian Festival on March 12, 2016.
- F.** Approved, upon the recommendation of the Superintendent, the appointment of Heather Aschmann as a Substitute Teacher for the 2015-2016 school year.
- G.** Approved, upon the recommendation of the Superintendent, the appointment of the following detention monitors for the 2015-2016 school year:

Dale Bendsak
Richard Duda
Jennifer Skomial

- H.** Approved, upon the recommendation of the Superintendent, the appointment of Athena Borzeka and Michael Gowdy as Affirmative Action Officers for the 2016-2017 school year.
- I.** Approved, upon the recommendation of the Superintendent, the appointment of Judith Behrendt to revise the Continuing Education Medical Assistant curriculum at the rate of \$33.00 per hour for a maximum of 37.5 hours for the 2015-2016 school year, with funding provided by FY16 Perkins Post Secondary Grant.
- J.** Approved, upon the recommendation of the Superintendent, additional hours for the following part-time Continuing Education Instructors for the period March 9, 2016 through June 30, 2016:

<u>Name</u>	<u>Program</u>	<u># Hours</u>	<u>Hourly Rate</u>
John Davis	Electrical	140	\$37.00
Mark DeSanto	Plumbing	150	\$35.00
Charles Dominguez	Welding	15	\$35.00

Michael Reynolds Electrical 150 \$37.00

- K. Approved, upon the recommendation of the Superintendent, the appointment of Kristin Denny as a School Counselor to fulfill a leave of absence at MA Step 2 with an anticipated start date of April 1, 2016 through June 30, 2016, pending successful completion of a criminal history background check and pre-employment physical examination.
- L. Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as NJ Maker Day Workshop Instructors/Supervisors at the rate of \$33.00 per hour for a maximum of 4 hours each on March 19, 2016:

Dale Bendsak
Steven Hendricks
Christine Hietanan

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

FACILITIES

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

- A. Approved, upon the recommendation of the Superintendent, the use of the facility by First Environment, Inc. for 30 parking spaces in the Building #1 parking lot on Tuesday, June 28, 2016 from 9:30 a.m. – 1:30 p.m.

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

HEARING OF THE PUBLIC- NONE

OLD BUSINESS

- Academic Achievement Award Dinner: June 8, 2016 at 6:00 p.m., Hanover Marriott
- Completers Ceremony: June 17, 2016
- Graduation: June 23, 2016 at 3:00 p.m., Mennen Arena

NEW BUSINESS

- Next Board Meeting: April 12, 2016 at 6:30 p.m.
- Sports Award Banquet: May 25, 2016 at 6:00 p.m., Zeris Inn

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:

- BMS Contractor Dispute
- MCVTEA Negotiations Update
- Administrator Association Negotiations Update

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 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 7:04 p.m. and reconvened at 7:20 p.m. with the following Board Members present: Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty, 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 Mrs. Dougherty, to adjourn the meeting at 7:21 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary