

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**April 12, 2016**

A regular meeting of the Morris County Vocational School District held on April 12, 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 email 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, Mr. John Hyland and Mr. Roger Jinks, Sr.

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

**CORRESPONDENCE - NONE**

**SUPERINTENDENT'S REPORT -**

**Reports:**

- 2016 Board Goals - presented by Mr. Moffitt for the Board's approval.
- Strategic Plan: Action Plans - presented by Mr. Moffitt for the Board's approval.
- Board of School Estimate Meeting - Ms. Young noted the Board's approval of the district's 2016-2017 Operating and Capital budgets. Future strategic meetings with the Freeholder liaisons and the Freeholder Director were recommended and agreed to by all Board members.

**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 Mr. Colasurdo, seconded by Mr. Hyland, was approved as submitted.

Approved the minutes of the Regular and Closed Session Meetings of the Board of Education of March 8, 2016 as submitted.

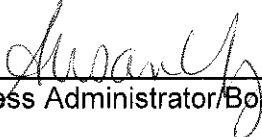
Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo, and Mr. Hyland.  
No: 0  
Abstain: 1 Mr. Jinks  
Motion Carried.

**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.

- 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 February 2016. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of February 29, 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 February 29, 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

4-12-16  
Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending February 29, 2016.

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

**FINANCE**

The following motions made by Mr. Colasurdo, seconded by Mr. Hyland, 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 Collaboration Agreement between the Morris County Vocational School District and the Morris Hills Regional School District for the period July 1, 2016 through June 30, 2017.
- E.** Accepted, upon the recommendation of the Superintendent, the donation of a 2000 Subaru Forester from Lisa Saladino, Kinnelon, New Jersey, with an estimated value of \$1,200.00, for use in the auto programs, with a letter of appreciation to the donor.
- F.** Accepted, upon the recommendation of the Superintendent, a donation from the Morris County School of Technology PTO in the amount of \$2,300.00 to support school programs, with a letter of appreciation to the donor.
- G.** Accepted, upon the recommendation of the Superintendent, a donation of a sheet metal bender from Milton and Harriet Lopaty, Airmont, New York, with an estimated value of \$2,500.00, for use in the welding program, with a letter of appreciation to the donor.
- H.** Accepted, upon the recommendation of the Superintendent, the donation of a 2004 Mazda 6 from Michael Roselle, Denville, New Jersey, with an estimated value of \$2,665.00, for use in the auto programs, with a letter of appreciation to the donor.
- I.** Approved, upon the recommendation of the Superintendent, the appointment of the following VPA guest artist for the 2015-2016 school year:

<u>Name</u>	<u>Rate</u>	<u># Days</u>	<u>Funding Source</u>
Chuck Cavanaugh	\$275.00 per day	1	VPA Theater Arts (Drama) Student Activities Account

- J.** Approved, upon the recommendation of the Superintendent, the attached Memorandum of Understanding between Morris-Sussex-Warren Workforce Development Board and Morris County Vocational School District as a One-Stop System Partner.
- K.** Approved, upon the recommendation of the Superintendent, that the Board of Education gives Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project as applicable for the following work as an educational facility capital project:  
  
USA Project #2016-035 Deck Unit Replacements at Buildings #3 & #4  
NJ State DOE Project #3365-050-16-3000
- L.** Approved, upon the recommendation of the Superintendent, that the Board of Education authorizes amendments to the district's approved Long Range Facility Plan for the following project:  
  
USA Project #2016-035 Deck Unit Replacements at Buildings #3 & #4  
NJ State DOE Project #3365-050-16-3000
- M.** Approved, upon the recommendation of the Superintendent, that the Board of Education approves submission to the State Department of Education the project application for the following work as an educational facility capital project requesting debt service aid:

USA Project #2016-035 Deck Unit Replacements at Buildings #3 & #4  
NJ State DOE Project #3365-050-16-3000

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

WHEREAS, there exists a need for professional services for 2016-2017 and funds are available for these purposes; and

WHEREAS, the Public School Contracts Law (Chapter 114, Laws of 1977) requires that the Resolution authorizing the award of contracts for professional services without competitive bids be publicly adopted.

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District that the following be engaged for professional services for DOE Submission/Project Application for the following work as an educational facility capital project as described and in an amount not to exceed:

USA Architects Planners + Interior Designers

USA Project #2016-035 Deck Unit Replacements at Buildings #3 & #4	\$59,575
NJ State DOE Project #3365-050-16-3000	
DOE Submission	\$ 5,000

- O.** Confirmed and approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS the Washington Township, Morris County, Board of Education has provided a proposal to the Morris County Vocational School District to provide School Bus Maintenance services, and

WHEREAS the Morris County Vocational Board of Education and the Washington Township, Morris County, Board of Education desire to enter into a joint agreement wherein the Washington Township, Morris County, Board of Education will provide the said School Bus Maintenance services, and

WHEREAS the Uniform Shared Services and Consolidation act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract agreement with each other to provide any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities, and

WHEREAS the Morris County Vocational Board of Education and the Washington Township, Morris County, Board of Education are by definition local units under the said law, and the Washington Township, Morris County, Board of Education is empowered by law to provide School Bus Maintenance services, and the provision of School Bus Maintenance services by the Washington Township, Morris County, Board of Education is economically advantageous to the Morris County Vocational Board of Education.

BE IT RESOLVED, that the Morris County Vocational Board of Education and the Washington Township, Morris County, Board of Education hereby agree to enter into the March 15, 2016 to June 30, 2018 shared services arrangement for the provision of School Bus Maintenance services in accordance with N.J.S.A. 40A:65-1 et seq and the Board Secretary is authorized to execute any documents setting forth terms and conditions of the shared services agreement.

- P.** Approved, upon the recommendation of the Superintendent, that the Board of Education is soliciting request for proposals (RFP's) through the Competitive Contracting Process (N.J.S.A. 18A:18A-4.1 et seq.) for the purpose of entering into a contract for school financial software integrated with human resources and payroll software.
- Q.** Approved, upon the recommendation of the Superintendent, the acceptance of FY16 Perkins Secondary Grant funding of \$207,910.00.

- R.** Approved, upon the recommendation of the Superintendent, the acceptance of FY16 Perkins Post Secondary Grant funding for a total amount of \$127,478.00 (\$117,409.00 in the original allocation and additional funding of \$10,069.00).
- S.** Approved, upon the recommendation of the Superintendent, the submission of a budget amendment to FY16 Perkins Post Secondary Grant to reallocate \$7,500.00 in order to properly expend funds and to allocate \$10,069.00 in additional vocational funds awarded to the district on March 28, 2016.

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

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

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

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

- C.** Approved, upon the recommendation of the Superintendent, the attached 2016-2017 Middle College Program Articulation Agreement between Morris County Vocational School District and Fairleigh Dickinson University.

Roll Call Vote – Yes: 2 Mr. Colasurdo, and Mr. Hyland.  
No: 0  
Abstain: 2 Mrs. Dawson, and Mr. Jinks.  
Motion Carried.

- D.** Confirmed and approved, upon the recommendation of the Superintendent, a field trip for 9<sup>th</sup> grade students to County College of Morris, Randolph, New Jersey, on April 8, 2016 to attend a "Women in STEM Careers" program.

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

- E.** Approved, upon the recommendation of the Superintendent, the attached list of field trips for the 2015-2016 school year.

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

- F.** Approved, upon the recommendation of the Superintendent, the attached 2016-2021 Strategic Plan.

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

- G.** Approved, upon the recommendation of the Superintendent, an agreement with the American Welding Society to house their New Jersey Section Library at the Morris County School of Technology.

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

## **POLICIES AND PROCEDURES**

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

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

3542            School Food Service/Charge Meal

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

## **PERSONNEL**

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

- A.** Confirmed and approved, upon the recommendation of the Superintendent, the appointment of Scott Malagold to grade projects for LPS Academy students on the Butler campus on March 8 and 9, 2016 for a maximum of 3 hours at his hourly rate.
- B.** Approved, upon the recommendation of the Superintendent, the appointment of the following substitute teachers for the 2015-2016 school year:

Richard Koval  
Nicole Olcott

- C. Approved, upon the recommendation of the Superintendent, an extended unpaid leave of absence for Antonietta Alberto, School Social Worker, for the period September 1, 2016 through March 14, 2017.
- D. Approved, upon the recommendation of the Superintendent, the appointment of James Farley from William Paterson University as a student teacher in the Physical Education Department for the period September 2, 2016 through December 8, 2016.
- E. Approved, upon the recommendation of the Superintendent, the appointment of Regina McNeill to cater the Freeholders Volunteer Reception on May 17, 2016 at the rate of \$33.00 per hour for a maximum of 6 hours.
- F. Approved, upon the recommendation of the Superintendent, the appointment of Alex Whiteman as a full-time Evening Custodian at Step 1 Grade A with an anticipated start date of May 1, 2016 through June 30, 2016, pending successful completion of a criminal history background check and pre-employment physical.
- G. Approved, upon the recommendation of the Superintendent, the appointment of Barbara Frasca as a part-time Cosmetology Instructor for remediation for the period June 13, 2016 through June 30, 2016 for a maximum of 30 hours at her hourly rate.
- H. Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Assessment Test Developers for the Apprenticeship Programs at the rate of \$35.00 per hour for a maximum of 2.5 hours per program effective April 13, 2016 with final approved product completed by May 15, 2016, with funding provided by FY15 County Apprenticeship Coordinator Grant:

<u>Name</u>	<u>Program</u>
Carl Carbone	Plumbing
Michael Reynolds	Electrical

- I. Approved, upon the recommendation of the Superintendent, additional hours for the following part-time Adult Continuing Education staff members for the period April 13, 2016 through June 30, 2016, with funding provided by FY16 WIOA Grant:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u># Additional Hours</u>
Ingrid Harpaul	Basic Skills Instructor	\$32.00	12
Elizabeth McEntee	ESL Instructor	\$32.00	8
Darlene Moore	Registration Aide	\$25.00	25
Theresa Whalen	ESL Instructor	\$32.00	8

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

**FACILITIES**

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

- A. Approved, upon the recommendation of the Superintendent, the use of the facilities by the MCST PTO for a car wash fundraiser in the main parking lot of Building #1 from 8:00 a.m. – 1:00 p.m. on Saturday, April 30, 2016, with a rain date of Saturday, May 14, 2016.

- B.** Approved, upon the recommendation of the Superintendent, the use of the facilities by the Morris Plains Basketball Association for youth basketball practices in the gymnasium from 6:00 p.m. – 8:00 p.m. on the following dates:

April 20, 2016	June 8, 2016
April 27, 2016	June 15, 2016
May 25, 2016	June 22, 2106

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

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

### **OLD BUSINESS**

- Sports Award Banquet: May 25, 2016 at 6:00 p.m., Zeris Inn
- Academic Achievement Award Dinner: June 8, 2016 at 6:00 p.m., Hanover Marriott
- Completers Ceremony: June 17, 2016 at 8:30 a.m. and 1:00 p.m.
- Graduation: June 23, 2016 at 3:00 p.m., Mennen Arena

### **NEW BUSINESS**

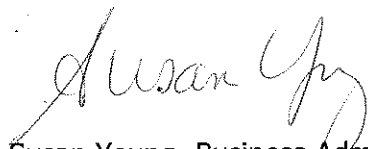
- Next Board Meeting: May 10, 2016 at 6:30 p.m.

### **ADJOURNMENT**

Motion made by Mr. Jinks, seconded by Mr. Colasurdo, to adjourn the meeting at 6:53 p.m.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary