

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

August 11, 2015

A regular meeting of the Morris County Vocational School District held on August 11, 2015 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 7:33 a.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, Mrs. Mary Dougherty, and Mr. Roger A. Jinks, Sr.

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

CORRESPONDENCE-NONE

SUPERINTENDENT'S REPORT-

- Strategic Planning 3D Model- Mr. Moffitt explained proposal to conduct Strategic Planning with the assistance of NJSBA.
- Admissions Process/PARCC- Mr. Moffitt explained the admissions process would have to be revised due to the replacement of NJASK with PARCC.
- Fox Hill Playground- Meeting held with Mayor & neighborhood committee
- Capital Projects Update- Powerpoint presentation by Ms. Young of Summer 2015 capital project construction.

COMMITTEE PROGRAMS – None

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

MINUTES

The following motion made by Mr. Colasurdo, seconded by Mr. Jinks, Sr. was approved as submitted. Approved, the minutes of the Regular and Closed Session Meetings of the Board of Education of July 14, 2015.

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

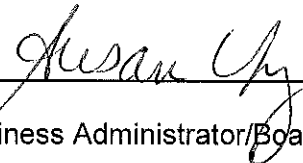
Abstain: 1 Mrs. Dougherty
Motion Carried.

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

The following motions made by Mr. Colasurdo, seconded by Mr. Jinks, Sr., 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 June 2015. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of June 30, 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 June 30, 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

8-26-15

Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending June 30, 2015.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, 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 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.
- 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. Accepted, upon the recommendation of the Superintendent, a donation of beauty supplies, tools and materials from Hillary's Beauty Supply, Landing, New Jersey, with an estimated value of \$3,167.88 for use in the cosmetology program, with a letter of appreciation to the donor.

- E.** Accepted, upon the recommendation of the Superintendent, the donation of a 2000 Chevrolet Cavalier from Scott Swan, Rockaway, New Jersey, with an estimated value of \$1,250.00, for use in the auto service technology program, with a letter of appreciation to the donor.
- F.** 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.
- G.** Approved, upon the recommendation of the Superintendent, the attached Agreement with AHS Hospital Corporation/Overlook Medical Center Campus for athletic training services for the 2015-2016 school year (no change in annual fee from previous year).
- H.** Accepted, upon the recommendation of the Superintendent, the Notice of Obligation to extend the FY2015 County Apprenticeship Coordinator Grant Program period of performance and to provide an additional \$9,500.00 in additional funding. The additional funding will increase the FY2015 allocation from \$19,000.00 to \$28,500.00 and extend the contract to December 31, 2015.
- I.** Accepted, upon the recommendation of the Superintendent, the Notice of Obligation for the FY2016 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program for the period of July 1, 2015 to June 30, 2016 in the amount of \$641,050.00.
- J.** Approved, upon the recommendation of the Superintendent, the renewal of the long term disability plan (Policy # 603278 001) for Administrators and Non Represented Employees with Unum for the period June 1, 2015 through May 31, 2016, with the same terms and premium rate (.0031 of covered salary) as the prior year.
- K.** Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, there exists a need for the retention of site and civil professional services including professional engineers, licensed land surveyors, licensed site remediation professionals and professional planners; and

WHEREAS, funds are available for these purposes, and

WHEREAS, contracts for "Professional Services" under Local Public Contracts Law (N.J.S.A. 18A:18A 5) require an award by the Board of Education by resolution at a public meeting.

The President and Secretary are hereby authorized and directed to execute an agreement with:

Maser Consulting P.A. to serve as site and civil professionals to the Board of Education for the 2015-2016 school year per the rate schedule attached.

These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Contracts Law because:

The services of licensed engineers et al. are considered "Professional Services" under the provisions of the Local Public Contracts Law because such services are of such qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids (0% increase from previous year).

- L.** Approved, upon the recommendation of the Superintendent, Change Order #1 for an add of \$5,000.00 for Spartan Construction which represents a charge for additional materials to provide and install three (3) roof access ladders to be deducted from the \$5,000.00 contingency allowance. The final contract sum including this change order remains as \$172,500.00.

- M.** Approved, upon the recommendation of the Superintendent, Change Order #1 for an add of \$5,000.00 for NEIE which represents a charge for additional materials to provide and install additional 0.050 aluminum window sills at all second floor locations where sills are not presently installed to be deducted from the \$5,000.00 contingency allowance. The final contract sum including this change order remains as \$195,700.00.
- N.** Approved, upon the recommendation of the Superintendent, the Strategic Planning 3D Model Contract Agreement between the Morris County Vocational School District Board of Education and New Jersey School Boards Association as attached.
- O.** Approved, upon the recommendation of the Superintendent, the Morris County Educational Services Commission rates for field trip, athletic and late bus services for the 2015-2016 school year as attached.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty, and Mr. Jinks, Sr.
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 2015-2016 school year as per the attached list.
- B.** Approved, upon the recommendation of the Superintendent, the revised 2015-2016 school calendar as attached (change to school hours).
- C.** Approved, upon the recommendation of the Superintendent, the articulation agreement between Seton Hall University and Morris County Vocational School District effective September 1, 2015 as attached.

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

PERSONNEL

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

- A.** Accepted, the resignation of Patricia MacKenzie, Treasurer of School Moneys, effective August 31, 2015.
- B.** Approved, upon the recommendation of the Superintendent, the attached job description for Treasurer of School Moneys.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of substitute teachers, nurses, secretaries, custodians and security guards for the 2015-2016 school year as per attached list.
- D.** Approved, upon the recommendation of the Superintendent, the appointment of Robert Jeannette as a bus driver after regular school hours for the 2015-2016 school year at his hourly rate.

- E.** Approved, upon the recommendation of the Superintendent, the appointment of Erin Lowe as a School Secretary, Athletic Office, at Step 5 with an anticipated start date of September 1, 2015 through June 30, 2016, pending successful completion of a criminal history background check and pre-employment physical examination.
- F.** Approved, upon the recommendation of the Superintendent, the appointment of Tina Steinberg as a Special Needs Liaison, effective September 1, 2015 through June 30, 2016, for a maximum of 440 hours at the rate of \$75.00 per hour with funding provided by the FY16 IDEA Grant Program (no change in hours or hourly rate from previous year).
- G.** Approved, upon the recommendation of the Superintendent, the appointment of the following faculty members as club advisors for the 2015-2016 school year.

<u>Advisor</u>	<u>Club</u>
Julia Ioannou and Marisa Pelosi	Gay Straight Alliance Club
Marilynn Donahue	Multicultural Club

- H.** Approved, upon the recommendation of the Superintendent, the appointment of the following staff members to participate in Project Adventure Practitioner Certification training on August 28, 29, 30 and 31, 2015 at their hourly rate, with funding provided by Fund 30:

Gayle Adler
Kevin Brophy
Michael Harriott
Kristen Maday
Albert Prentice
Jessica Prentice

- I.** Approved, upon the recommendation of the Superintendent, the appointment of the following faculty members as Master Teachers for the 2015-2016 school year with a stipend of \$5,000.00 each:

Lisa Adams	Humanities
Katherine Ilardi	Science and Mathematics
Melissa Sevola	CTE Human Services
Scott Malagold	CTE Trade and Industrial

- J.** 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:

Emily Bohn-Drake
Robert Doran
Melissa Eckoff
Irene Fitzpatrick
Andrew Latincsics
Jennifer Pien
Tania Saez
Danah Younce

- K.** Approved, upon the recommendation of the Superintendent, additional days for the following faculty members at their hourly rate to reassemble their classrooms after completion of summer construction projects during the period August 12, 2015 through August 31, 2015:

<u>Name</u>	<u>Maximum Days</u>
Herbert Browne	3
Eric Johnson	3
Regina McNeil	0.5

- L.** Approved, upon the recommendation of the Superintendent, a maximum of 2 hours for Michael LeRose to attend an IEP meeting during the period August 12, 2015 through August 31, 2015 at his hourly rate.
- M.** Approved, upon the recommendation of the Superintendent, the appointment of the part-time Adult Continuing Education and Post Secondary Instructors for the 2015-2016 school year as per attached list (6% increase – last salary increase was for 2011-2012 school year).
- N.** Approved, upon the recommendation of the Superintendent, the appointment of April Stearns as a part-time Culinary Arts Assistant at the rate of \$35.00 per hour for 3.5 hours per day not to exceed 25 hours per week for the period September 1, 2015 through June 30, 2016, pending successful completion of a criminal history background check and pre-employment physical.
- O.** Approved, upon the recommendation of the Superintendent, the appointment of Jackie Graulich as a School Secretary, Principal's Office, at Step 7 with an anticipated start date of September 1, 2015 through June 30, 2016, pending successful completion of a criminal history background check and pre-employment physical examination.
- P.** Accepted, upon the recommendation of the Superintendent, the anticipated disability retirement of Robert Havas, Special Education Teacher, effective October 1, 2015.
- Q.** Approved, upon the recommendation of the Superintendent, the appointment of Jennifer Schweitzer as a Social Studies Teacher to fulfill a leave of absence at MA Step 1 with an anticipated start date of September 1, 2015, pending successful completion of a criminal history background check and pre-employment physical.
- R.** Accepted, the resignation due to retirement of Robert Jeannette, Custodian, effective January 1, 2016.

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

FACILITIES

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

- A.** Approved, upon the recommendation of the Superintendent, the use of facility by the MCST PTO for meetings in the Staff Dining Room, Building #1 from 7:00 – 9:00 p.m. on the following dates:

September 15, 2015	March 16, 2016
November 18, 2015	May 17, 2016
January 20, 2016	

- B.** Approved, upon the recommendation of the Superintendent, the use of facility by the MCST PTO for a Vera Bradley Bingo Night fundraiser in the Building #1 Cafeteria from 6:00 – 10:00 p.m. on the following dates:

November 13, 2015
April 29, 2016

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

HEARING OF THE PUBLIC- Mr. Kiener expressed his concern with the opening day registration for Adult Education courses regarding difficulties with a new computer system. Additionally he expressed disappointment with the elimination of the senior citizen discounts.

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

- Next Board Meeting: September 8, 2015 at **6:30 p.m.**
- Mrs. Dougherty updated the board on a new collaboration between Family Promise, Mrs. Wilson's Halfway House and the MCVSD's cosmetology program to provide services to their clients.

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:

- NJ Office of Civil Rights Complaint (student issue)
- Civil Lawsuit (student issue)
- Land Acquisition
- Personnel Issue (recommended disciplinary action)

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**.

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 8:15 a.m. and reconvened at 8:45 a.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 and Business Administrator/Board Secretary Susan Young.

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

Approved, upon the recommendation of the Superintendent, the withholding of salary increment for the 2015-2016 school year (no adjustment or employment increment) for employee #4184.

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

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Mr. Colasurdo, to adjourn the meeting at 8:46 am.

All present voted yes – Motion carried.

Respectfully submitted,



Susan Young, Business Administrator/Board Secretary