

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
Reorganization/Regular Business Meeting

November 2, 2015

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 2, 2015 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Mrs. Barbara Dawson at 6:30 p.m. with a salute to the flag.

Presiding Officer Mrs. 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:

Written notice was given to the official newspapers the Star Ledger and Daily Record/Morristown Newspapers, Inc. by fax or hand delivered 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: President Mrs. Barbara Dawson, Mr. Larry Colasurdo, Mr. John Hyland, Mrs. Mary Dougherty, and Mr. Roger A. Jinks, Sr.

Also present were: Director of Curriculum and Programs Shari Castelli, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

APPOINTMENT AND ELECTION OF OFFICERS

Freeholder Appointment to Board of Education

<u>Board Members</u>	<u>Renewal Date</u>
Barbara Dawson	November 2019
Lawrence J. Colasurdo	November 2016
John P. Hyland	November 2017
Mary Dougherty	November 2018
Roger A. Jinks, Sr.	N/A

Appointed Barbara Dawson as a Trustee to the Morris County Vocational School District Board of Education. Mr. John Mills administered the oath of office.

Motion made by John Hyland, seconded by Larry Colasurdo to appoint Susan Young as temporary chairperson for the purpose of conducting the election of President and Vice President.

Roll Call Vote - All Present Voting Yes - Motion Carried.

The temporary chairperson called for nominations for the Office of President: Lawrence Colasurdo, seconded by Mary Dougherty nominated Mrs. Dawson. There being no other nominations from the floor, Mary Dougherty, moved, seconded by Lawrence Colasurdo to close nominations for the Office of the President and elected Mrs. Barbara Dawson by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

The temporary chairperson called for nominations for the Office of Vice President: Mr. Hyland seconded by Mary Dougherty nominated Larry Colasurdo. There being no other nominations from the floor, Mr. Hyland moved, seconded by Mary Dougherty to close nominations for the Office of the Vice President and elected Larry Colasurdo by acclamation.

Roll Call Vote - All Present Voting Yes - Motion Carried.

Appointment of Committees

The following individuals are appointed to serve on committees until the Annual Reorganization Meeting on November 1, 2016:

COMMITTEE MEMBERSHIP FOR 2015-2016

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
Personnel	Mr. Colasurdo	Mrs. Dawson
Finance	Mr. Hyland	Mrs. Dougherty

Appointment of Delegates and Representatives

Motion made by John Hyland, seconded by Lawrence Colasurdo to appoint the following delegates/representatives for the 2015-2016 school year:

Morris County Educational Services Commission: Mary Dougherty

Alternate to the Morris County Educational Services Commission: John Hyland

Morris County School Boards Association: Barbara Dawson

Alternate to the Morris County School Boards Association: Larry Colasurdo

New Jersey School Boards Association: Barbara Dawson

Alternate to the New Jersey School Boards Association: John Hyland

Morris County Board of School Estimate: John Hyland

Alternate to the Morris County Board of School Estimate: Barbara Dawson

Roll Call Vote - All Present Voting Yes - Motion Carried.

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

Meeting Dates

Established regular meeting dates on the 2nd Tuesday of the month at 6:30 p.m. unless specified otherwise on the below schedule :

December 8, 2015	6:30 P.M.	July 12, 2016	7:30 A.M.
January 12, 2016	6:30 P.M.	August 9, 2016	7:30 A.M.
February 9, 2016	6:30 P.M.	September 13, 2016	6:30 P.M.
March 8, 2016	6:30 P.M.	October 11, 2016	6:30 P.M.
April 12, 2016	6:30 P.M.	*November 1, 2016	6:30 P.M.
May 10, 2016	6:30 P.M.	(Tuesday) Annual Reorganization	
June 14, 2016	6:30 P.M.	and Regular Business Meeting	

**Reorganization Meeting (1st day of November by State Statute 18A:54-18.)*

Code of Ethics

Adopted the "Code of Ethics for School Board Members" as per the attached.

Authorizations

Approved the Board Attorney or in his/her absence, the President, or the Vice President, to act as Board Secretary in the absence of the Board Secretary.

Curriculum

Approved, the re-adoption of all existing curricula revised to the 2010 New Jersey Core Curriculum Content Standards and 2011 Common Core Standards in Language Arts Literacy and Mathematics for the 2015-2016 school year as per attached list.

Textbooks

Approved, the re-adoption of all existing textbooks for the 2015-2016 school year as per attached list.

Policies and Procedures

Approved the re-adoption of all existing policies and procedures of the Morris County Vocational School District for the 2015-2016 school year.

Organization Chart

Approved, the organization chart as attached.

Standard Operating Procedures Manual

Approved, the Standard Operating Procedures Manual.

Roll Call Vote - All Present Voting Yes - Motions Carried.

REGULAR BUSINESS MEETING

CORRESPONDENCE - None

SUPERINTENDENT'S REPORT

Reports:

- Open House Update from Shari Castelli- Standing Room only both sessions on October 21st with parking complaints from the town.
- 2016-2017 Tentative Budget Calendar presented by Susan Young.

Information Only:

- Security Drill Log
- Student Incident Report

COMMITTEE PROGRAMS - None

HEARING OF THE PUBLIC - 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 October 13, 2015.

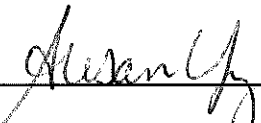
Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks, Sr.
Motion Carried.

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.

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 September 2015. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 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 September 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

11-2-15
Date

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

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland and Mrs. Dougherty
No: 0
Abstain: 1 Mr. Jinks, Sr.
Motion 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 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.** 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>
Sara Bernstein	1	\$275.00 per day	General Fund
Chuck Cavanaugh	1	\$275.00 per day	General Fund
Scott Furman	1	\$275.00 per day	General Fund
Gavin Guerra	1	\$275.00 per day	General Fund
Kris Hill	5	\$275.00 per day	General Fund
Ilan Harel	1	\$275.00 per day	General Fund
Jared Harel	1	\$275.00 per day	General Fund
Matt McClarty	1	\$275.00 per day	General Fund
Ray Soroka	1	\$275.00 per day	General Fund
Morgan Spurlock	1	\$275.00 per day	General Fund
Ory Spear	5	\$275.00 per day	General Fund
Jonathan Stampf	1	\$275.00 per day	General Fund

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Dougherty and Mr. Jinks.
No: 0
Abstain: 0
Motion Carried.

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mr. Colasurdo, 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 2015-2016 Nursing Service Plan.
- C.** Approved, upon the recommendation of the Superintendent, the Comprehensive Equity Plan Annual Statement of Assurance for the 2015-2016 school year.
- D.** Approved, upon the recommendation of the Superintendent, the School Bus Emergency Evacuation Drill report completed on October 15, 2015.
- E.** Confirmed and approved, upon the recommendation of the Superintendent, the establishment of the Red Cross Club and the appointment of Lynne Jackson as Club Advisor (year of inception).

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Dougherty and Mr. Jinks.

No: 0

Abstain: 0

Motion Carried.

POLICIES AND PROCEDURES

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

- A.** Approved, upon the recommendation of the Superintendent, the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (2015 Revisions) and Addendum 2 (School Automatic Notification) which were reviewed at the annual meeting between the Chief School Administrator and the Chief of the Denville Township Police Department on September 28, 2015.

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

No: 0

Abstain: 1 Mr. Jinks, Sr.

Motion Carried.

PERSONNEL

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

- A.** Approved, upon the recommendation of the Superintendent, the appointment of the following staff members to write curriculum for the 2015-2016 school year at the rate of \$33.00 per hour:

<u>Name</u>	<u>Curriculum</u>	<u># Hours</u>	<u>Funding Source</u>
Gina Visconti	English 1 (Revision)	37.5	General Fund
Megan Petrucelli	English 1 Honors (Revision)	37.5	General Fund
Lisa Adams	English 2 (Revision)	37.5	General Fund
Lisa Adams	English 2 Honors (Revision)	37.5	General Fund
Christine Hietanen	English 3 (Revision)	37.5	General Fund
Christine Hietanen	English 3 Honors (Revision)	37.5	General Fund
Kevin Condron	English 4 (Revision)	37.5	General Fund
Kevin Condron	English 4 Honors (Revision)	37.5	General Fund
Michael LeRose	Music History (Revision)	37.5	General Fund
Michael Quaglio	Study Skills 9 (Revision)	37.5	General Fund
Michael Quaglio	Study Skills 10 (Revision)	37.5	General Fund
Melissa Eckoff	Study Skills 11 (Revision)	37.5	General Fund
Melissa Eckoff	Study Skills 12 (Revision)	37.5	General Fund
Scott Malagold	Philosophy, Logic and Critical Thinking (New)	50.0	General Fund

- B.** Accepted the resignation due to retirement of Ruth Clark, Dance Teacher, effective December 31, 2015.
- C.** Approved, upon the recommendation of the Superintendent, the appointment of Nancy English as a Substitute School Nurse for the 2015-2016 school year.
- D.** Approved, upon the recommendation of the Superintendent, the appointment of Kevin Brophy as Girls JV Basketball Coach for the 2015-2016 school year.
- E.** Approved, upon the recommendation of the Superintendent, the appointment of Kristen Maday as a Timekeeper for the 2015-2016 school year at the rate of \$35.00 per game.
- F.** Approved, upon the recommendation of the Superintendent, an additional 105 hours for Sharon Hernandez, Registration Aide, at the rate of \$35.00 per hour effective November 3, 2015 through June 30, 2016, with funding provided by FY16 WIOA Title II Grant.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Dougherty and Mr. Jinks.
 No: 0
 Abstain: 0
 Motion Carried.

BUILDINGS AND GROUNDS

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

- A.** Approved, upon the recommendation of the Superintendent, the use of facility by the AVPA Education Foundation for meetings in the Staff Dining Room, Building #1 from 6:00 – 9:30 p.m. on the following dates:

November 20, 2015
 January 13, 2016
 March 15, 2016
 May 5, 2016

- B.** Approved, upon the recommendation of the Superintendent, the submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Comprehensive Maintenance Three Year Plan, 2014-2015 through 2016-2017 to the County Office.

Roll Call Vote – Yes: 5 Mrs. Dawson, Mr. Colasurdo, Mr. Hyland, Mrs. Dougherty and Mr. Jinks.

No: 0

Abstain: 0

Motion Carried.

HEARING OF THE PUBLIC – Mrs. Bierly from Morristown expressed her concern for changes in the play script from Thursday evening's performance to Friday night's performance.

OLD BUSINESS-None

NEW BUSINESS

- Next Board Meeting: December 8, 2015 at 6:30 p.m.
- Academic Achievement Award Dinner: June 8, 2016
- Completers Ceremony: June 17, 2016
- Graduation: June 23, 2016

SUNSHINE RESOLUTION

The following motion made by Mr. Hyland, 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:

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 6:52 pm. and reconvened at 7:06 p.m. with the following Board Members present: President Barbara Dawson, Mr. Larry Colasurdo, Mr. John Hyland, Mrs. Mary

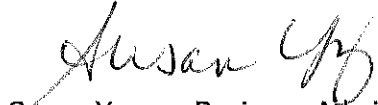
Dougherty, and Mr. Roger A. Jinks, Sr. Also present were: Director of Curriculum and Programs Shari Castelli, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADJOURNMENT

Motion made by Mr. Colasurdo, seconded by Mrs. Dougherty to adjourn the meeting at 7:07 p.m.

Roll Call Vote – All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Susan Young".

Susan Young, Business Administrator/Board Secretary