

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

ANNUAL REORGANIZATION MEETING AGENDA

DATE: WEDNESDAY, NOVEMBER 1, 2023

Time: _____

TIME: 6:30 P.M.

I. CALL TO ORDER

II. SALUTE TO THE FLAG

III. STATEMENT BY PRESIDING OFFICER

"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, by email on November 2, 2022 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 County Commissioners 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."

IV. APPOINTMENT OF TRUSTEE

Administer the oath of office to Mrs. Barbara Dawson as a Trustee to the Morris County Vocational School District Board of Education.

<u>Board Members</u>	<u>Renewal Date</u>
Barbara Dawson	November 2027
John Hyland	November 2025
Ray Menard	November 2024
Hanna Roth Starr	November 2026
Dr. Nancy Gartenberg	N/A

V. ROLL CALL

Board of Education: _____ Mrs. Barbara Dawson
_____ Mr. John Hyland
_____ Mr. Ray Menard
_____ Mrs. Hanna Roth Starr
_____ Dr. Nancy Gartenberg

Superintendent: _____ Mr. Scott Moffitt
Attorney for the Board of Education: _____ Mr. John Mills
Business Administrator/Board Secretary: _____ Mr. Michael Davison
Student Representative: _____ Mr. Ashwin Vaithiyalingam

Press: _____

Visitors: _____

VI. ELECTION OF OFFICERS

1. Call for nominations for the Office of President:

_____ Nominated by: _____

_____ Nominated by: _____

Motion to close nominations for the Office of the President:

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

2. Call for nominations for the Office of Vice President:

_____ Nominated by: _____

_____ Nominated by: _____

Motion to close nominations for the Office of the Vice President.

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

VII. APPOINTMENT OF COMMITTEES

Motion to appoint the following individuals to serve on committees until the Annual Reorganization Meeting on November 1, 2024:

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
Personnel	_____	_____
Finance	_____	_____

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

VIII. APPOINTMENT OF DELEGATES/REPRESENTATIVES

Motion to approve that the following delegates/representatives be appointed for the 2023-2024 school year:

Morris County Educational Services Commission: _____

Alternate to the Morris County Educational Services Commission: _____

Morris County School Boards Association: _____

Alternate to the Morris County School Boards Association: _____

New Jersey School Boards Association: _____

Alternate to the New Jersey School Boards Association: _____

Morris County Board of School Estimate: _____

Alternate to the Morris County Board of School Estimate: _____

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

IX. MEETING DATES

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

December 12, 2023	6:30 P.M.	July 16, 2024 (Third Tuesday)	7:30 A.M.
January 9, 2024	6:30 P.M.	August 13, 2024	7:30 A.M.
February 13, 2024	6:30 P.M.	September 10, 2024	6:30 P.M.
March 12, 2024	6:30 P.M.	October 8, 2024	6:30 P.M.
April 9, 2024	6:30 P.M.	*November 1, 2024 (Friday)	6:30 P.M.
May 14, 2024	6:30 P.M.	Annual Reorganization and	
June 11, 2024	6:30 P.M.	Regular Business Meeting	

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

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

X. CODE OF ETHICS

Motion to adopt the attached "Code of Ethics for School Board Members." (Attachment #1)

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

XI. AUTHORIZATIONS

Motion to approve 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.

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

XII. PARLIAMENTARY PROCEDURE

Motion to approve the use of Robert’s Rules as the official parliamentary procedure manual to be used to conduct meetings and to appoint the Board Secretary and Board Attorney to act as the parliamentarians for the 2023-2024 school year.

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

XIII. CURRICULUM AND TEXTBOOKS

Motion to approve the re-adoption of all existing Board-approved textbooks and curricula in alignment with the New Jersey Student Learning Standards for the 2023-2024 school year.

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

XIV. POLICIES AND PROCEDURES

Motion to approve the re-adoption of all existing policies of the Morris County Vocational School District for the 2023-2024 school year until otherwise changed or amended by subsequent action of the Board of Education.

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

XV. ORGANIZATION CHART

Motion to approve the attached organization chart. (Attachment #2)

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

XVI. STANDARD OPERATING PROCEDURES MANUAL

Motion to approve the attached 2023-2024 Standard Operating Procedures Manual. (Attachment #3)

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

XVII. PURCHASING MANUAL

Motion to approve the attached 2023-2024 Purchasing Manual. (Attachment #4)

Motion by:_____ **Seconded by:**_____ **Roll Call:**_____

REGULAR BUSINESS MEETING

I. CORRESPONDENCE

II. SUPERINTENDENT’S REPORT

Reports:

- Student BOE Representative Report
- 2024-2025 Tentative Budget Calendar (Attachment #5)
- NJSLA 2023 Statewide Assessment Results
- Ethics Presentation
- 2024 Board Goals

Ashwin Vaithiyalingam
Michael Davison
Shari Castelli
John M. Mills
Charlene Peterson
NJ School Boards

Information Only:

- Security and Fire Drill Logs and Student Incident Reports (Attachment #6)
- HIB Report (Attachment #7)

III. COMMITTEE PROGRAMS

IV. HEARING OF THE PUBLIC (related to agenda items only)

V. MINUTES

1. Motion to approve the minutes of the Regular Session Meeting of the Board of Education of September 12, 2023 as submitted. (Attachment #8)
2. Motion to approve the minutes of the Regular Session Meeting of the Board of Education of October 10, 2023 as submitted. (Attachment #9)
3. Motion to approve the minutes of the Closed Session Meeting of the Board of Education of October 10, 2023 as submitted. (Attachment #10)

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

VI. BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT AND TREASURER’S REPORT

1. Motion to approve 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 2023. Further, pursuant to N.J.A.C. 6A:23A-16.1014 the Board of Education certifies that as of September 30, 2023, 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. (Attachment #11)

Pursuant to N.J.A.C. 6A:23A-16.10I3, I certify that as of September 30, 2023 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.

Business Administrator/Board Secretary

Date

2. Motion to approve the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2023. (Attachment #12)

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

VII. FINANCE

The following Resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval:

1. Motion to approve the payment of bills as attached. (Attachment #13)
2. Motion to approve and authorize the Board Secretary to pay urgent and unforeseen bills and meet financial obligations for November 2, 2023 through the next Morris County Vocational School District Board of Education meeting.
3. Motion to approve the following amendments to the 2023/2024 Current Expense anticipated revenue budget statement and the corresponding appropriations budget for Funds 11, 12, 13, 20, 30, 62, 63 and 66 as per listing attached. (Attachment #14)
4. Motion to approve 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. (Attachment #15)
5. Motion to accept the funding from the New Jersey Community College Consortium for Workforce and Economic Development for the New Jersey Pathways to Career Opportunities (Year 2) initiative in the amount of \$14,000.00 to support the Robotics and Automation Pathway Project.
6. Motion to approve the following resolution:

WHEREAS, there exists a need for the retention of professional civil engineering services; 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.

NOW THEREFORE BE IT RESOLVED that the President and Secretary are hereby authorized and directed to execute an agreement with:

Colliers Engineering and Design, Inc. to prepare a water systems report for the Career Training Center Project for the Board of Education for the 2023-2024 school year at a fee of \$4,000.00 per the attached proposal.

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

The services of licensed professional civil engineers 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. (Attachment #16)

7. Motion to approve the following resolution:

WHEREAS, there exists a need for the retention of civil engineering services; 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.

NOW THEREFORE BE IT RESOLVED that the President and Secretary are hereby authorized and directed to execute an agreement with:

Colliers Engineering and Design, Inc. to provide geotechnical testing services for the Career Training Center Project for the Board of Education for the 2023-2024 school year at a fee of \$20,800.00 per the attached proposal.

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

The services of licensed professional civil engineers 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. (Attachment #17)

8. Motion to confirm and approve the attached Cooperative Education Program Agreement between the Sussex County Technical School District and the Morris County Vocational School District to provide work-based learning coordinator consultant services for the 2023-2024 school year. (Attachment #18)

9. Motion to accept a donation from the Rochkind Wagner Foundation, Morristown, New Jersey in the amount of \$2,400.00 for scholarship awards for the 2023-2024 fall semester for students in the share-time programs in accordance with the terms of the attached agreement, with a letter of appreciation to the donor. (Attachment #19)

10. Motion to accept a donation of three gas furnaces with an estimated total value of \$4,400.00 from Air Group LLC, Whippany, New Jersey, for use in the Share-Time HVAC Program, with a letter of appreciation to the donor.

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

VIII. CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following Resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval:

1. Motion to approve the senior Work-Based Learning Experiences for the 2023-2024 school year as per the attached list. (Attachment #20)

2. Motion to confirm and approve the senior Work-Based Learning Experiences for the 2023-2024 school year as per the attached list. (Attachment #21)
3. Motion to approve the attached list of field trips for the 2023-2024 school year. (Attachment #22)
4. Motion to approve the attached articulation agreement between the University of Northwestern Ohio and the Morris County Vocational School District to provide eligible automotive technology students with an opportunity for advanced placement credits. (Attachment #23)

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

IX. PERSONNEL

The following Resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval:

1. Motion to accept the resignation of Elise Kelly, Preschool Lunch Aide, effective October 27, 2023.
2. Motion to approve the appointment of Colleen Pascale as a full-time Work-Based Learning Coordinator (12-month position) at MA+30 Step 15 prorated with an anticipated start date of January 29, 2024 through June 30, 2024, pending issuance of a Cooperative Education Coordinator – Hazardous Occupations certificate by the New Jersey Department of Education.
3. Motion to approve the appointment of Samantha Shane as Assistant Bowling Coach for the 2023-2024 school year.
4. Motion to approve an unpaid New Jersey Family Medical Leave of Absence for Stephen Petonak, Teacher of Health and Physical Education, effective February 26, 2024 through May 24, 2024.
5. Motion to confirm and approve the appointment of the following staff members as Work-Based Learning Coordinator Consultants for a maximum of 100 hours each at their hourly rate for the period October 16, 2023 through June 30, 2024:

Angela D’Orsi
Mary Hammond

6. Motion to approve the appointment of the following staff members as Twelfth-Grade College Option Handbook Writers for a total of 25 hours each at the rate of \$33.00 per hour, with final product due by January 31, 2024:

Tracy Amedeo
MyChelle Perez

7. Motion to approve the appointment of Melissa Eckoff as a Special Education Curriculum Auditor for a total of 2.5 hours at the rate of \$33.00 per hour with final approved product due by November 30, 2023 and funding provided by FY24 IDEA Grant.
8. Motion to approve the appointment of Louis Rosso as Fitness Club Advisor for the 2023-2024 winter season.
9. Motion to approve the appointment of Scott Shaw as JV Boys Basketball Coach for the 2023-2024 school year.

- 10.** Motion to approve the appointment of the following Athletic Site Managers for the 2023-2024 school year at the rate of \$100.00 per event:

Justin Jacobs
Stephen Petonak
Kathleen Turnbull

- 11.** Motion to approve the appointment of Cat Rogers as a Club Competition Chaperone for the 2023-2024 school year.

- 12.** Motion to approve the appointment of the following staff members as Video Scorers for the 2023-2024 school year at the rate of \$33.00 per hour for a maximum of 10 hours each to be paid by the General Fund:

Tracy Amedeo	Angela D’Orsi	MyChelle Perez
Ashley Brooks	Caryn Graf (MSE)	Jessica Short
Kimberly Delesky	Jennifer Katz	Amber Szuch
Marisa Dillon	Joseph Konopinski (MSE)	Adam Wirjosemito

- 13.** Motion to approve the appointment of the following individuals as Test Proctors for 2023-2024 school year at the rate of \$33.00 per hour:

Catherine Bienkowski	Erin Lowe
Victor Costantini	Miriam Paz
Mary Gonnella	Jessica Short
Mary Hammond	Gina Visconti
Ellen Konikowski	Kathleen Turnbull
Jacquelyn Kropp	Kathleen Whitehead
Chung-Yi Lin	Adam Wirjosemito

- 14.** Motion to accept the resignation of Rosemary Cortez as a part-time ESL Instructor (Morristown High School) effective November 1, 2023.

- 15.** Motion to rescind the appointment of Cheri Costello as a part-time ESL Instructor effective November 1, 2023.

- 16.** Motion to approve the appointment of Rosa Hernandez as a part-time ESL Instructor (Morristown High School) for a total of 198 hours at the rate of \$35.00 per hour for the period November 6, 2023 through June 30, 2024, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.

- 17.** Motion to approve the appointment of Victor Costantini as a part-time ESL Instructor (Dover BOE) for a total of 148 hours at the rate of \$35.00 per hour for the period November 4, 2023 through June 30, 2024, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.

- 18.** Motion to amend the resolution of October 10, 2023 to appoint James Hardison as a part-time ESL Instructor for Business Basics effective November 7, 2023 through June 30, 2024 for a maximum of 36 hours at the rate of \$35.00 per hour, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant (correction to job title, start date and number of hours).

19. Motion to approve the appointment of James Hardison as a part-time ESL Instructor for Excel for a maximum of 36 hours at the rate of \$35.00 per hour for the period February 6, 2024 through June 30, 2024, with funding provided by FY24 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant.

20. Motion to confirm and approve the appointment of Edward Kurzum as a part-time Adult Continuing Education Electrical Apprenticeship (Year 2) Instructor for a total of 157.5 hours at the rate of \$37.00 per hour for the period October 11, 2023 through April 10, 2024.

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

X. FACILITIES

The following Resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval:

1. Motion to approve the submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Comprehensive Maintenance Plan, 2022-2023 through 2024-2025, to the County Office. (Attachment #24)
2. Motion to approve the use of the facilities by Tabernacle Productions for overflow parking in the Building #1 parking lot from 6:00 p.m. – 11:00 p.m. on Saturday, November 25, 2023 and Tuesday, April 16, 2024.

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

XI. HEARING OF THE PUBLIC

XII. OLD BUSINESS

XIII. NEW BUSINESS

Next Board Meeting: December 12, 2023 at 6:30 p.m.
Share-Time Completers Ceremony: June 7, 2024, County College of Morris
Graduation: June 17, 2024, Mennen Arena

XIV. SUNSHINE RESOLUTION

Motion to adopt the following sunshine resolution:

WHEREAS, this meeting is duly and properly called for a regular session meeting of this Body and adequate notice has been given as provided 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:

Personnel Issues

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 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.

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____

XV. ADDITIONAL BUSINESS

XVI. ADJOURNMENT

Motion to adjourn the meeting. Time: _____

Motion by: _____ **Seconded by:** _____ **Roll Call:** _____