

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

September 12, 2017

A regular meeting of the Morris County Vocational School District held on September 12, 2017 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:33 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 2, 2016 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, Mrs. Mary Dougherty 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

- Freeholder Presentation regarding an overview of the school will take place on September 13, 2017 by Scott Moffitt and Shari Castelli.
- 2017 Graduation Data and 2017-2018 Enrollment distributed and presented by Athena Borzeka.
- School Self-Assessment for Determining HIB Grades presented by Lynne Jackson.
- Mentoring and PD Plans Review distributed and presented by Kerry Eberhardt.
- Current status of January 2018 renewal of health benefit plans described by Scott Moffitt.
- Mr. Moffitt thanked the administrative staff for a great opening for the new school year.

COMMITTEE PROGRAMS- NONE

HEARING OF THE PUBLIC (related to agenda items only)- NONE

MINUTES

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

- A.** Approved the minutes of the Regular Session Meeting of the Board of Education of August 8, 2017 as submitted.

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

B. Approved the Regular and Closed Session minutes of the Special Meeting of the Board of Education of August 23, 2017 as submitted.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mr. Jinks.
No: 0
Abstain: 2 Mr. Hyland and Mrs. Dougherty
Motion Carried.

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

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo, 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 July 2017. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of July 31, 2017, 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 July 31, 2017 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.


Business Administrator/Board Secretary

9-12-17
Date

Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending July 31, 2017.

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

FINANCE

The following motions made by Mr. Colasurdo, seconded by Mrs. Dougherty, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Approved the payment of bills as attached.
- B.** Approved the following amendments to the 2017/2018 Current Expense anticipated revenue budget statement and the corresponding appropriations budget for Funds 11, 12, 13, 20, 30, 60, 61, 62, 63 and 66 as per listing attached.
- C.** Approved 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 Change Order #1 for an add of \$3,411.70 for AMCO Enterprises which represents a charge for additional labor, materials and equipment to provide and install (1) additional curb support to be deducted from the \$5,000.00 contingency allowance. The final contract sum including this change order is decreased to \$576,411.70.
- E.** Approved Change Order #1 for an add of \$2,250.00 for Bob Griggs Plumbing + Heating which represents a charge for additional labor, materials and equipment to provide additional repair work to ductwork to be deducted from the \$3,000.00 contingency allowance. The final contract sum including this change order is decreased to \$68,050.00.
- F.** Accepted funding from the NJ LWD for FY18 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program in the amount of \$645,160.00 for the period of July 1, 2017 to June 30, 2018.
- G.** Accepted funding from the NJDOE for FY18 Perkins Postsecondary Grant in the amount of \$118,128.00 for the period of July 1, 2017 to June 30, 2018.
- H.** Approved the following resolution:

WHEREAS, the Morris County Vocational School District hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission; and

WHEREAS, the Morris County Vocational School District will not have a stand-alone prescription drug plan and understands that prescription drug coverage will be provided based on the medical plan chosen by the subscriber; and

WHEREAS, the Morris County Vocational School District will be maintaining Delta Dental as its dental plan; and

WHEREAS, the Morris County Vocational School District elects twenty-five (25) hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6; and

WHEREAS, as a participating employer, the Morris County Vocational School District will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder; and

WHEREAS, the Morris County Vocational School District hereby appoints Susan Young, Business Administrator/Board Secretary to act as Certifying Officer in the administration of this program.

NOW THEREFORE BE IT RESOLVED, this resolution shall take effect immediately and coverage shall be effective as of January 1, 2018 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations to the provisions of N.J.S.A. 17:9-1.4.

- I.** Accepted donations from the following organizations for expenses related to the 2017 MCST Hackathon, with a letter of appreciation to the donors:

<u>Organization</u>	<u>Amount</u>
Dialogic, Inc.	\$1,000.00

Ergo Interactive	\$1,000.00
Marotta Controls, Inc.	\$1,000.00
Prudential	\$2,500.00

J. Approved the appointment of the following guest artists for the 2017-2018 school year:

<u>Name</u>	<u>Program</u>	<u>Rate</u>	<u># Days</u>	<u>Funding Source</u>
Jennifer Katafigiotis	Culinary Arts	\$175.00 per day	5	General Fund
Christina Stiles	VPA Multimedia	\$200.00 per day	8	General Fund
Donato Zizza	Food Services	\$275.00 per day	5	FY18 Perkins Secondary Grant

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

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mrs. Dougherty, seconded by Mr. Hyland, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

A. Approved the senior internships for the 2017-2018 school year as per the attached list.

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

B. Approved the School Self-Assessment for Determining HIB Grades for the period July 1, 2016 through June 30, 2017 for the following district schools:

Morris County School of Technology
Academy for Environmental Science
Academy for Law and Public Safety
Academy for Mathematics, Science and Engineering

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

C. Approved the adoption of the following textbook:

Title: Signing Naturally
Author: Cheri Smith, Ella Mae Lentz, Ken Mikos
Publisher: DawnSignPress
Copyright: 2008

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

- D.** Approved that October 2-6, 2017 be recognized as a "Week of Respect" in the Morris County Vocational School District.

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

- E.** Approved the attached list of field trips for the 2017-2018 school year.

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

- F.** Approved the attached Transfer Course Articulation Agreement between Morris County Vocational School District and County College of Morris for the Adult Education apprenticeship programs.

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 Mrs. Dougherty, seconded by Mr. Jinks, was recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Approved the following revised policies:

5141.3	Health Examinations and Immunizations
6114	Emergencies and Disaster Preparedness
6140	Curriculum Adoption

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

PERSONNEL

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Accepted the resignation due to retirement of Robert Burt, Head Custodian, effective April 1, 2018.
- B.** Approved movement on the salary guide to MA+30 for Emily Bohn-Drake effective September 1, 2017.
- C.** Approved the appointment of Dolores Zelazo as a part-time substitute school nurse to fulfill a leave of absence at the rate of \$250.00 per day for the period October 4, 2017 through March 5, 2018, pending successful completion of a criminal history background check.

- D.** Approved the appointment of Danielle Hruza as a Substitute Teacher (cosmetology only) for the 2017-2018 school year.
- E.** Approved the appointment of Kristen Rosenboom from Seton Hall University as a clinical practice/student teacher in the English Department for the Fall 2017 (two days per week) and Spring 2018 (five days per week) semesters.
- F.** Approved the appointment of Emily Bohn-Drake as a Volunteer Coach for the Varsity Boys and Girls Cross Country teams for the Fall 2017 season.
- G.** Approved the appointment of Jacqueline Graulich as a Timekeeper for the 2017-2018 school year at the rate of \$35.00 per game.
- H.** Confirmed and approved the appointment of Josephine Sanchez as a part-time Adult Continuing Education LPN Instructor for a maximum of 30 hours at the rate of \$37.00 per hour for the period September 7, 2017 through June 30, 2018.
- I.** Approved the attached list of part-time Adult Continuing Education Instructors for the period September 13, 2017 through June 30, 2018.
- J.** Accepted the resignation of Gradie Carroll, ABS Mathematics Instructor, effective August 24, 2017.
- K.** Approved the appointment of the following part-time ABS/IELCE Instructors for the period September 13, 2017 through June 30, 2018, with funding provided by FY18 ABS/IELCE Grant:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Total # Hours</u>
Susan Soprano	ESL Instructor	\$32.00 per hour	180
Susan Soprano	Saturday ESL Instructor	\$35.00 per hour	135
Theresa Whalen	Saturday ESL Instructor	\$35.00 per hour	135
Zigrida Zacs	ESL Instructor	\$32.00 per hour	180

- L.** Approved the attached list of allocations for grant funded staff positions for the 2017-2018 school year.
- M.** Approved the appointment of the following staff members as Detention Monitors for the 2017-2018 school year:

Jacqueline Graulich
Spyridon Mantzas

- N.** Approved the appointment of the following staff members as After School Student Advisors at the rate of \$33.00 per hour for 2.5 hours per day from 3:00 – 5:30 p.m. for 4 days per week for a maximum of 35 weeks (total hours to be shared between all advisors) for the period September 13, 2017 through June 30, 2018:

Carl Carbone
LaToya Evans
Jacqueline Graulich
Michael Quaglio
Gina Visconti

- O.** Amended the resolution of July 18, 2017 to approve a leave of absence under the Federal Family Medical Leave Act for Debra Romano, Special Education Teacher, with an anticipated start date of

September 18, 2017 through November 12, 2017 using accumulated sick leave, followed by an unpaid leave of absence under the New Jersey Family Medical Leave Act for the period November 13, 2017 through February 11, 2018, followed by an unpaid maternity leave of absence through June 30, 2018 (change to leave of absence start date).

- P.** Amended the resolution of July 18, 2017 to approve the appointment of Spyridon Mantzas as a Special Education Teacher to fulfill a leave of absence at BA Step 2-3 at the annual salary of \$59,626.00 prorated for the period September 18, 2017 through June 30, 2018, pending successful completion of a criminal history background check (change to start date).

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

FACILITIES

The following motions made by Mr. Colasurdo, seconded by Mrs. Dougherty, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

- A.** Approved the use of the facilities by Morris Plains Basketball for practices and games in the Gymnasium per the attached schedule.
- B.** Approved the use of the facilities by Denville PAL Basketball for practices and games in the Gymnasium per the attached schedule.
- C.** Approved the use of the facilities by Monster Basketball for practices and scrimmages in the Gymnasium on the following dates and times:

September 14, 2017	6:00 – 9:00 p.m.	October 3, 2017	6:45 – 9:15 p.m.
September 19, 2017	6:45 – 9:15 p.m.	October 5, 2017	7:15 – 8:15 p.m.
September 21, 2017	7:15 – 8:15 p.m.	October 10, 2017	6:45 – 9:15 p.m.
September 26, 2017	6:45 – 9:15 p.m.	October 12, 2017	7:15 – 8:15 p.m.

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 – NONE

OLD BUSINESS

- New Jersey School Boards Association Fall Workshop 2017: October 23-26, 2017 (extended to a 4-day conference) **Attending/Registered: Larry Colasurdo, Barbara Dawson, Mary Dougherty, Roger Jinks**

NEW BUSINESS

- Next Board Meeting: October 10, 2017 at **6:30 p.m.**
- Bamboozle Antidote Presentation: October 2, 2017 5:30 p.m.

ADDITIONAL BUSINESS

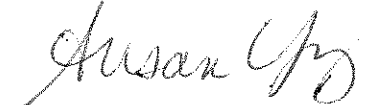
Mrs. Dougherty informed the board that she had connected SMCMUA Water Authority personnel with Mr. Moffitt to explore student internship opportunities.

ADJOURNMENT

Motion made by Mr. Jinks, seconded by Mr. Colasurdo, to adjourn the meeting at 7:23 p.m.

All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Young".

Susan Young, Business Administrator/Board Secretary