

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

February 19, 2019

A regular meeting of the Morris County Vocational School District held on February 19, 2019 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 February 13, 2019 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, Mrs. Mary Dougherty and Dr. Angelica Allen-McMillan. Mr. John Hyland joined the meeting by telephone for Closed Session at 7:15 p.m.

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

CORRESPONDENCE

- Freeholder Annual Reorganization Meeting: Thank You to Culinary Arts Staff and Students and Student Vocalists Douglas Cabana
Freeholder Director

SUPERINTENDENT'S REPORT

- Presentation of 2017-2018 Comprehensive Annual Financial Report (Audit) – Highlights presented by Ms. Susan Young.
- 2018-2019 Student Safety Data System Report (September – December 2018)- Highlights presented by Mr. Mark Menadier.
- State Board of Education Presentation: February 6, 2019- Mr. Scott Moffitt explained that several administrators and students from both MCVSD and Morris Hills presented an overview of inter-district and college partnership programs.
- Global Supply Chain Management Program - An overview of this new program was given by Mrs. Shari Castelli.

Information Only:

- Security and Fire Drill Logs
- Student Incident Report
- HIB Report

COMMITTEE PROGRAMS – NONE

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

MINUTES

The following motion made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, was approved as submitted.

1. Approved the minutes of the Regular Session Meeting of the Board of Education of January 8, 2019 as submitted.

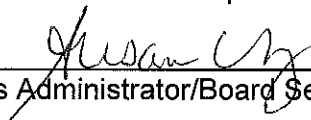
Roll Call Vote – Yes: 3 Mrs. Dawson, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

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

The following motions made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, were approved as submitted.

1. 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 December 2018. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of December 31, 2018, 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 December 31, 2018 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10.



Business Administrator/Board Secretary

2-19-19
Date

2. Approved the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending December 31, 2018.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

FINANCE

The following motions made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the payment of bills as attached.
2. Approved the following amendments to the 2018/2019 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.
3. 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.

4. Accepted a donation of computer equipment and software from Nanobiotec, LLC, Whippany, New Jersey, with an estimated value of \$9,000.00, for use in the Academy for Biotechnology, with a letter of appreciation to the donor.
5. Accepted the donation of a 2002 Mercedes-Benz S class AMG sedan with an estimated value of \$9,500.00 from Dr. Damion Martins, Harding, New Jersey, for use in the automotive programs, with a letter of appreciation to the donor.
6. Confirmed and approved the appointment of the following guest artist for the 2018-2019 school year:

<u>Name</u>	<u>Academy</u>	<u># Days</u>	<u>Rate</u>	<u>Funding Source</u>
Local Learning: The National Network for Folk Arts in Education	Design	4 days	\$750.00/day	FY19 Perkins Secondary

7. Approved the appointment of the following guest artist for the 2018-2019 school year:

<u>Name</u>	<u>Academy</u>	<u># Days</u>	<u>Rate</u>	<u>Funding Source</u>
Emily Bufferd	VPA Dance	1 day	\$275.00/day	Student Activities National Honor Society for Dance

8. Approved the Application for Extension of the Term of Accreditation between the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools and the Morris County Vocational School District for a period of eighteen months from May 1, 2019 through November 1, 2020.
9. Approved the attached Agreement (Grade 12 Option) between Ramapo College of New Jersey and the Morris County Vocational School District.
10. Approved the attached Memorandum of Understanding between the Morris County Correctional Facility and Morris County Vocational School District for high school equivalency testing services.
11. Approved the submission of a budget amendment to the New Jersey Department of Education for the County Vocational Competitive Grant – Cohort II (Academy for Environmental Science) in the amount of \$142,315.00 in order to reallocate funds.
12. Approved the waiver of the district's participation in the SEMI program for the 2019-2020 school year:

WHEREAS, N.J.A.C. 6A:23A-5.3(b)2 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2019-2020 school year; and

WHEREAS, the Morris County Vocational School District Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty Medicaid eligible full-time classified students;

NOW, THEREFORE, BE IT RESOLVED, that the Morris County Vocational School District Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2019-2020 school year.

13. Approved the following resolution:

WHEREAS, there exists a need for professional services for the 2018-2019 school year 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 Board of Education that the following be engaged for professional services as described and in an amount not to exceed \$10,000.00:

Maser Consulting Project #13001054P-UST - LSRP Environmental Services
Former 550-Gallon Waste Oil Tanks

14. Approved the following resolution:

WHEREAS, there exists a need for professional services for the 2018-2019 school year 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 Board of Education that the following be engaged for professional services as described and in an amount not to exceed \$18,990.00:

Maser Consulting Project #13-001054P-Lift - LSRP Environmental Services
Former Hydraulic Lift

15. Approved Change Order #1 for an add of \$3,700.13 for Tri-Form Construction, Inc. which represents a charge for additional labor, materials and equipment to remove and relocate the fire sprinkler system to be deducted from the \$20,000.00 contingency allowance. The final contract sum including this change order remains unchanged at \$1,036,000.00.

16. Approved Change Order #4 for an add of \$333.27 for Tri-Form Construction, Inc. which represents a charge for additional labor, materials and equipment to provide and install a fire rated plywood roof. The final contract sum including this change order will be increased to \$1,036,333.27.

17. Approved Change Order #7 for an add of \$3,438.75 for Tri-Form Construction, Inc. which represents a charge for additional labor, materials and equipment to provide and install a new 4 inch cast iron roof drain line to connect to the existing roof drain. The final contract sum including this change order will be increased to \$1,039,772.02.

18. Approved the following tuition rates for full-time and share-time secondary students for the 2019-2020 school year:

	In-County	% Change	Out-of-County*	% Change
Full-Time General Education	\$9,000	-1.1%	\$13,000	-0.8%
Full-Time Special Education	\$10,900	-0.9%	\$14,900	-0.7%
Share-Time General Education	\$4,450	-2.2%	\$6,450	-1.5%
Share-Time Special Education	\$5,400	-1.8%	\$7,400	-1.3%

*Includes a \$4,000 (Full-Time) or \$2,000 (Share-Time) capital and operating expense charge per 18A:54-23.4 for non-resident students.

19. Approved the following tuition rates for the LPN postsecondary program for the 2019-2020 school year (2% rate increase from 2018-2019):

Program	2018-2019 In County Rate	2019-2020 In County Rate	2018-2019 Out of County Rate	2019-2020 Out of County Rate
LPN	\$11,058	\$11,279	\$12,129	\$12,379

20. Accepted the 2017-2018 Comprehensive Annual Financial Report (Audit) as submitted by Nisivoccia & Company LLP. (Separate Enclosure)

21. Approved the following resolution:

WHEREAS, NJSA 6A:23A-14.1(d) permits a Board of Education to withdraw such funds from the capital reserve account and appropriate into the required capital account lines at budget time or any time during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Capital Reserve Account any time during the year by resolution; and

WHEREAS, the Morris County Vocational School District Board of Education is desirous to withdraw funds from the Capital Reserve Account and appropriate said funds into the required capital account lines in the amount of \$625,000.00 for expenditures related to the Synthetic Turf Field Improvements Project; and

WHEREAS, according to 6A:23A-14.1(h)5.v, the Morris County Vocational School District Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the capital reserve account.

NOW THEREFORE BE IT RESOLVED by the Morris County Vocational School District Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

22. Approved the following resolution:

WHEREAS, on February 8, 2019, the Morris County Vocational School District ("District") held a public bid opening for the Synthetic Turf Field Improvements Project for the Morris County School of Technology project ("Project"); and

WHEREAS, the District received three (3) bids at the public bid opening; and

WHEREAS, the lowest bid was submitted by Dakota Excavating Contractors, Inc., Hackensack, New Jersey, with a base bid in the total amount of Six Hundred Four Thousand Five Hundred Seventy-Five Dollars (\$604,575.00) inclusive of Base Bid A (Synthetic Turf Field) in the amount of Two Hundred Forty-Six Thousand One Hundred Nine Dollars (\$246,109.00), Base Bid B (Drainage Improvements) in the amount of Ninety-Seven Thousand Nine Hundred Forty-Seven Dollars (\$97,947.00) and Base Bid C (Parking Lot Improvements) in the amount of Two Hundred Sixty Thousand Five Hundred Nineteen Dollars (\$260,519.00); and

WHEREAS, the District, in conjunction with its Engineer and Special Counsel, has determined Dakota Excavating Contractors, Inc. to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference;

and

BE IT FURTHER RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq, the District awards a contract for the Project to Dakota Excavating Contractors, Inc. in the total amount of Six Hundred Four Thousand Five Hundred Seventy-Five Dollars (\$604,575.00) inclusive of Base Bid A (Synthetic Turf Field) in the amount of Two Hundred Forty-Six Thousand One Hundred Nine Dollars (\$246,109.00), Base Bid B (Drainage Improvements) in the amount of Ninety-Seven Thousand Nine Hundred Forty-Seven Dollars (\$97,947.00) and Base Bid C (Parking Lot Improvements) in the amount of Two Hundred Sixty Thousand Five Hundred Nineteen Dollars (\$260,519.00); and

BE IT FURTHER RESOLVED, that the District authorizes its legal counsel to prepare the contract for the Project, transmit same to Dakota Excavating Contractors, Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that because of the time constraints involved with the Project, the District hereby authorizes the Business Administrator to execute the contract on behalf of the District, and further appoints the Administration to act as the District's Representative during the construction of the Project.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Dr. Allen-McMillan, seconded by Mrs. Dougherty, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the senior Structured Learning Experiences for the 2018-2019 school year as per the attached list.
2. Confirmed and approved the attached field trip for the 2018-2019 school year.
3. Approved the attached list of field trips for the 2018-2019 school year.
4. Approved the following field trips for the Adult Continuing Education LPN program:

<u>Date</u>	<u>Destination</u>
March 27, 2019	Liberty Science Center, Jersey City, New Jersey
May 1, 2019	Pines Manor, Edison, New Jersey

5. Approved the 2018-2019 Student Safety Data System Report for the period September 1, 2018 through December 31, 2018.
6. Approved the 2019-2020 school calendar as attached.
7. Approved the attached School Bus Emergency Evacuation Drill Report for drills completed on November 1, 2018 and January 10, 2019.
8. Approved the attached new and revised curricula as aligned to the designated New Jersey Learning Standards.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

POLICIES AND PROCEDURES

The following motion made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, was recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2019 Revisions and Addendum 2 (School Automatic Notification) as reviewed at the annual meeting between the Chief School Administrator and the Chief of the Denville Township Police Department on February 13, 2019.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

PERSONNEL

The following motions made by Dr. Allen-McMillan, seconded by Mrs. Dougherty, were recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Accepted the resignation due to retirement of John DeMarco, Adult Continuing Education HVAC-R Instructor, effective June 1, 2019.
2. Accepted the resignation due to retirement of Herbert Browne, Welding Teacher, effective May 31, 2019.
3. Approved a maternity leave of absence under the Federal Family Medical Leave Act for Ashley Brooks, School Counselor, with an anticipated start date of May 17, 2019 through June 21, 2019, using accumulated sick days as requested, followed by an unpaid leave of absence under the New Jersey Family Leave Act effective September 3, 2019 through November 26, 2019.
4. Approved the appointment of the following Athletic Coaches for the Spring 2019 season:

<u>Name</u>	<u>Sport</u>
Kevin Brophy	Varsity Baseball Coach
Peter Brillon	JV Baseball Coach
Allen Kaye	Assistant Baseball Coach (pending criminal history clearance)
Michael Harriott	Varsity Softball Coach
Kathleen Turnbull	JV Softball Coach
John Lisella	Assistant Softball Coach
Timothy Gordon	Boys Varsity Golf Coach
Albert Prentice	Girls Varsity Golf Coach

5. Approved the appointment of the following substitute teachers for the 2018-2019 school year:

Louis Rosende
Kevin Scollans

6. Approved the appointment of the following chaperones for the 2018-2019 school year:

<u>Name</u>	<u>Club</u>
Louis Rosso	SkillsUSA
Adam Wirjosemito	DECA

7. Confirmed and approved the appointment of Richy Mendez from William Paterson University for physical education clinical experience placement for the period January 22, 2019 through April 29, 2019.
8. Approved the appointment of Deirdre Romero as a Teacher of Business to fulfill a leave of absence at BA+30 Step 5 at the prorated annual salary of \$62,406.00, with an anticipated start date of April 22, 2019 through June 30, 2019.
9. Approved the appointment of the following staff members as Test Placement Proctors at the rate of \$33.00 per hour for the 2018-2019 school year:

Nancy Barrientos
Ashley Brooks
LaToya Evans
Jacqueline Graulich
Erin Lowe
Patricia Mann
Penny Manser
Michael Romano
Gina Visconti
Adam Wirjosemito
10. Approved the appointment of Irene Fitzpatrick to revise curriculum for Drama semester elective for the 2018-2019 school year at the rate of \$33.00 per hour for a maximum of 18.75 hours plus 2.5 hours for data migration to Atlas platform, with final approved product by February 28, 2019.
11. Confirmed and approved an additional 200 hours for Tina Steinberg, Special Needs Liaison, at the rate of \$75.00 per hour for the period February 13, 2019 through June 30, 2019, with funding provided by FY19 IDEA Grant program.
12. Approved an additional 125 hours for Frances Matson, Learning Disabilities Teacher-Consultant, at the rate of \$75.00 per hour for the period February 20, 2019 through June 30, 2019, with funding provided by FY19 IDEA Grant program.
13. Confirmed and approved an additional 50 hours for Francesca Martin, part-time Adult Continuing Education ASL Interpreter, at the rate of \$80.00 per hour for the period February 5, 2019 through June 30, 2019.
14. Approved an additional 45 hours for Brian Prendergast, part-time Adult Continuing Education Welding Instructor, at the rate of \$35.00 per hour for the period February 20, 2019 through June 30, 2019, pending sufficient class registration.
15. Approved the appointment of Alfredo Aristy as a part-time Adult Continuing Education Engine Repair Instructor for a maximum of 30 hours at the rate of \$35.00 per hour for the period February 20, 2019 through June 30, 2019, pending sufficient class registration.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

FACILITIES

The following motion made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, was recommended by the Superintendent of Schools to the Board of Education and approved as submitted.

1. Approved the use of the facilities by Monster Basketball for practices and games in the Gymnasium per the attached schedule.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

HEARING OF THE PUBLIC – NONE

OLD BUSINESS

- Sports Award Banquet: June 12, 2019 at 7:00 p.m., Zeris Inn
- Completer Ceremony: June 14, 2019, 8:30 a.m. and 1:00 p.m.
- Graduation: June 20, 2019, at 3:00 p.m., Mennen Arena

NEW BUSINESS

- Next Board Meeting: March 12, 2019 at **6:30 p.m.**
- Board of School Estimate Meeting: March 27, 2019 at 4:00 p.m.

John Hyland entered the meeting via conference call at 7:15 p.m.

SUNSHINE RESOLUTION

The following motion made by Dr. Allen-McMillan, 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:

Personnel Issues
Teacher Tenure Charges

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 30 **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 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.

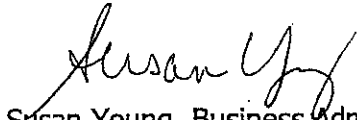
The meeting was recessed at 7:15 p.m. and reconvened at 7:43 p.m. with the following Board Members present: Mrs. Dawson, Mrs. Dougherty, Dr. Allen-McMillan and Mr. Hyland (by phone). Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young, Board Attorney John Mills and Special Counsel Carolyn Chaudry.

ADJOURNMENT

Motion made by Dr. Allen-McMillan, seconded by Mrs. Dougherty, to adjourn the meeting at 7:43 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