

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

November 1, 2019

An annual reorganization and regular meeting of the Morris County Vocational School District held on November 1, 2019 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Mrs. Barbara Dawson at 5:28 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 by email or on October 24, 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: President Mrs. Barbara Dawson, Mr. Lawrence Colasurdo, Mrs. Mary Dougherty and Dr. Angelica Allen-McMillan.

Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary James Rollo 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 2023
Lawrence J. Colasurdo	November 2020
Mary Dougherty	November 2022
John P. Hyland	November 2021
Dr. Angelica Allen-McMillan	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 Mrs. Dougherty, seconded by Mr. Colasurdo, to appoint James Rollo 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: Mr. Colasurdo, seconded by Mrs. Dougherty, nominated Mrs. Barbara Dawson. There being no other nominations from the floor, Mr. Colasurdo moved, seconded by Mrs. Dougherty, 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.

Mrs. Dawson called for nominations for the Office of Vice President: Dr. Allen-McMillan, seconded by Mrs. Dougherty, nominated Mr. Lawrence Colasurdo. There being no other nominations from the floor, Dr. Allen-McMillan moved, seconded by Mrs. Dougherty, to close nominations for the Office of the Vice President and elected Mr. Lawrence Colasurdo by acclamation.

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

APPOINTMENT OF COMMITTEES

The following item was tabled.

The following individuals are appointed to serve on committees until the Annual Reorganization Meeting on November 1, 2020:

COMMITTEE MEMBERSHIP FOR 2019-2020

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

APPOINTMENT OF DELEGATES/REPRESENTATIVES

Motion made by Mr. Colasurdo, seconded by Dr. Allen-McMillan, to appoint the following delegates/representatives for the 2019-2020 school year:

Morris County Educational Services Commission: Mary Dougherty

Alternate to the Morris County Educational Services Commission: John Hyland

Morris County School Boards Association: Lawrence Colasurdo

Alternate to the Morris County School Boards Association: Barbara Dawson

New Jersey School Boards Association: Barbara Dawson

Alternate to the New Jersey School Boards Association: Lawrence Colasurdo

Morris County Board of School Estimate: John Hyland and Barbara Dawson

Alternate to the Morris County Board of School Estimate: Mary Dougherty

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

The following reorganization motions made by Mr. Colasurdo, seconded by Mrs. Dougherty, 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 10, 2019	6:30 P.M.	July 14, 2020	7:30 A.M.
January 14, 2020	6:30 P.M.	August 11, 2020	7:30 A.M.
February 11, 2020	6:30 P.M.	September 8, 2020	6:30 P.M.
March 10, 2020	6:30 P.M.	October 13, 2020	6:30 P.M.
April 14, 2020	6:30 P.M.	*November 2, 2020	6:30 P.M.
May 12, 2020	6:30 P.M.	(Monday) Annual Reorganization and	
June 9, 2020	6:30 P.M.	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 adoption of all existing curricula revised to the New Jersey Student Learning Standards as per attached list.

TEXTBOOKS

Approved the adoption of all existing textbooks for the 2019-2020 school year as per attached list.

POLICIES AND PROCEDURES

Approved the re-adoption of all existing policies of the Morris County Vocational School District for the 2019-2020 school year.

ORGANIZATION CHART

Approved the organization chart as attached.

STANDARD OPERATING PROCEDURES MANUAL

Approved the 2019-2020 Standard Operating Procedures Manual.

PURCHASING MANUAL

Approved the 2019-2020 Purchasing Manual.

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

REGULAR BUSINESS MEETING

CORRESPONDENCE- None

SUPERINTENDENT'S REPORT

Reports:

- Mr. Moffitt presented the 2019-2020 QSAC DPR Scores.

DPR Area	District Score
Instruction and Program	40%
Finance	100%
Governance	100%
Operations	100%
Personnel	100%

- Mr. Rollo presented the 2020-2021 Tentative Budget Calendar.

Information Only:

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

COMMITTEE PROGRAMS - NONE

HEARING OF THE PUBLIC - NONE

MINUTES

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

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

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Dr. Allen-McMillan
 No: 0
 Abstain: 0
 Motion Carried.

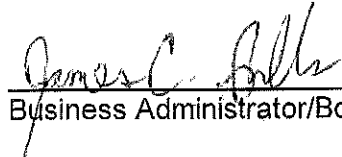
BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT and TREASURER'S REPORT

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

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 2019. Further, pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education certifies that as of September 30, 2019, 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, 2019 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.


Business Administrator/Board Secretary

11/1/2019
Date

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending September 30, 2019.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Dr. Allen-McMillan

No: 0

Abstain: 0

Motion Carried.

FINANCE

The following motions made by Mr. Colasurdo, 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 2019/2020 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. Approved the submission of a budget amendment to the FY20 IDEA Grant to incorporate \$21,549.00 in carryover funds into the budget.
5. Approved the following resolution:

WHEREAS Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state by Division of Purchase and Property," and

WHEREAS, the Morris County Vocational School District has the need, on a timely basis, to procure goods and services utilizing State Contracts, and

WHEREAS, the Morris County Vocational School District desires to authorize its purchasing agent for the 2019-2020 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED that the Morris County Vocational School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and

services entered into on behalf of the State by the Division of Purchase and Property utilizing the vendor as listed below:

Vendor	Commodity	Contract #	Expiration
Verizon Wireless	Wireless Devices and Services	82583	2/29/2020

6. Accepted a donation from the Computer Science Foundation Booster Club Inc., Denville, New Jersey, for items supplied for the MCST Hackathon event on November 9, 2019 (meals, T-shirts, prizes, banners, presenters, facilitators and incidentals) with a total estimated value of \$8,000.00, with a letter of appreciation to the donor.
7. Approved Amelia Lowe as a VPA Dance Guest Artist for the 2019-2020 school year at the rate of \$275.00 per day for a total of one day, with funding provided by Student Activities National Dance Honor Society Account.
8. Approved the Center for Children’s Behavioral Health Inc. (CCBH) as a provider for home instruction services for students at the rate of \$75.00 per hour per student for the 2019-2020 school year.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Dr. Allen-McMillan
 No: 0
 Abstain: 0
 Motion Carried.

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mrs. Dougherty, seconded by Mr. Colasurdo, 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 2019-2020 school year as per the attached list.
2. Approved the attached 2019-2020 Nursing Services Plan.
3. Approved the attached list of field trips for the 2019-2020 school year.
4. Approved the following resolution:

WHEREAS the Quality Single Accountability Continuum (QSAC) is a statutorily-mandated system of school district performance assessment and is New Jersey’s system of education accountability; and

WHEREAS, QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district’s performance in five key areas:

- Instruction and Program
- Fiscal Management
- Governance
- Operations
- Personnel

WHEREAS, QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum;

NOW THEREFORE BE IT RESOLVED, that the 2019-2020 New Jersey Quality Single Accountability Continuum (QSAC) District Performance Review is approved for submission to the New Jersey Department of Education.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Colasurdo and Mrs. Dougherty
No: 0
Abstain: 1 Dr. Allen-McMillan
Motion Carried.

POLICIES AND PROCEDURES

The following motion made by Dr. Allen-McMillan, seconded by Mrs. Dougherty, 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 October 15, 2019.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

PERSONNEL

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.

1. Confirmed and approved the appointment of Kimberly Shay as a Preschool Lunch Aide at the rate of \$14.00 per hour for a maximum of 2 hours per day effective October 21, 2019 through June 30, 2020, pending successful completion of a criminal history background check and pre-employment physical examination.
2. Approved the appointment of the following individuals as Chaperone Supervisors for the MCST Hackathon on November 9, 2019 for a maximum of 80 hours at the rate of \$33.00 per hour to be shared among all Chaperone Supervisors, with funding provided by FY20 Perkins Secondary Grant:

LaToya Evans
Stephen Gelb
Lauren Martin
Daniel O'Halloran
Albert Prentice
Kathleen Turnbull

3. Approved the appointment of Janet Kelly as a bus driver at the rate of \$25.00 per hour effective November 4, 2019 through June 30, 2020.

4. Approved the appointment of the following Substitute Teachers for the 2019-2020 school year:

Colleen Carmeli
Jaye Santoro

5. Approved the appointment of the following individuals as Chaperones for the 2019-2020 school year:

<u>Name</u>	<u>Club</u>
Brigida Alonzo	SkillsUSA
Irene Fitzpatrick	SkillsUSA
Helene Leonard	SkillsUSA
Daniel Riccio	DECA, HOSA, SkillsUSA
Ruben Rosado	HOSA
Jaye Santoro	International Thespian Society
Kathleen Turnbull	International Thespian Society

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, 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 submission of the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Comprehensive Maintenance Three Year Plan, 2018-2019 through 2020-2021, to the County Office.

Roll Call Vote – Yes: 4 Mrs. Dawson, Mr. Colasurdo, Mrs. Dougherty and Dr. Allen-McMillan
No: 0
Abstain: 0
Motion Carried.

HEARING OF THE PUBLIC – NONE

OLD BUSINESS - NONE

NEW BUSINESS

- Next Board Meeting: December 10, 2019 at 6:30 p.m.
- Academic Achievement Recognition Dinner: June 3, 2020, Hanover Marriott
- Graduation: June 22, 2020, Mennen Arena

ADDITIONAL BUSINESS

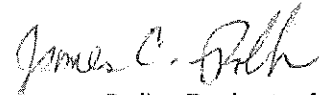
Discussed potential joint meeting with County College of Morris. Tentative dates of December 2nd or December 4th were offered at either 5:30 p.m. or 6:30 p.m.

ADJOURNMENT

Motion made by Mrs. Dougherty, seconded by Dr. Allen-McMillan, to adjourn the meeting at 5:54 p.m.

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

Respectfully submitted,



James C. Rollo

James Rollo, Business Administrator/Board Secretary