

# **CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION**

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - February 27, 2020

**I. The Cumberland County Board of Vocational Education held a Board Meeting on February 27, 2020 at 6:01 p.m. Board Secretary Megan Duffield, read the following statement as required by law:**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Cumberland County Board of Vocational Education has caused notice of this meeting to be published by having the date, time and place thereof published in the official newspapers of the Board and posted on school bulletin boards.

A. President Ruth Hands led the Board in the pledge of allegiance to the flag.

**II. Roll Call**

The following Board members answered in the affirmative to the roll call given by Board Secretary, Megan Duffield: Ruth Hands, Patricia Gross, Sheila McCann, John Redden, and Ernesto Ortiz. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, Board Solicitor Mitchell Kizner. Absent: Leslie White-Coursey and Christy DiLeonardo.

**II-A. Swear in New Board of Education Member**

A. Mr. Ernesto Ortiz took the Oath of Office.

**III. Recognition of Visitors**

A. Dr. Rossi offered a welcome to the audience.

**IV. Special Presentations**

- A. Mr. McGraw presented the CCTEC Employee of the Month for January
- Thomas Fien
- B. Mr. McGraw presented the CCTEC Students of the Month - January
- Ryan Quinn
  - Tiara Morales

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- Alexis Spencer
- Madison Sheets

C. Student Council President Presentation by Ismael Torres.

**V. Public Comment on Agenda Items Only- None**

**VI. Board of Education Correspondence Received - None**

**VII. Board Secretary's Motions and Resolutions**

Motion by Mr. Redden, seconded by Ms. Gross and carried by a unanimous roll call vote to approve items A1-10, B1-6:

- A. Monthly Business, including routine reports, contracts and grants:
1. Minutes, December 18, 2019, January 9, 2020 Special Meeting, & January 23, 2020
  2. Minutes, December 18, 2019, January 9, 2020 Special, & January 23, 2020 Executive Sessions
  3. Board Secretary Report, December 2019
  4. Treasurer Report, December 2019
  5. Report of Funds Received, December 2019
  6. Board Secretary's monthly certification of budgetary major account and fund status in accordance with N.J.A.C.6A:23-16.10(c)3 and 4, December 2019
  7. Board of Education's monthly certification of budgetary major account and fund status in accordance with N.J.A.C. 6A:23-16.10(c)3 and 4, December 2019
  8. Transfers, December 2019
  9. Payment of Bills, February 2020 - \$1,461,312.93
  10. Travel Expenditures
- B. Contracts, Grants, Other Business
1. Motion to approve the submission of the 2019 Annual School Recycling Report to the City of Millville to be included in their 2019 NJDEP Tonnage Report.
  2. Motion to approve the submission of the 20-21 School Budget Semi Waiver as allowed by N.J.A.C. 6A-23-5.3.
  3. Motion to approve the Drive To Your Future Program for the 2020-2021 school year as attached and the tuition rates as follows:
    - a. Full Program \$4,000
    - b. Condensed Program \$1,145
  4. Motion to approve a Memorandum of Understanding with The Department of Veterans Affairs for use of their VA ONLINE Certification of Enrollment (VA-ONCE) system to effectuate enrollment and efficiently meet the reporting requirements of adult students who are funded by the VA.

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5. Approve the agreement with Jostens, Inc. for the school yearbook from 2021 through 2023 .This is a service to parents/guardians and there is no cost to the school district.
6. Motion to approve Whitney Supernavage, Advanced Practice Nurse, to provide psychiatric evaluations to students as needed at a fee of \$400 per evaluation effective on February 1, 2020 through February 28, 2021, pending final attorney review.
  
- B7. Motion by Ms. McCann, seconded by Mr. Redden and carried by a unanimous roll call vote to approve the discussion, review and receipt of the Code of Ethics for School Board Members as required under C.178, P.L.2001.
  
- B8. Motion by Mr. Redden, seconded by Ms. Gross and carried by a unanimous roll call vote to approve the Motion to appoint School Board Auditors, Bowman & Company LLP of Voorhees, NJ, in the amount of \$31,500 from March 1, 2020 through October 31, 2020. This cost includes regular audit work for the fiscal year ending June 30, 2020 and assistance/audit of the Application for State School Aid (ASSA).
  - a. Discuss, approve, and acknowledge the receipt, review and evaluation of the external peer/quality report of Bowman & Company LLP according to 6A:23A-16.2(i)2i.
  - b. Other proposals received but not recommended:
    - Ford, Scott & Associates, L.L.C.
    - Holt McNally & Associates Inc.
    - Nightlinger, Colavita & Volpa, P.A.

**VIII. Superintendent's Motions and Resolutions**

Motion by Ms. McCann, seconded by Mr. Redden and carried by a unanimous roll call vote to approve items A2-8, B1-3, C1-2, D1-3:

- A. Personnel Recommendations (All hiring is contingent upon the recommendation of the Superintendent, proper certification, the results of the criminal history background investigation, and proper verification of previous employment.)
  2. Motion to approve the revised Assistant Principal job description.
  3. Motion to approve posting for Assistant Principal for the 2020/2021 school year and Construction Trades Teacher for the 2019/2020 school year (ratify).
  4. Motion to approve the following Internal Job Postings:
    - a. Meet and Greet - CTE teachers - Not to exceed 2 hours each.
    - b. Graduation - Secretaries - Not to exceed 5 hours each.
  5. Motion to approve the resignation of John Bazemore, School Safety Officer-Substitute.

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6. Motion to approve the following certificated staff to provide translation services for the 2019/2020 school year, not to exceed 20 hours total, to be paid at the contractual hourly rate:
    - a. Ruben Salido
    - b. Amarilis Constanza
    - c. Christina Ferus
  7. Motion to approve the following RCSJ-Cumberland Campus Students for participation in the 2020 Spring Semester CCTEC School Safety Unit Internship Program:
    - a. Ztasha Kirkland
    - b. Casira Harris
  8. Motion to approve all certificated teaching staff for curriculum writing, after the contracted work day, from March 1, 2020 through June 30, 2020. The staff will be paid at the approved contractual rate of \$32.50 per hour, not to exceed 260 hours total.
- B. Curriculum and Program Approvals
1. Motion to approve and submit the Monthly Nursing Service Report for January 2020.
  2. Motion to approve the Annual Immunization Status Report for 2019.
  3. Motion to approve the Annual Nurse Report for 2019/2020.
- C. Policies and Regulations
1. Motion to approve the attached fundraisers.
    - a. Spring Candy Gram Fundraiser - SkillsUSA
    - b. Red Robin Fundraiser - Class Of 2023
    - c. "Kind is Cool" T-shirt Fundraiser - STRIVE
  2. Motion to approve the following Community Service Projects:
    - a. Blue Ribbon Campaign Fundraiser - Culinary Arts
    - b. Ronald McDonald House Project - SkillsUSA
- D. Other
1. Motion to approve the attached 2020/2021 school year calendar.
  2. Motion to approve the annual report of TB Testing in Schools for the 2019 calendar year.
  3. Motion to approve the Class of 2021 Junior/Senior Prom Proposal.
- A1. Motion by Mr. Redden, seconded by Ms. McCann and carried by a unanimous roll call vote to approve the following School Safety Officer - Substitute for the 2019/2020 school year at the hourly rate of \$23.50.
- a. Traci Iwaszkiewicz

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**IX. School District Informational Reports** (listed when provided)

- A. Accident Report - January
- B. Attendance Report - January
- C. Discipline Report - January
- D. Enrollment Report - January
- E. Event Calendar - March
- F. Fire/Emergency Drills - Ongoing
- G. Maintenance Report - January
- H. Technology Report - January
- I. District Goals/Objectives -Ongoing
- J. Home Instruction - January

**X. Other Business - NEW and OLD**

- A. Discussion Item - Budget Calendar
  - 1. Tuesday, March 3, 2020 at 5:00 pm, Tentative Budget (Special Meeting)
  - 2. Monday, March 16, 2020 at 5:00 pm, Final Budget (Special Meeting)
  - 3. Wednesday, March 17, 2020 at 5:00 pm, Board of School Estimate Meeting
    - a. Board of School Estimate Members - Ruth Hands & John Redden (Alternate - Christy DiLeonardo)
- B. Special Olympics Bowling Medal Count - 7 Gold Medals, 8 Silver Medals, 2 Bronze Medals - Southern Regional Games, February 7, 2020.

**XI. Executive Session**

- A. Entry into Executive Session
  - 1. Motion by Ms. McCann, seconded by Ms. Gross and approved by a unanimous roll call vote to approve the following resolution, read by Board President Ruth Hands:  
BE IT RESOLVED, that the Cumberland County Board of Vocational Education hereby goes into closed session to discuss subject matter covered by N.J.S.A. 10:4-12b, Sections one through nine.

The general nature of the subject matter to be discussed is:

- Student Matters

The subject matter discussed in closed session shall be disclosed to the public at the first regularly scheduled Board of Education meeting following the date when said matters are no longer privileged pursuant to N.J.S.A. 10:4-12b.

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2. Motion by Mr. Redden, seconded by Ms. Gross and approved by a unanimous voice vote to enter into a closed session part of the meeting at 6:45 pm to discuss topics that the law allows for public exclusion. Specific topic: Students

B. Exit from Executive Session

1. Motion by Mr. Redden, seconded by Ms. Gross and approved by a unanimous roll call vote to return from closed session at 6:59 pm.

**XII. Post Executive Session Action**

1. Motion by Mr. Redden, seconded by Ms. Gross and approved by a unanimous roll call vote to affirm the action taken and approve the January 2020 HIB reports with zero cases.

**XIII. Public Comment**

- A. Nancy Ridgeway, Upper Deerfield Township - Cumberland County Economic Development meal prepared by TEC Culinary Arts Department was excellent and everyone enjoyed it.

**XIV. Adjournment**

- A. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous voice vote to adjourn the meeting at 7:01 pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary