

# CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - November 29, 2018

**I. The Cumberland County Board of Vocational Education held a Board Meeting on November 29, 2018 at 6:04 p.m. Board Secretary Megan Duffield, read the following statement as required by law:**

The New Jersey Open Public Meetings law was enacted to insure 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 Carlos Villar 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: Carlos Villar, Ruth Hands, Christy DiLeonardo, Leslie White-Coursey and John Redden. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi and Board Solicitor Mitch Kizner. Absent: Scott Groff and Sheila McCann

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

- A. Leslie White-Coursey took the Oath of Office.
- B. The Board discussed, reviewed and Ms. White-Coursey received of the Code of Ethics for School Board Members as required under C.178, P.L.2001.

**III. Recognition of Visitors**

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

**IV. Special Presentations**

- A. The CEO Group, Inc. presented a \$6,000 check to students of HOSA, SkillsUSA and Robotics.

- B. Mr. McGraw read a short biography on the CCTEC Employee of the Month for October and presented a certificate.
  - Heather DeLaney
  
- C. Mr. McGraw read a short biography on the CCTEC Students of the Month for October and presented them with certificates.
  - Mackenzie Sloan - Golden Tiger
  - Christopher Pullen - STRIVE
  - Logan Sutton - CTE
  - Pauline Klimsza - Academic
  
- D. Student Council Presentation on Student Life at TEC.

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

**VI. Board of Education Correspondence Received**

- A. Dr. Rossi shared a correspondence received from Cape May Tech.
- B. Letter of Resignation - Scott Groff - Board Member

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

Motion by Mr. Redden seconded by Ms. DiLeonardo and carried by a unanimous roll call vote to approve items A1-10, B1-7; with Ms. White-Coursey abstaining from A1 and 2.

- A. Monthly Business, including routine reports, contracts and grants:
  - 1. Minutes, October 11, 2018 Special Meeting, October 18. 2018 Meeting & November 1, 2018 Reorganization
  - 2. Minutes, October 18, 2018 Executive Session
  - 3. Board Secretary Report, September 2018
  - 4. Treasurer Report, September 2018
  - 5. Report of Funds Received, September 2018
  - 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, September 2018
  - 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, September 2018
  - 8. Transfers, September 2018

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9. Payment of Bills, November 2018 - \$893,489.99
  10. Travel Expenditures
- B. Contracts, Grants, Other Business
1. Motion to appoint Triantos and Delp, CPAs, LLC auditing firm for the audit of the June 30, 2019 district financials at the rate of \$27,500 (\$29,000 - \$2,000 credit for the review of the ASSA, a 5.8% increase) and hourly rates as included in the proposal.
  2. Approve the attached revised 2018-2019 Perkins Postsecondary and Perkins Secondary Federal spending plans.
  3. Approve the carryover and spending plan of the 17-18 ESEA Title 1 to 18-19 ESEA Title 1 in the amount of \$11,218.
  4. Approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning October 9, 2018 (Employee # 4525).
  5. Approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning October 26, 2018 (Employee # 4267).
  6. Approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning November 29, 2018 (Employee # 4397).
  7. Approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning December 6, 2018 (Employee # 4100).

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

Motion by Mr. Redden, seconded by Ms. Hands and carried by a unanimous roll call vote to approve items A1-3, B1-4, and D1,2, 4-6.

- A. Personnel Recommendations (All hiring is contingent upon the recommendation of the Superintendent, proper certification, and the results of the criminal history background investigation, and proper verification of previous employment.)
1. Motion to approve the revised attached list of certificated staff members to work the Class of 2023 Admissions Exam on Saturday, January 26, 2019 (with a makeup date for inclement weather on Saturday, February 2, 2019), not to exceed 10 hours, at the approved contracted hourly rate.
  2. Motion to approve the posting (internal) for Adult Programming proctors, effective December 2018- June 2019, to be paid at \$32.50

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- per hour, including a one (1) hour training session required by the company. Proctor exams include:
- a. American Medical Certification Association (AMCA)
  - b. National Healthcare Association (NHA)
3. Motion to approve Paul Thornton for the CCTEC School Safety Unit Retired Police Officer Certification (Annual Review).
- B. Curriculum and Program Approvals
1. Motion to approve the Nursing Service Monthly Plan for October 2018.
  2. Motion to approve the yearly Nursing Service Plan for 2018-2019.
  3. Motion to approve the out-of-state field trip to the SkillsUSA Officer Training and Holiday Trip to New York City, NY on December 1, 2018.
  4. Motion to approve the SAT/ACT Prep Course available to all students, beginning January 2019 and approve posting for certificated staff at the contractual rate of \$32.50 per hour.
- C. Policies and Regulations
- D. Other
1. Motion to re-appoint the following individuals as members of the CCTEC Foundation Board:
    - a. Ronald J. Franceschini, Jr.
    - b. Charles (CJ) Wettstein
    - c. Ryan Feaster
  2. Motion to appoint Robert Ohlsen as Staff Liaison to the CCTEC Foundation Board for the 2018/2019 school year.
  4. Motion to approve the following fundraisers:
    - a. HOSA - Holiday Ornaments Painting
  5. Motion to approve the submission the attached school project to the "U Got Brains Champion Schools Program." If selected, the school will receive a \$750 cash stipend to implement the project at TEC.
  6. Motion to approve the L.A.C.I. Club to hold a Holiday Event on December 19, 2018 from 2pm - 4pm. Tickets will be sold to parents and students for \$7.00 per person. All ticket sales will offset the cost of the food for the event.
3. Motion by Ms. DiLeonardo, seconded by Mr. Redden and carried by a unanimous roll call vote to approve the presented display for the gym atrium subject to the discussed changes and modifications to

be constructed and paid for in accordance with the MOU of October 31, 2016 between The John F. Scarpa Foundation, The Board and The Cumberland County Technical Education Center Foundation.

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

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

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

- A. Ms. Duffield discussed the 2019-2020 Budget Calendar.
- B. Dr. Rossi updated the Board on the Medalists from Special Olympics Cycling on October 28, 2018.
- C. Dr. Rossi updated the Board on the 4-H Pumpkin and Scarecrow Contest at Cumberland Mall by the STRIVE Program.
- D. Carlos Villar, Board President, Appointed Sheila McCann & Ruth Hands as Board of Education Liaisons to the CCTEC Foundation Board.
- E. Dr. Rossi informed the Board that KIDS FIRST... and Families Too, Inc., will no longer be providing SAC services at CCTEC effective January 1, 2019.
- F. Dr. Rossi discussed changing the start time of the December 13, 2018 Regular Board Meeting to 5:00 p.m. (Note: A new Board photo will be taken prior to the meeting.)

**XI. Executive Session (N.J.S.A. 10:4-12b)**

- A. Entry into Executive Session
  - 1. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 6:57 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters, Personnel.
- B. Exit from Executive Session

1. Motion by Ms. Hands, seconded by Ms. White-Coursey and approved by a unanimous roll call vote to return from closed session at 7:15 pm.

**XII. Post Executive Session Possible Action**

A. Student

1. Motion by Ms. Hands, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to affirm the action taken and approve the October, 2018 HIB reports with zero cases.

B. Personnel

1. Motion by Ms. Hands, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote moving the Director of School Safety and Security title from the non-certificated section to the certificated section of the Non-Bargaining Employee Benefit Manual retroactively to October 1, 2018.
2. Motion by Mr. Redden, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to hire and approve the 2018-2019 employee contract (retroactive to October 1, 2018) for Megan Duffield, School Business Administrator, as approved by the Interim Executive County Superintendent on November 20, 2018. As noted in the approval letter, there will be no salary change/increase for the 2019-2020 contract year.

**XIII. Public Comment - None**

**XIV. Adjournment**

Motion by Ms. Hands, seconded by Mr. Redden and approved by a unanimous voice vote to adjourn the meeting at 7:20pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary