

# **CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION**

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - March 25, 2019

**I. The Cumberland County Board of Vocational Education held a Board Meeting on March 25, 2019 at 6:18 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 E. 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, John Redden, Patricia Gross and Leslie White-Coursey. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, and Board Solicitor Mitch Kizner. Absent: Sheila McCann.

**III. Recognition of Visitors**

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

**IV. Special Presentations**

- A. Dr. Rossi presented Mitchell H. Kizner a certificate for 40 years with New Jersey State Bar Association.

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- B. Mr. McGraw read a short biography on the CCTEC Employee of the month of February.
  - Laura Pompper
  
- C. Mr. McGraw read a short biography on the CCTEC Students of the month of February and presented them with a certificate.
  - Nicolas Yoshida
  - Madison Sheets
  - Uriah King
  - Alexander Grafals
  
- D. Student Council President Presentation by Natalie Lucena.
  
- E. Mr. McGraw presented Honor Student Hazel Negron a certificate for her being nominated for The Congress of Future Medical Leaders in Boston, MA.
  
- F. Presentation of the June 30, 2018 Audit - Samuel Delp, Jr., CPA of Triantos & Delp CPAs, LLC.

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

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

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

Motion by Ms. Hands seconded by Mr. Redden and carried by a unanimous roll call vote to approve items A1-10, B1-4, with Ms. White-Coursey abstaining from Items A1, A2 and A10, and Ms. Gross abstaining from Items A1 and A2.

- A. Monthly Business, including routine reports, contracts and grants:
  - 1. Minutes, February 28, 2019 & March 11, 2019 Special Meeting
  - 2. Minutes, February 28, 2019 Executive Session
  - 3. Board Secretary Report, February 2019
  - 4. Treasurer Report, February 2019
  - 5. Report of Funds Received, February 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, February 2019
  - 7. Board of Education's monthly certification of budgetary major

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account and fund status in accordance with N.J.A.C.

6A:23-16.10(c)3 and 4, February 2019

8. Transfers, February 2019
  9. Payment of Bills, March 2019 - \$343,746.49
  10. Travel Expenditures
- B. Contracts, Grants, Other Business
1. Motion to approve the 2019-2020 Adult Education Program Fee Schedule as presented.
  2. Motion to approve Federal Family Medical Leave/New Jersey Family Leave for the employee whose name is on file in the Business Office beginning February 19, 2019 (Employee # 4368).
  3. Motion to approve the renewal of a one year contract with ESS Northeast, LLC (formerly known as Source4Teachers) of Cherry Hill, NJ for providing Substitute Staffing Services for the 2019-2020 School Year in accordance with their attached addendum to their June 13, 2017 proposal, beginning July 1, 2019 at a markup margin of 35% (no increase) of the school district approved substitute rate which is currently \$85 for a substitute certificate and \$100 for a standard teacher certificate.  
  
Cost example:

District Rate	\$85	Rate paid to ESS	\$114.75
	\$100	Rate paid to ESS	\$135.00
  4. Motion to approve the attached Memorandum of Understanding/Agreement with Robins' Nest, Inc for clinical and behavioral health services for staff and students beginning on July 1, 2019 through June 30, 2021 pending the District Solicitor's approval and the final passing of the 2019-2020 School District Budget.
- B5. Motion by Ms. Hands seconded by Ms. DiLeonardo and carried by a unanimous roll call vote to accept the June 30, 2018 Audit as prepared by the audit firm of Triantos & Delp, CPA's and to adopt the following resolution:

BE IT RESOLVED, the Cumberland County Board of Vocational Education **discusses, reviews and accepts** the Comprehensive Annual Financial Report and Auditor's Management Report on Administrative Findings, Financial, Compliance and Performance

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for the Year ended June 30, 2018, noting the following findings and recommendations:

**Findings:**

None

**Corrective Action for Findings:**

None

**Follow-up on Prior Years' Findings:**

None

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

Motion by Ms. DiLeonardo seconded by Mr. Redden and carried by a unanimous roll call vote to approve items A1-3, B1-2, C1, 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.)
  - 1. Motion to approve Reagan Pender for full year placement as part of Rowan University Clinical Practice in Social Studies, from September 3, 2019 - December 10, 2019 then January 21, 2020 - May 6, 2020, under the supervision of Shawn Riggins.
  - 2. Motion to approve the posting for CNA Instructor for Adult Education- Summer 2019.
  - 3. Motion to approve the posting for CNA Proctor for Adult Education- Summer 2019.
- B. Curriculum and Program Approvals
  - 1. Motion to approve and submit the Monthly Nursing Service Report for February 2019.
  - 2. Motion to approve the Summer 2019 Certified Nursing Assistant (CNA) Curriculum for Adult Education.
- C. Policies and Regulations
  - 1. Motion to approve the following fundraisers:
    - a. Class of 2020 - Class of 2020
    - b. TECnical Players - Sub Sale

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- c. Interact Club - Dog Treat Fundraiser for CCPSCA
  - d. National Honor Society - Sand Art Fundraiser for local Ronald McDonald House.
- D. Other
- 1. Motion to approve the 2019/2020 School Year Calendar.
  - 2. Motion to approve the 2019/2020 Maintenance/Custodial Calendar.
  - 3. Motion to approve the attached listing of students for 2019 CCTEC STRIVE Program Completers.

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

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

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

- A. Dr. Rossi updated the Board on the Foundation Board.
- B. Dr. Rossi shared with the Board the CTE Pep Rally - Principal's Cup Winners.

**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 with Ms. White-Coursey abstaining to enter into an closed session part of the meeting at 6:55 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters  
*\*Ms. White-Coursey did not enter into executive session.*
- B. Exit from Executive Session

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1. Motion by Ms. Hands, seconded by Ms. DiLeonardi and approved by a unanimous roll call vote to return from closed session at 7:02 pm.

**XII. Post Executive Session Possible Action**

1. Motion by Mr. Redden, seconded by Ms. DiLeonardi and approved by a unanimous with Ms.White-Coursey abstaining roll call vote to affirm the action taken and approve the January, 2019 HIB reports with zero cases.
2. Motion by Mr. Redden, seconded by Ms. DiLeonardi and approved by a unanimous roll call vote with Ms.White-Coursey abstaining to affirm the action taken and approve the February, 2019 HIB reports with zero cases.

**XIII. Public Comment - Any**

- A. Nancy Ridgeway- Upper Deerfield - Thanked the Board for zero findings on the audit.

**XIV. Adjournment**

Motion by Ms. DiLeonardo, seconded by Ms. White-Coursey and approved by a unanimous voice vote to adjourn the meeting at 7:04 pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary