

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Meeting Minutes - January 25, 2018

I. The Cumberland County Board of Vocational Education held a Board Meeting on January 25, 2018 at 6:00 p.m. Board Secretary Gene Mercoli, 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, Gene Mercoli: Carlos E. Villar, Ruth Hands, Sheila McCann, Shelly Schneider, John Redden and Scott Groff. Also present were: Board Secretary Gene Mercoli, Superintendent Dr. Dina Rossi Elliott and School District Solicitor Mitch Kizner. Absent: Peggy Nicolosi.

II-A. Swear in New Board of Education Member

- A. Mr. John Redden took the oath of office.

Consent Agenda Declaration:

All matters hereunder are considered to be routine in nature and will be enacted by one motion. Any Board member may request that an item be removed from the Consent Agenda for separate consideration. Any item(s) removed from the Consent Agenda will be discussed and acted upon separately, immediately following the consideration of the remaining action item(s). All resolutions acted upon at this meeting are available to be viewed or obtained by contacting the School Board Secretary's office.

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III. Recognition of Visitors

- A. Dr. Rossi Elliott offered a general welcome to all visitors. Dr. Rossi Elliott recognized the Freeholder Liaisons, Deputy Director Darlene Barber and George Castellini.

IV. Special Presentations

- A. Special Presentation by the CEO Group representatives: Mrs. Sharon Dauito-Baxter and Mrs. Sharon Bruno. The CEO Group presented a check for \$6,000.00 to be applied to the HOSA, SkillsUSA, and Robotics events for the 2017-18 school year.
- B. Mr. McGraw read a biography on CCTEC's Teacher of the Year, Ms. Sarah Bernhardt, Math Teacher. Ms. Bernhardt was presented with a certificate.
- C. Mr. McGraw read a short biography on the CCTEC Employee of the Month for December, Marisol McCarthy, Spanish Teacher. Mrs. McCarthy was presented with a certificate.
- D. Mr. McGraw read short biographies on the CCTEC Students of the Month for December Alexy Brown, Irene Love and Kara Stratton. Kara Stratton was presented with a certificate.

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. McCann, seconded by Dr. Schneider and carried by a unanimous roll call vote, with Mr. Villar and Mr. Redden abstaining from the minutes #1 and #2 only, to approve items A1-10, B1-9.

- A. Monthly Business, including routine reports, contracts and grants:
 - 1. Minutes, December 14, 2017
 - 2. Minutes, December 14, 2017 Executive Session
 - 3. Board Secretary Report, November 2017 & December 2017
 - 4. Treasurer Report, November 2017 & December 2017
 - 5. Report of Funds Received, November 2017 & December 2017

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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, November 2017 & December 2017
 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, November 2017 & December 2017
 8. Transfers, November 2017 & December 2017
 9. Payment of Bills, January 2018
 - a. 2018-064 Construction Bills List
 - b. 2018-065 Construction Bills List
 10. Travel Expenditures
- B. Contracts, Grants, Other Business
1. Approve the corrected 2018-2019 Tuition Rate for Full Time Special Education pupils at \$8,219. The rate was incorrectly presented in December as \$8,246.
 2. Approve the attached Resolution 2018-01, to renew membership within the Southern Coastal Regional Employee Benefits Fund beginning January 1, 2018 through December 31, 2020 for the purpose of pooling health insurance risk
 3. Approve the Southern Coastal Regional Employee Benefits Fund's Indemnity and Trust Agreement that includes all Fund bylaws beginning January 1, 2018 through December 31, 2020.
 4. Accept the donation of a 2006 Chevrolet Impala (VIN# 2G1WS 55136 94284 93) from the County of Cumberland for use by the School Safety Unit and the Law Enforcement Program.
 5. Approve Family Medical Leave for the employee whose name is on file in the Business Office beginning December 15, 2017 (Employee # 4462).
 6. Approve the submission of the 18-19 School Budget Semi Waiver as allowed by N.J.A.C. 6A-23-5.3.
 7. Approve the acceptance of a gift in the amount of \$6,000.00 from the CEO Group, Vineland, NJ. This gift is to be applied to the HOSA, SkillsUSA, and Robotics events for the 2017-18 school year. This gift is accepted in accordance with Board of Vocational Education Policy # 7230- Gifts, Grants and Donations.

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8. Approve the advertisement of Request for Proposals for Audit Services and completion of the June 30, 2018 Comprehensive Annual Financial Report.
9. Approve the agreement with Kids First and Families too, Inc. of Seabrook, NJ for providing a part-time no cost grant Substance Abuse Counselor from January 2018 thru December 2018.

B10. Motion by Mr. Groff, seconded by Ms. Hands and carried by a unanimous roll call vote to approve an agreement beginning January 25, 2018 and ending January 24, 2024 with Atlantic City Electric Company for development and implementation of a High School Energy Career Academy with funding levels equaling \$450,000 per the proposed agreement.

B11. Motion by Ms. Hands, seconded by Mr. Groff and carried by a unanimous roll call vote to approve the Display Use Agreement between the Cumberland County Board of Vocational Education and the Cumberland County Technical Education Center Foundation Board with terms provided. Final agreement to be drafted by Board Solicitor.

B12. Motion by Ms. Hands, seconded by Ms. McCann and carried by a unanimous roll call vote to approve the formal submission of a NEW School Building Addition, known by the NJ DOE as Project #11-0995-030-18-1000, to the New Jersey Department of Education by Board Resolution 2018-02.

VIII. Superintendent's Motions and Resolutions

Motion by Ms. McCann, seconded by Dr. Schneider and carried by a unanimous roll call vote, to approve items A1-4, B1-2, C1-3 and D1, 2,4.

(All hiring is contingent upon the recommendation of the Superintendent, proper certification and the results of the criminal history background investigation.)

A. Personnel Recommendations

1. Motion to approve a Leave of Absence for the employee whose name is on file in the Business Office, beginning April 10, 2018 and ending May 23, 2018 (Employee #4527).
2. Motion to approve the attached list of certificated staff to work the Entrance Exam on January 27, 2018 (with a makeup date of

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- February 3, 2018) at the contracted hourly rate of \$31.50, not to exceed 20 hours.
3. Motion to approve Gene Mercoli, School Business Administrator, as the District School Safety Specialist for the 2017-2018 School Year.
 4. Motion to approve Thomas Fien, Engineering Instructor, for curriculum development hours from January 15, 2018 through March 31, 2018, not to exceed 20 hours, at the approved contractual rate of \$31.50 per hour. (ratify)
- B. Curriculum and Program Approval
1. Motion to approve and submit the Monthly Nursing Service Reports for December 2017.
 2. Motion to approve and submit the Annual Immunization Status Report for the 2017-2018 School Year.
- C. Policies and Regulations
1. First Reading of the following policies:
 - a. Policy 5111 - Admissions
 - b. 3000 Series - Policies and Regulations
 - c. 4000 Series - Policies and Regulations
 2. Second Reading of the following policies:
 - a. Policy 3431.1 - FMLA
 - b. Policy 4431.1 - FMLA
 3. Motion to approve the following fundraisers:
 - a. Spring Craft Show - STRIVE
 - b. Talent Show - The TECnical Players Drama Club
 - c. Valentine's Day Fundraiser - Culinary Arts
- D. Other
1. Motion to approve the attached updated 2017/2018 school year calendar to reflect 2 snow days on January 4, 2018 and January 5, 2018.
 2. Motion to approve the nomination of Ms. Sarah Bernhardt, Mathematics Instructor, as CCTEC's candidate for the 2017-2018 NJ State Governor's Educator of the Year.
 4. Motion to approve the following out-of-state field trip:
 - a. Auto Technology Program to the Philadelphia Auto Show, Philadelphia, PA, on February 3, 2018.
- A5. Motion by Mr. Groff, seconded by Ms. McCann and carried by a unanimous roll call vote, to approve [Drew Garrett](#) as the Adult

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Welding Instructor for the Spring 2018 Adult Program through Cumberland County College to be held at Cumberland County Technical Education Center, pending sufficient enrollment, at a rate of \$35 per hour.

- D3. Motion by Dr. Schneider, seconded by Mr. Groff and carried by a unanimous roll call vote, to approve the Student Safety Data System (SSDS) incident list for the period September 1, 2017 through December 31, 2017.

IX. School District Informational Reports (listed when provided)

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

X. Other Business - NEW and OLD

- A. Dr. Rossi Elliott updated the Board on the Foundation Board.

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

- A. Entry into Executive Session
 - 1. Motion by Dr. Schneider, seconded by Ms. McCann and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 7:04 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters, Legal Matters
- B. Exit from Executive Session
 - 1. Motion by Mr. Groff, seconded by Dr. Schneider and approved by a unanimous roll call vote to return from closed session at 7:27 pm.

XII. Post Executive Session Possible Action

- A. Student

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1. Motion to affirm the action taken and approve the November and December 2017 HIB reports with zero cases.

XIII. Public Comment

- A. Darlene Barber, Freeholder Deputy Director, Excited about ACE Grant for Electrical Academy. Would also like to have TEC students at the February Freeholder Meeting for CTE Month.

XIV. Adjournment

Motion by Dr. Schneider, seconded by Ms. McCann and approved by a unanimous voice vote to adjourn the meeting at 7:31 pm.

Respectfully Submitted,



Gene Mercoli
Board Secretary