

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Reorganization Meeting Minutes - November 1, 2018

- I. The Cumberland County Board of Vocational Education held a Board Meeting on November 1, 2018 at 6:02 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. Board Secretary, Megan Duffield, 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: Sheila McCann, Ruth Hands, Carlos Villar, John Redden and Christy DiLeonardo (arrived at 6:07pm). Also present were: Superintendent, Dina Rossi, Ed.D., Board Secretary, Megan Duffield and School District Solicitor, Mitchell Kizner. Absent: Board Members Leslie White-Coursey and Scott Groff.

III. Recognition of Visitors

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

IV. Public Comment on Agenda Items Only- None

V. Appointment of Board Members

- A. Swear in Board of Education Members
 1. Carlos Villar took the Oath of Office.
 2. Sheila McCann took the Oath of Office.

B. The Cumberland County Board of Vocational Education will consist of the following members appointed by the Cumberland County Board of Chosen Freeholders for the year November 1, 2018 to October 31, 2019:

- | | |
|------------------------------------------------------------------------------|-----------|
| 1. Ruth Hands
Bridgeton, NJ 08302 | 2019 |
| 2. Scott Groff
Millville, NJ 08332 | 2020 |
| 3. John Redden
Millville, NJ 08332 | 2021 |
| 4. Christy DiLeonardo
Vineland, NJ 08361 | 2021 |
| 5. Carlos Villar
Vineland, NJ 08361 | 2022 |
| 6. Sheila McCann
Bridgeton, NJ 08302 | 2022 |
| 7. Leslie White-Coursey Interim Executive County Supt
Bridgeton, NJ 08302 | Permanent |

VI. Nomination and Election of President - Chaired by Megan Duffield, Board Secretary.

- A. Motion by Sheila McCann, seconded by Ruth Hands and approved by a unanimous roll call vote to nominate and elect Carlos E. Villar as Board of Education President.

VII. Nomination and Election of Vice President

- A. Motion by Sheila McCann, seconded by John Redden and approved by a unanimous roll call vote to nominate and elect Ruth Hands as Board of Education Vice President.

VIII. Executive Session (N.J.S.A. 10:4-12b) - None

IX. Approve Designation of Bank Depositories as follows:

- A. Motion by Ms. Hands, seconded by Mr. Redden and approved by a unanimous roll call vote to maintain district checking accounts at OceanFirst Bank, Headquarters in Toms River, NJ and approved the following list of banks as designated as Investment Depositories:
1. OceanFirst
 2. Bank of America
 3. State of New Jersey Cash Management Fund
 4. BB&T Bank
 5. Newfield National Bank
 6. TD Bank
 7. Sun Bank
 8. Fulton Bank

X. Approve Account Signatories

- A. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the recommended checking account signatories as attached.

XI. Set Regular Monthly Meeting Dates & Time

- A. Motion by Ms. McCann, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the attached recommended Board of Education Regular Meeting schedule.

XII. Designation of Official Newspapers as follows:

- A. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the official newspapers for legal advertising purposes as follows:
1. NJ Advance Media, LLC (South Jersey Times)
 2. Gannett NJ Newspaper (The Daily Journal)
 3. South Jersey Publishing (The Press of Atlantic City)

XIII. Designation of 403(b) Representatives

- A. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the attached list of 403(b) Representatives as attached.

XIV. Annual Review and Approval of Curriculum and Course Description Guide for the 2018-2019 school year

- A. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous roll call vote to approve the 2018-201 Curriculum and Course guides as recommended by the Superintendent and provided.

XV. Annual Approval of District Bylaws, Policies and Regulations, as provided by Strauss Esmay.

- A. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the existing policies and regulation and items A-B, of the Board of Education as maintained by Strauss Esmay.
 - A. Approve the annual facility use fee schedule per policy #7510.
 - B. Approve Policy and Regulation 5331- Management of Life Threatening Allergies in Schools.

XVI. Annual Approval of Professional Services

- A. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous roll call vote to approve the annual appointment of School Board Solicitor, Mitchell H. Kizner, Esq. of the firm Flaster Greenberg, PC, Commerce Center, Third Floor, 1810 Chapel Avenue West, Cherry, Hill, NJ 08002-4609, at a salary of \$31,410, (represents a \$1,500 increase, 5%) and a contractual hourly rate to \$195.00 per hour, from November 1, 2018 through October 31, 2019.
- B. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the annual appointment of Architect of Record, Garrison Architects, 713 Creek Road, Bellmawr, NJ 08031, at the rates indicated in the renewal letter, (attached, no increase) from November 1, 2018 through October 31, 2019.
- C. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the approve the continuation of an EUS Contract with Richard Allen of Allen Associates of Vineland, NJ as the district Insurance Broker of Record at a combined commission rate of \$39.55 for all four health lines (an increase of 7.65%), per enrolled employee per month, from November 1, 2018 through October 31, 2019.
- D. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the annual appointment of School District Doctor of Record, Dr. Balogun of Inspira Health Network Urgent

Care, P.C., at a rate of \$500 per month (no increase), from November 1, 2018 through October 31, 2019.

- E. Motion by Ms. Hands, seconded by Mr. Redden and approved by a unanimous roll call vote to approve the continuation of the agreement for Occupational Health with Inspira Health Network Urgent Care, P.C., at the service rates listed in Exhibit A, from December 13, 2018 through December 12, 2020.
- F. Motion by Ms. McCann, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the annual appointment of School District Labor Attorney, Grace Marmero & Associates, LLP of Vineland, NJ, at an hourly rate of \$125 per hour (no increase) from November 1, 2018 to October 31, 2019.
- G. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous roll call vote to approve the continuation of an EUS Contract with Conner Strong & Buckelew of Marlton, NJ as the district Non-Health Insurance Broker of Record Services beginning November 1, 2018 to October 31, 2019. This is a commission only contract.

XVII. Board President Appoints:

- A. Sheila McCann (Christy DiLeonardo- Alternate) as representative to the Cumberland County School Boards Association from November 1, 2018 through October 31, 2019.
- B. Christy DiLeonardo (Sheila McCann- Alternate) as representative to the New Jersey Council of County Vocational Schools from November 1, 2018 through October 31, 2019.
- C. Ruth Hands (Carlos Villar- Alternate) as delegate to the NJSBA Legislative Committee and Network Representative from November 1, 2018 through October 31, 2019.
- D. Ruth Hands & John Redden as Board of School Estimate members. The date of the Board of School Estimate meeting is to be determined.

XVIII. Appointment of Megan Duffield as Purchasing Agent

- A. Motion by Mr. Redden, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to approve Megan Duffield as the District Purchasing Agent from November 1, 2018 thru October 31, 2019.

XIX. Appointment of Megan Duffield as PACO (Public Agency Compliance Official)

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve Megan Duffield as the District Public Agency Compliance Official (PACO) from November 1, 2018 thru October 31, 2019.

XX. Appointment of Megan Duffield as Board Secretary

- A. Motion by Mr. Redden, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to approve Megan Duffield as the Board of Education Secretary from November 1, 2018 thru October 31, 2019.

XXI. Approve the resolution setting the annual bid threshold at \$40,000

- A. Motion by Ms. DiLeonardo, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the resolution setting the annual bid threshold, as allowed under NJSA 18A:18A-3 for School Districts employing a qualified purchasing agent pursuant to NJSA 40A:11-9, at \$40,000.

XXII. Motion to authorize the School Business Administrator, in accordance with NJSA 18A:18A-10/11, to utilize all cooperative, jointure, state and national contracts

- A. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous roll call vote to allow the purchasing agent, Megan Duffield, in accordance with NJSA 18A:18A-10/11, to utilize all cooperative, jointure, state and national contracts, as the law allows, to secure supplies and services for the effective and efficient operation of the school district, effective November 1, 2018 through October 31, 2019.

XXIII. Appointment of Treasurer

- A Motion by Ms. Hands, seconded by Mr. Redden and approved by a unanimous roll call vote to appoint Christopher Russo, Ed.D, of Millville, NJ as Treasurer of the Cumberland County Board of Vocational Education, effective November 1, 2018 through October 31, 2019, at a salary of \$5,200 (2% increase).

XXIV. Appointment District Affirmative Action Officer/Title IX

- A. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote (with Ms. DiLeonardo abstaining) to approve Mr. Mario Olsen, Assistant Superintendent for Curriculum and Instruction, as the District Affirmative Action Officer/Title IX from November 1, 2018 thru October 31, 2019.

XXV. Appointment District ADA/504 Compliance Officer- Staff and Students

- A. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous roll call vote to approve Dr. Celese Nolan, Assistant Principal, as the ADA/504 Compliance Officer- Staff and Students from November 1, 2018 thru October 31, 2019.

XXVI. Motion to approve the Section 504 Procedural Guidance Manual for Administrators & Staff.

- A. Motion by Ms. McCann, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the Section 504 Procedural Guidance Manual for Administrators & Staff.

XXVII. Motion to approve the CCTEC School Safety Unit Retired Police Officer Certification (Annual Review).

- A. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the CCTEC School Safety Unit Retired Police Officer Certification (Annual Review).

XXVIII. Motion to approve District's School Safety Specialist

- A. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve Andre Lopez, Director of School Safety and Security, as the District's School Safety Specialist from November 1, 2018 through and including October 31, 2019.

XXIX. Motion to approve District Truancy Officer for the 2018-2019 school year.

- A. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve Andre Lopez, Director of School Safety and Security, as the District's Truancy Officer from November 1, 2018 through and including October 31, 2019.

XXX. Appointment District Working Papers Compliance Officer

- A. Motion by Ms. DiLeonardo, seconded by Ms. McCann and approved by a unanimous roll call vote to approve appointing Greg McGraw, Principal, as the District Working Papers Compliance Officer effective November 1, 2018 through October 31, 2019.

XXXI. Appointment Alternate District Working Papers Compliance Officer

- A. Motion by Ms. DiLeonardo, seconded by Ms. McCann and approved by a unanimous roll call vote to approve appointing Patricia Robbins, Assistant Principal, as the Alternate District Working Papers Compliance Officer effective November 1, 2018 through October 31, 2019.

XXXII. Motion to approve and submit the 2018-2019 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

- A. Motion by Ms. McCann, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to approve and submit the 2018-2019 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

XXXIII. Motion to approve the 2018-2019 Substitute Rates

- A. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the 2018-2019 Substitute Rates.

XXXIV. Statement of Intent

As read by Dina Rossi, Ed.D., Superintendent: The Cumberland County Board of Vocational Education hereby notifies all parties including the CCVTEA of their intent to provide for the best possible educational experiences for students, for efficiency, and for the benefit of the general public by using volunteers whenever possible in accordance with the terms of the agreement and with the memo of understanding between the Board and the Association during 1999 regarding this matter.

XXXV. Executive Session (if needed) (N.J.S.A. 10:4-12b) - None

XXXVI. Other New Business (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.)

- A. Motion by Ms. McCann, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to approve the attached listing of part time School

Safety Officers and School Safety Officer Substitutes, from September 1, 2018 thru June 30, 2019, at the hourly rates listed.

XXXVII. Public Comment

- A. Nancy Ridgeway, Upper Deerfield - Offered congratulations to the Board and wished we had a member from Bridgeton.

XXXVIII. Adjournment

- A. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous voice vote to adjourn the meeting at 6:35 pm.

Respectfully Submitted,



Megan Duffield
Board Secretary