

# CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

## Board of Education Meeting Minutes - August 22, 2019

**I. The Cumberland County Board of Vocational Education held a Board Meeting on August 22, 2019 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 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, Sheila McCann, Leslie White-Course, Patricia Gross and John Redden. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, and Board Solicitor Mitch Kizner. Absent: Christy DiLeonardo.

**III. Recognition of Visitors**

A. Dr. Rossi offered a general welcome to the audience and introduced the Cumberland County Freeholder George Castellini.

**IV. Special Presentations- None**

**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 Ms. McCann and carried by a unanimous roll call vote to approve items A1-10, B1-4:

- A. Monthly Business, including routine reports, contracts and grants:
1. Minutes, July 25, 2019
  2. Minutes, July 25, 2019 Executive Session
  3. Board Secretary Report, June 2019
  4. Treasurer Report, June 2019
  5. Report of Funds Received, June 2019

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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, June 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, June 2019
  8. Transfers, June 2019
  9. Payment of Bills, August 2019 - \$778,737.06
  10. Travel Expenditures
- B. Contracts, Grants, Other Business
1. Motion to approve to establish a 529 Savings CollegeAmerica program through American Funds. This program will offer CCTEC employees the ability to make contributions to a tax-advantaged savings plan via a payroll deduction. No employer contributions will be made.
  2. Approve the acceptance of funds and 2019-2020 proposed spending plan for the Federal Rural Education Achievement Program (REAP) in the amount of \$29,012.
  3. Motion to approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning August 19, 2019 (Employee # 4518).
  4. Motion to approve a 51 month lease with Pitney Bowes for two postage machines for \$221.02 per month.

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

Motion by Ms. Hands, seconded by Mr. Redden and carried by a unanimous roll call vote to approve items A1-17, B1-6, C1A and B, D1-5, with Ms. White-Coursey abstaining from B4.

- 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 Carlos Morales for Project Lead the Way Training hours, for the 2019/2020 school year, not to exceed 20 hours, to be paid at the contractual hourly rate.
  2. Motion to approve the School Safety/ School Climate Team for the 2019/2020 school year.
  3. Motion to approve the attached listing of certificated staff to work Title I Homework Club for the 2019/2020 school year, to be paid at the contracted hourly rate through the ESSA Grant.
  4. Motion to approve the attached listing of certificated staff to provide After School Coverage, as needed, for the 2019/2020 school year, to be paid at the contractual hourly rate not to exceed 90 hours cumulatively.
  5. Motion to approve the attached listing of staff to work Information Sessions for the Class of 2024, as needed, at the contractual hourly rate, not to exceed 3 hours per employee per event.

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6. Motion to approve the attached listing of certificated staff to work the Admissions Exam (Saturday, January 25, 2020 with a Make-Up Day of January 30, 2020), not to exceed 10 hours per employee per event, to be paid at the contractual hourly rate.
  7. Motion to approve the attached listing of staff to work Admissions Exam (Saturday, January 25, 2020 with a Make-Up Day of January 30, 2020), not to exceed 3 hours per employee per event, to be paid at the contractual hourly rate.
  8. Motion to approve the attached listing of staff to work the Meet and Greet (Thursday, May 7, 2020), not to exceed 3 hours per employee per event, to be paid at the contractual hourly rate.
  9. Motion to approve the attached listing of certificated staff to work Meet and Greet (Thursday, May 7, 2020), not to exceed 3 hours per employee per event, to be paid at the contractual hourly rate.
  10. Motion to approve the attached listing of staff to mentor Provisional Instructors for the 2019/2020 school year.
  11. Motion to approve Anthony Bermudez, College and Career Pathways Instructor, for summer hours, not to exceed 50 hours, beginning August 1, 2019 through August 31, 2019, to be paid at the contractual hourly rate of \$32.50.
  12. Motion to approve Mabel Ocasio, Cosmetology Instructor, for summer hours, not to exceed 5 hours, beginning August 1, 2019 through August 31, 2019, at the contractual hourly rate of \$32.50.
  13. Motion to approve Patricia DiMatteo, Cosmetology Instructor, for summer hours, not to exceed 5 hours, beginning August 1, 2019 through August 31, 2019, at the contractual hourly rate of \$32.50.
  14. Motion to approve Lauren Daigle's request to carry 20 sick days from her previous employment at Millville Public Schools. These allotted days are only to be utilized in the event of the employee's catastrophic illness and are not payable upon retirement.
  15. Motion to approve Ashleigh Udalovas's request to carry 20 sick days from her previous employment at Millville Public Schools. These allotted days are only to be utilized in the event of the employee's catastrophic illness and are not payable upon retirement.
  16. Motion to approve the revised Employment Conditions and Benefits for Non-Bargaining Unit Employees Manual, effective August 1, 2019.
  17. Motion to approve Noreen Gray as a Substitute Bus Driver for the 2019/2020 school year.
- B. Curriculum and Program Approvals
1. Motion to approve an Articulation Agreement with Atlantic Cape Community College, from July 1, 2019 through June 30, 2020, with our Culinary Program in the areas of Baking and Pastry. Students will receive up to seven credits in the areas of Baking/Pastry and Culinary Arts.
  2. Motion to approve a High School Partnership Agreement with Stockton University, for Fall 2019 and Spring 2020, for dual credits in the Human Rights & Genocide Course.
  3. Motion to approve the 2019/2020 school year School Nurse Standing Orders and the 2019/2020 school year School Nurse Protocols.

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4. Motion to approve the following new and revised curriculum for the 2019/2020 school year (Curriculum has been shared to your Google Accounts for your review.)
  5. Motion to approve the Cosmetology Clinic Proposal for the 2019/2020 School Year.
  6. Motion to approve the concession stand to operate at school events during the 2019/2020 school year benefiting student activities.
- C. Policies and Regulations
1. Motion to approve the Second Reading of the following policies and regulations:
    - a. Regulation 5200 - Attendance (Revisions)
    - b. Policy 1110 - Organizational Chart (Revisions)
- D. Other
1. Motion to approve the following handbooks/guides/plans for the 2019/2020 school year:
    - a. Early College High School (ECHS) Handbook
    - b. Chromebook Handbook
    - c. Teacher Induction Mentoring Program Guide
    - d. Professional Development Plan
  2. Motion to approve CCTEC Wellness Team to offer Flu Shots to faculty and staff through Rite Aid at no cost, on October 11, 2019.
  3. Motion to approve the following fundraisers:
    - a. Gourmet Goodness - Student Council - September 16- October 11, 2019
    - b. Applebee's - Class of 2021 - Saturday, October 26, 2019
    - c. Craft Fair - STRIVE Program - Saturday, November 2, 2019
  4. Motion to approve the 2020 Terrapin Project and Scientific Holding Application submission for permitting under the supervision of Michael Lucchesi, Science ICR Instructor. (TEC currently holds approved permitting for the remainder of the 2019 calendar year.)
  5. Motion to approve the application for Pets in the Classroom Grant for the 2019/2020 school year. This grant would be used to offset costs associated with the Terrapin Project.

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

- A. Accident Report - None
- B. Attendance Report - None
- C. Discipline Report - None
- D. Enrollment Report - July
- E. Event Calendar - September / October
- F. Fire/Emergency Drills - Ongoing
- G. Maintenance Report - August
- H. Technology Report - August
- I. District Goals/Objectives - Ongoing

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

- A. Dr. Rossi discussed the Foundation Board.

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

A. Entry into Executive Session

1. Motion by Mr. Redden, seconded by Ms. Gross and approved by a unanimous roll call vote to approve the following resolution, read by Board President Mr. Villar:  
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
- Personnel
- Contracts/Legal

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.

2. Motion by Ms. Hands , seconded by Ms. McCann and approved by a unanimous voice vote to enter into a closed session part of the meeting at 6:10 pm to discuss topics that the law allows for public exclusion. Specific topic: Students, Personnel and Contacts/Legal.  
\* Mrs. White-Coursey did not enter Executive Session

B. Exit from Executive Session

1. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous roll call vote to return from closed session at 6:23 pm.

**XII. Post Executive Session Possible Action**

- A. Motion by Ms.Hands, seconded by Ms.McCann and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to affirm the action taken and approve the July 2019 HIB Report with zero cases.
- B. Motion by Mr. Redden, seconded by Ms.Gross and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve approve the 2019-2020 employee contract (retroactive to July 1, 2019) for Megan Duffield, School Business Administrator, as approved by the Executive County Superintendent on August 1, 2019.
- C. Motion by Ms.Hands, seconded by Ms.McCann and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve the Career and Technical Education Partnership and Host Site Agreement with the Board of Education of the CRHSD for the purpose of the implementation of a Cumberland County Agriculture CTE Program at CRHSD beginning in the Fall of 2020.
- D. Motion by Ms.Hands, seconded by Mr. Redden and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve a Memorandum of Agreement between The Cumberland County Board of Vocational Education and The Millville Board

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of Education for the participation of CCTEC's students in the Sports Program of Millville High School.

**XIII. Public Comment - None**

**XIV. Adjournment**

Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous voice vote to adjourn the meeting at 6:27 pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary