

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - June 21, 2018

I. The Cumberland County Board of Vocational Education held a Board Meeting on June 21, 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 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 Villar, Ruth Hands, Shelly Schneider, and Scott Groff. Also present were: Board Secretary Gene Mercoli, Superintendent Dr. Dina Rossi Elliott and School District Solicitor, Mitch Kizner. Absent: Peggy Nicolosi, Sheila McCann and John Redden

III. Recognition of Visitors

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

IV. Special Presentations

A. Mr. McGraw read a short biography on the CCTEC Employee of the Month for May, Joseph Saponare - Law Enforcement Instructor.

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- B. Mr. McGraw read short biographies on the CCTEC Students of the Month for May, William Ardis and Jacob Godlewski.
- C. Mr. McGraw presented the Board with the Project Medicine Drop Postcard Winners, Juliet Leos and Daniel Higgins.
- D. Mr. McGraw presented the Board with the Fire Prevention Poster Contest Winner, Cameron Ippolito.
- E. Student Council President Presentation- Natalie Lucena
- F. NJDOE Application for an Equivalency Waiver - QSAC 17/18 - Dina Rossi Elliott, Ed.D.

V. Public Comment on Agenda Items Only- None

VI. Board of Education Correspondence Received - None

VII. Board Secretary's Motions and Resolutions

Motion by Dr. Schneider, seconded by Ms. Hands and carried by a unanimous roll call vote to approve items A1-10, B2, 3, 4, 6-15

- A. Monthly Business, including routine reports, contracts and grants:
 - 1. Minutes, May 24, 2018 & June 11, 2018 Special Meeting
 - 2. Minutes, May 24, 2018 & June 11, 2018 Executive Session
 - 3. Board Secretary Report, April 2018
 - 4. Treasurer Report, April 2018
 - 5. Report of Funds Received, April 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, April 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, April 2018
 - 8. Transfers, April 2018
 - 9. Payment of Bills, June 2018 - \$739,309.72
 - 10. Travel Expenditures

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B. Contracts, Grants, Other Business

2. Approve the 2018-2019 school lunch and breakfast prices as follows:

<u>Lunch</u>		<u>Breakfast</u>	
Reduced	\$0.40	Reduced	\$0.30
Student	\$3.50	Student	\$2.00
Adult (Staff)	\$4.50		

3. Approve a contract addendum renewal of the Food Service Management contract with Sodexo Management Inc. of Gaithersburg, MD from July 1, 2018 to June 30, 2019. District shall pay Sodexo a Management Fee in an amount equal to Twenty Eight Cents (\$0.28) per Pattern Meal and Meal Equivalent for the 2018-2019 contract year with a guarantee of a loss not to exceed \$30,890.05.
4. Approve a 3 year renewal of New Jersey Schools Insurance Group's Educational Risk and Insurance Consortium (ERIC South) Indemnity and Trust Agreement in accordance with N.J.S.A. 18A:18B-3(a).
6. Approve a renewal contract with the Vineland Board of Education for providing specialized transportation shared services from July 1, 2018 to June 30, 2019 at an annual rate of \$96,504.
7. Pursuant to PL 2015, Chapter 47 the Cumberland County Board of Vocational Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq
8. Approve the close out of all school district and school petty cash imprest accounts and the re-opening of the same for July 1, 2018 as listed: Student Activity \$200 (closed 18-19) , District Acct \$500, District Change Fund \$200 , Science Department Fund \$200 (new

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18-19), School Store \$200, Drive to Your Future \$200, Culinary Acct \$100 and Cafeteria Acct \$200.

9. Approve the school business administrator, Gene Mercoli, to process, pay and/or encumber all necessary transactions to effectuate the closeout of the 2017-2018 school year ending June 30, 2018. The Board shall be presented these transactions for post approval at a future Board meeting.

10. Void the following Cafeteria Account checks due to a lack of response for cashing or depositing these monies by the parties made payable to in accordance with our auditing firm's recommendations of not having outstanding checks longer than 6 months:

<u>Check #</u>	<u>Amount</u>	<u>Issued to</u>
4190	\$10.25	L. Weems
4191	\$ 5.00	M. Camacho

11. Motion to approve a customized training program with Inspira Health Network for Certified Clinical Medical Assistants (CCMA), from July 2, 2018 through September 28, 2018 at a per student cost of \$2,720.
12. Approve entering into a one year renewal contract with a one year renewal remaining with Professional Computer Services (PCS) of Moorestown, NJ for providing Technology Services for the 2018-2019 School Year in accordance with their June 28, 2017 proposal renewing July 1, 2018 and ending June 30, 2019 at the following hourly rates:
Regular Hours - 7:30am -3:30pm Rate: \$79.00 per hour
Overtime/Weekend Hours Rate: \$109.00 per hour
Estimated Annual Cost \$108,675
13. Approve the acceptance and submission of the funds for the Every Student Succeeds Act (ESSA) in the amount of \$198,296 and corresponding spending plan for the 2018-2019 school year.

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14. Approve the acceptance and submission of the Individuals with Disabilities Education Act (IDEA) in the amount of \$118,346 and corresponding spending plan for the 2018-2019 school year.
15. Approve Family Medical Leave for the employee whose name is on file in the Business Office beginning June 21, 2018 (Employee # 4390).
- B1. Motion by Ms. Hands, seconded by Mr. Groff and carried by a unanimous roll call vote to approve Resolution 2018-03 authorizing the transfer of current year unreserved surplus funds up to \$500,000 to Maintenance Reserve in accordance with N.J.A.C. 6A:23A-14.3b and N.J.S.A. 18A:7F-41b.
- B5. Motion by Ms. Hands, seconded by Mr. Groff and carried by a unanimous roll call vote to approve and bind the 2018-2019 New Jersey Schools Insurance Group Insurance renewal for the Commercial Package, Errors and Omissions and Workers Compensation at a renewal cost of \$206,799 beginning July 1, 2018 and ending June 30, 2019. Up about 6.5% and driven by over \$2 million in new payroll.

VIII. Superintendent's Motions and Resolutions

Motion by Dr. Schneider, seconded by Mr. Groff and carried by a unanimous roll call vote to approve items A1, 3-9, 12-14, B1, D3. (All hiring is contingent upon the recommendation of the Superintendent, proper certification and the results of the criminal history background investigation.)

- A. Personnel Recommendations **Note: The below offerings are based upon an expiring collective bargaining contract. Upon settling the contract, the salaries/hourly rate offered shall be re-affirmed based upon the new contract but in no case will the salary/hourly rate offering be less than what is listed below:*

1. As per the Superintendent's recommendation, to approve continuing part time the attached listing of School Safety Officers, from July 1, 2018 thru June 30, 2019, at the hourly rates listed.

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- *3. Motion to approve Jessaca Wilford for the PARCC Algebra I Summer Remediation Course from July 1, 2018 through August 15, 2018, for a maximum of 40 hours, at the contracted hourly rate.
4. Motion to approve Alma Vasquez as a Substitute Bus Driver effective July 1, 2018 through June 30, 2019, at the substitute bus driver rate of \$19.00 per hour.
5. Motion to approve Drew Garrett as Adult Education Welding Instructor, pending sufficient enrollment, beginning September 1, 2018 through June 30, 2019, at the hourly rate of \$35.00.
6. Motion to approve posting for the attached advisor positions for the 2018/2019 school year.
- *7. Motion to approve the following staff members, for the listed summer hours, at the hourly rate defined by the collective bargaining unit:
 - a. William Briggs - Guidance Counselor - not to exceed 30 hours for Counselor Training.
 - b. Susan Hickey - Guidance Counselor - not to exceed 30 hours for Early College High School facilitation.
 - c. Lauren Sherma - Guidance Counselor - not to exceed 30 hours for Early College High School training and facilitation.
 - d. Lauren Sherma - Guidance Counselor - not to exceed 30 hours for the summer PARCC Test Administration.
 - e. Anthony Bermudez - College and Career Pathways Instructor - not to exceed 20 hours.
8. Motion to approve posting for an Automotive Technology Instructor for the 2018-2019 school year.
9. Motion to approve Robin Bell as a Certified Clinical Medical Assistant (CCMA) Instructor for Adult Programming , from July 2, 2018 through September 28, 2018 (pending sufficient enrollment), at the hourly rate of \$35.00.

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12. Motion to approve posting (Internal) for Home Instruction Certificated Teachers for the 2018/2019 school year. These teachers will be used on an as needed basis and will be paid at the contracted hourly rate.
13. Motion to approve the resignation of Kara Uhrich, Spanish Teacher effective immediately.
14. Motion to approve students for Summer Employment at the rate of \$10.00 per hour in the areas of Computer Technician Assistant and Custodial Assistant. All hires are pending proper submission of Working Papers, if applicable. These students will begin the week of July 9, 2018.

B. Curriculum and Program Approvals

1. Motion to approve and submit Monthly Nursing Service Report for May 2018.

C. Policies and Regulations

D. Other

3. Motion to approve the attached resolution for the New Jersey Department of Education Equivalency Application to substitute the Instruction and Program Indicators in the recently adopted N.J.A.C.6a:30, set to go into effect July 2018, to satisfy the Instruction and Program Portion of the QSAC 2017/2018 review. The Board requests to be evaluated using recent data from the PARCC assessment which will potentially give the Board a chance to show growth and improvement on state assessments.

- *A2. Motion by Ms. Hands, seconded by Mr. Groff and carried by a unanimous roll call vote to approve the following teaching staff from September 1, 2018 through June 30, 2019: Note: The below offerings are based upon an expiring collective bargaining contract. Upon settling the contract, the salaries offered shall be re-affirmed

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based upon the new contract but in no case will the salary offering be less than what is listed below:

- a. Anthony Bermudez- College and Career Pathways Instructor, Step 18, Cert/BA, at the salary of \$80,555.00
 - b. Trumaine Sherry - English Teacher, Step 2, Cert+30/BA+15 at the salary of \$59,565.00.
 - c. Terry Love - Health and Physical Education Teacher, Step 6, Cert/BA at the salary of \$60,015.00.
- A10. Motion by Dr. Schneider, seconded by Mr. Groff and carried by a unanimous roll call vote to approve School Safety Officer Steven Manera as the K-9 Team Handler for the 2018/2019 school year.
- *A11. Motion by Ms. Hands, seconded by Dr. Schneider and carried by a unanimous roll call vote to approve Paul Claypool as Maintenance Technician, Step 6, beginning July 16, 2018 through June 30, 2019, at the salary of \$62,406.00.
- C1. Motion by Mr. Groff, seconded by Dr. Schneider and carried by a unanimous roll call vote to approve the following fundraiser:
 - a. Fall 2018 Craft Fair
- D1. Motion by Dr. Schneider, seconded by Ms. Hands and carried by a unanimous roll call vote to approve the K-9 Procedural Handbook for the 2018/2019 school year.
- D2. Motion by Dr. Schneider, seconded by Ms. Hands and carried by a unanimous roll call vote to approve Canine-Meadow as the K-9 Member of CCTEC's Campus Safety Unit for the 2018/2019 school year.

IX. School District Informational Reports (listed when provided)

- A. Accident Report - May
- B. Attendance Report - May
- C. Discipline Report - May

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- D. Enrollment Report - May
- E. Event Calendar - Summer
- F. Fire/Emergency Drills - Ongoing
- G. Maintenance Report - June
- H. Technology Report - June
- I. District Goals/Objectives - Ongoing

X. Other Business - NEW and OLD

- A. Dr. Rossi Elliott updated the Board on the Foundation Board.
- B. Dr. Rossi Elliott informed the Board that on June 8-10, 2018, twelve STRIVE students competed in the Special Olympics Summer Games held at TCNJ. CCTEC was awarded 19 medals; 7 gold, 8 silver, and 4 bronze.
- C. Dr. Rossi Elliott informed the Board that Horizon AVL has been chosen as the 2018-2019 CCTEC Business Partner of the Year.

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

- A. Entry into Executive Session
 - 1. Motion by Ms. Hands, seconded by Dr. Schneider and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 6:53 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters, Personnel, Contracts.
- B. Exit from Executive Session
 - 1. Motion by Dr. Schneider, seconded by Mr. Groff and approved by a unanimous roll call vote to return from closed session at 7:55 pm.

XII. Post Executive Session Possible Action

A. Student

1. Motion by Mr. Groff, seconded by Ms. Hands and approved by a unanimous roll call vote to affirm the May HIB Report as reviewed, with 2 cases.

B. Personnel

1. Motion by Mr. Groff, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the new job description for Culinary Arts Teacher (10+1).
- *2. Motion by Dr. Schneider, seconded by Mr. Groff and approved by a unanimous roll call vote to approve D. Michael Aliberti as Culinary Arts Teacher (10+1), Step 18 , BA+15/MA+15, at the salary of \$90,426.00, beginning July 1, 2018 through June 30, 2019.
3. Motion by Mr. Groff, seconded by Ms. Hands and approved by a unanimous roll call vote to approve continuing employment of the attached non-bargaining unit employees for the 2018-2019 school year, as presented.

C. Contracts

1. Motion by Ms. Hands, seconded by Mr. Groff and approved by a unanimous roll call vote to approve the Property Sale agreement between the Cumberland County Improvement Authority and the Cumberland County Board of Vocational Education for \$1.00 and other remuneration per the terms of the agreement effective July 1, 2018.

XIII. Public Comment - None

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XIV. Adjournment

Motion by Dr. Schneider, seconded by Mr. Groff and approved by a unanimous voice vote to adjourn the meeting at 8:00pm.

Respectfully Submitted,



Gene Mercoli
Board Secretary