

# CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

## Board of Education Meeting Minutes - July 25, 2019

- I. The Cumberland County Board of Vocational Education held a Board Meeting on July 25, 2019 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. 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, Sheila McCann (arrived at 6:07pm), Leslie White-Course, Patricia Gross and John Redden. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, and Board Solicitor Mitch Kizner.

**III. Recognition of Visitors**

- A. Dr. Rossi offered a general welcome to the audience and introduced the Cumberland County Freeholder Director - Joseph Derella.

**IV. Special Presentations**

- A. Dr. Rossi and Andres Lopez presented the Adoption and Certification of K-9 Meadow and discussed Resolution Number 2019-03
- a. Motion by Mr. Redden, seconded by Ms. Hands and carried by a unanimous roll call vote to approve the adoption of Resolution 2019-03.
- B. Mr. David Biaselli from Educational Tours presented the Spain/Portugal Trip current TEC students attended.

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

**VI. Board of Education Correspondence Received**

- A. Dr. Rossi discussed the letters of correspondence sent to the Board:
1. Letter from CDC Education Subcommittee

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2. Letter from CCTEC HOSA Club
3. Letter from the Family of Ronald Franceschini Sr.

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

Motion by Ms. DiLeonardo, seconded by Mr. Redden and carried by a unanimous roll call vote to approve items A1-10, B1-5, with Ms. White-Coursey abstaining from A2:

- A. Monthly Business, including routine reports, contracts and grants:
  1. Minutes, June 13, 2019
  2. Minutes, June13, 2019 Executive Session
  3. Board Secretary Report, May 2019
  4. Treasurer Report, May 2019
  5. Report of Funds Received, May 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, May 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, May 2019
  8. Transfers, May 2019
  9. Payment of Bills
    - a. June 2019, Second Run - \$934,803.85
    - b. July 2019 - \$209,272.67
  10. Travel Expenditures
- B. Contracts, Grants, Other Business
  1. Motion to approve the cancellation of interfund payables, Enterprise House Construction in the amount of \$61,244 and Supermarket Careers in the amount of \$11,700, to be funded by the Drive To Your Future Enterprise Fund.
  2. Motion to approve an agreement with Jostens, Inc. for the 2019/2020 school yearbook. This is a service to parents/guardians and there is no cost to the school district.
  3. Motion to approve the Drive To Your Future Program for the 2019-2020 school year as attached and the tuition rates as follows:
    - a. Full Program \$4,000
    - b. Condensed Program \$1,145
  4. Motion to approve a Security Shared Service Agreement with the County of Cumberland for the continuation of security services at the Rowan College of South Jersey (formerly known as Cumberland County College).
  5. Motion to approve the disposition or auction of the attached items.

**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 A1-7, 9-16, B1-4, C1, D1, D4.

- 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.)

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1. Motion to approve the resignation of Kim Strickland, Instructional Aide, effective June 20, 2018.
2. Motion to approve Juliana Picozzi and Maria Rivera as part of Rowan University's Health and Physical Education Junior Field Experience, for placement with Mr. Kyle Cerana, Health and Physical Education Instructor, for 5 full days on November 6, 13, 20, 27, December 4, 2019.
3. Motion to approve Christy Henson-Levari and Laura Pompper as Home Instruction Certificated Teachers for the 2019/2020 school year, on an as needed basis, and to be paid at the contracted hourly rate.
4. Motion to approve the attached list of certificated staff for the 2019/2020 School Year Advisor positions with stipends as listed.
5. Motion to approve the following Internal Job Postings, all positions to be paid at the contractual hourly rate:
  - a. Secretaries/Administrative Secretaries/Administrative Assistants - Information Sessions Class of 2024, not to exceed 3 hours per employee per event.
  - b. Secretaries/Administrative Secretaries/Administrative Assistants - Admissions Exam (Saturday, January 25, 2020 with a Make-Up Day of January 30, 2020), not to exceed 3 hours per employee per event.
  - c. Certificated Staff - Admissions Exam (Saturday, January 25, 2020 with a Make-Up Day of January 30, 2020), not to exceed 10 hours per employee per event.
  - d. School Nurse - Admissions Exam (Saturday, January 25, 2020 with a Make-Up Day of January 30, 2020), not to exceed 10 hours per employee per event.
  - e. Secretaries/Administrative Secretaries/Administrative Assistants - Meet and Greet (Thursday, May 7, 2020), not to exceed 3 hours per employee per event.
  - f. Certificated Staff - Meet and Greet (Thursday, May 7, 2020), not to exceed 3 hours per employee per event.
  - g. Certificated Teaching Staff - Title I Homework Club for the 2019/2020 school year, as paid for through the ESSA Grant.
  - h. Certificated Staff - To provide after school coverage within the Media Center from 2:15pm until 3:15pm, not to exceed 90 hours, for the 2019-2020 school year.
6. Motion to approve the attached listing of School Safety Officers, from July 1, 2019 thru June 30, 2020, at the hourly rates listed. This list has been revised due to a staffing change.
7. Motion to approve the attached list of Substitute Personnel at their respective hourly rates as established by the Board from July 1, 2019 through June 30, 2020. This list has been revised due to a staffing change.
9. Motion to approve Francesca Macrina for the following trainings to be paid at the contractual hourly rate of \$32.50:
  - a. ED Connect Training - 4 Hours.
  - b. New Hire Orientation - August 26-28, 2019 for 5 hours per day.
  - c. Summer 2019 DBQ Training, not to exceed 9 hours.

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10. Motion to approve Lauren Daigle for the following trainings to be paid at the contractual hourly rate of \$32.50:
    - a. Summer hours beginning July 25, 2019 through August 31, 2019, not to exceed 64 hours.
    - b. New Hire Orientation - August 26-28, 2019 for 5 hours per day.
  11. Motion to approve Mr. Andres Lopez as the district Anti-Bullying Coordinator for the 2019/2020 school year.
  12. Motion to approve Mrs. Christina Ferus, School Psychologist, as the school Anti-Bullying Specialist for the 2019/2020 school year, at the contractual rate of \$2,150.00.
  13. Motion to approve Mr. Andres Lopez, Director of School Safety and Security, as the District Affirmative Action Officer/Title IX, effective July 1, 2019 through October 31, 2019.
  14. Motion to approve Mr. Charles Oldknow, School Social Worker, as the District Homeless Education Liaison for the 2019/2020 school year.
  15. Motion to approve the establishment of the 2019/2020 Affirmative Action Team with the following members:
    - a. Andres Lopez - Affirmative Action Officer/Director of School Safety and Security
    - b. Greg McGraw, Principal
    - c. Christina Ferus, School Psychologist
    - d. Sue Hickey, Guidance Counselor
    - e. Laura Pompper, Special Education Teacher
    - f. Michael Lucchesi, Special Education Teacher
  16. Motion to approve Kyle Cerana as a CPR Instructor - Adult Education, at the rate of \$35 per hour, as needed, for the 2019/2020 school year (Ratify).
- B. Curriculum and Program Approvals
1. Motion to approve the STRIVE On-The-Job-Training (OJT) locations for the 2019/2020 school year.
  2. Motion to approve and submit Monthly Nursing Service Report for June 2019.
  3. Motion to approve the Articulation Agreement with Eastern Millwright Council for the 2019/2020 school year.
  4. Motion to approve the Articulation Agreement with Northeast Carpenters for the 2019/2020 school year.
- C. Policies and Regulations
1. Motion to approve the First 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 attached fundraisers.
    - a. YOGO Factory - Class of 2021
  4. Motion to approve the following handbooks/procedural manuals for the 2019/2020 school year:
    - a. Staff Handbook
    - b. Student Handbook

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- c. Home Instruction Procedural Manual.
  
- A8. Motion by Ms. DiLeonardo, seconded by Ms. McCann and carried by a unanimous roll call vote to approve the following certificated staff from September 1, 2019 through June 30, 2020:
  - a. Francesca Macrina- Biology Teacher, Step 1, BA/MA, at the salary of \$61,847.00.
  - b. Lauren Daigle - Guidance Counselor, Step 12, BA+15/MA+15, at the salary of \$69,322.00.
  
- A17. Motion by Ms. DiLeonardo, seconded by Ms. McCann and carried by a unanimous roll call vote to approve the motion to approve Tricia Dortu, as School Accountant, at the salary of \$75,500.00 prorated from August 1, 2019 through June 30, 2020.
  
- D2. Motion by Ms. DiLeonardo, seconded by Ms. McCann and carried by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve, as per the Superintendent's presentation, the motion to approve the Student Safety Data System (SSDS) submission and certification for period two: January 1, 2019- June 30, 2019.
  
- D3. Motion by Ms. Hands, seconded by Mr. Redden and carried by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve, as per the Superintendent's review of the NJDOE School Self Assessment for determining grades under the Anti-Bullying Bill of Rights, the District and School Grade Report for the 2017/2018 School Year. This information has been posted on the District's webpage.

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

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

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

- A. Dr. Rossi discussed the Foundation Board.
- B. Dr. Rossi proposed a Special Meeting/Board Retreat on August 22, 2019 at 4:00 pm.
- C. Dr. Rossi updated the Board on Sodexo 2018-2019 Food Service Update.

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

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A. Entry into Executive Session

1. Motion by Ms. Hands, seconded by Ms. McCann 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. DiLeonardo, seconded by Ms. McCann and approved by a unanimous voice vote to enter into a closed session part of the meeting at 6:45 pm to discuss topics that the law allows for public exclusion. Specific topic: Students, Personnel and Contracts/Legal.  
\* Mrs. White-Coursey did not enter Executive Session

B. Exit from Executive Session

1. Motion by Ms. Hands, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to return from closed session at 7:51 pm.

**XII. Post Executive Session Possible Action**

1. 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 June, 2019 HIB reports with two cases, unsubstantiated.
2. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve a Memorandum of Agreement between The Board of Education of Cumberland Regional High School District and The Cumberland County Board of Vocational Education for the participation of CCTEC's students (residing in the home districts of Cumberland Regional High School) in the Sports Program of Cumberland Regional High School.
3. Motion by Ms. DiLeonardo, seconded by Mr. Redden and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve Resolution Number 2019-04. - Career and Technical Opportunities between CRHSD and CCBVE.
4. Motion by Ms. DiLeonardo, seconded by Ms. McCann and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve the termination of employee # 4458, effective Monday, September 23, 2019.

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**XIII. Public Comment - Any**

- A. Nancy Ridgeway, Upper Deerfield, asked if the terminated employee was going to be replaced and stated that she was very happy to hear of the CCTEC and CRHSD CTE Agreement.

**XIV. Adjournment**

Motion by Ms. Hands, seconded by Mr. Redden and approved by a unanimous voice vote to adjourn the meeting at 7:58 pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary