

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - September 27, 2018

I. The Cumberland County Board of Vocational Education held a Board Meeting on September 27, 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, Sheila McCann, Scott Groff, Christy DiLeonardo and John Redden. Also present were: Board Secretary Gene Mercoli, Superintendent Dr. Dina Rossi Elliott and School District Legal Representation, Jeremy Cole. Absent: Peggy Nicolosi.

III. Recognition of Visitors

A. Dr. Rossi offered a general welcome to all visitors.

IV. Public Comment on Agenda Items Only- None

V. Executive Session ([N.J.S.A. 10:4-12b](#))

A. Entry into Executive Session

1. Motion by Ms. McCann, seconded by Ms. Hands and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 6:05 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters, Personnel, Contracts/Legal.

- B. Exit from Executive Session
 - 1. Motion by Ms. McCann, seconded by Mr. Groff and approved by a unanimous roll call vote to return from closed session at 7:13 pm.

VI. Post Executive Session Action

- A. Motion by Ms. Hands, seconded by Mr. Groff and approved by a unanimous roll call vote to move the Facility and Grounds Supervisor title from the non-certificated section to the certificated section of the Non-Bargaining Employee Benefit Manual retroactively to July 1, 2018.
- B. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the hiring of Mrs. Megan Duffield as the School Business Administrator/Board Secretary effective October 1, 2018 thru June 30, 2019 with salary and benefits pending approval of the Executive County Superintendent.
- C. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous roll call vote to approve the Annual Non-Pensionable Salary Stipend of \$15,000.00 to the Director of School Safety and Security for the additional duties of College Campus Security retroactive to July 1, 2018. This stipend shall sunset immediately following the cessation of the additional duties.

VII. Special Presentations

- A. Mr. Greg McGraw presented to the Board the 2017-2018 Statewide Assessment.

VIII. Board of Education Correspondence Received- None

IX. Board Secretary's Motions and Resolutions

Motion by Mr. Redden, seconded by Ms. DiLeonardo and carried by a unanimous roll call vote to approve items A1-10, B1-12.

- A. Monthly Business, including routine reports, contracts and grants:
 - 1. Minutes, August 23, 2018 & September 11, 2018 Special Meeting
 - 2. Minutes, August 23, 2018 & September 11, 2018 Special Meeting Executive Session
 - 3. Board Secretary Report, July 2018
 - 4. Treasurer Report, July 2018
 - 5. Report of Funds Received, July 2018

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - September 27, 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, July 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, July 2018
 8. Transfers, July 2018
 9. Payment of Bills, September 2018 - \$1,028,598.64
 10. Travel Expenditures
- B. Contracts, Grants, Other Business
1. Appointment of Megan Duffield as the following from October 1, 2018 through October 31, 2018:
 - a. Purchasing Agent
 - b. Public Agency Compliance Official (PACO)
 - c. Custodian of Public Records
 2. Appointment of Megan Duffield as the OceanFirst Bank SuperUser for all bank accounts and as authorized representative to sign all cash management documents on the behalf of the Board.
 3. Approve the attached OceanFirst Bank Resolutions for continued banking, updated authorized signers, and declining dual control.
 4. Approve the submission of the Perkins Post-Secondary expenditure plan as attached in the amount of \$84,647
 5. Approve the cancellation of the remaining October 30, 2014 bond funds balance (Series 2014 Bonds) in the amount of \$1,488,762.89 for release to the County of Cumberland. The project is complete and fully accepted.
 6. Approve T & F Camera as the yearbook picture vendor and parent/guardian picture provider for the 2018-2019 school year. No cost to the school district.
 7. Approve Jostens, Inc. of Minneapolis, MN to be the 2018-2019 provider of CCTEC class jewelry to parents/guardians. This is a service to parents/guardians and there is no cost to the school district.
 8. Approve the agreement with Jostens, Inc. for the 2018/2019 school yearbook. This is a service to parents/guardians and there is no cost to the school district.
 9. Approve voiding the following Cafeteria Account checks due to a lack of response for cashing or depositing these monies by the

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - September 27, 2018

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>
4208	\$ 8.75	M. Martinez

10. Approve the warranty services payment to New Road Construction in the amount of \$20,000 for work completed from Sept. 1, 2016 thru August 31, 2018 for the 2 year school facility warranty with the construction vendors.
11. Approve the addition of air brakes to the 2020 Thomas School Bus at a cost of \$2,962.50. (This bus was Board Approved at the September 11, 2018 Special Meeting.)
12. Approve the Security agreement with the Cumberland County Improvement Authority for the CWED Facility located on Cumberland County College property in order to provide a unified security platform campus wide for the term and costs in the attached agreement beginning July 1, 2018 and ending June 30, 2023.

X. Superintendent's Motions and Resolutions

Motion by Mr. Groff, seconded by Ms. Hands and carried by a unanimous roll call vote to approve items A1-10, B1-4, C1, D1-5.

- A. **Personnel Recommendations** (All hiring is contingent upon the recommendation of the Superintendent, proper certification and the results of the criminal history background investigation.)
 1. Motion to approve the 2018-2019 employee contract retroactive to July 1, 2018 for Mario Olsen, Assistant Superintendent for Curriculum and Instruction, as approved by the Interim Executive County Superintendent on September 13, 2018.
 2. Motion to approve the 2018-2019 employee contract retroactive to July 1, 2018 for Gene Mercoli, School Business Administrator, as approved by the Interim Executive County Superintendent on September 13, 2018.
 3. Motion to approve the 2018-2021 employee contract retroactive to July 1, 2018 for Dina Rossi Ed.D., Superintendent, as approved by the Interim Executive County Superintendent on September 13, 2018.

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - September 27, 2018

4. Motion to approve a \$1,000 per month, non-pensionable salary stipend in the months of July and August 2018 to Megan Duffield for additional duties performed in fulfillment of the Cumberland County College Purchasing Contract.
 5. Motion to approve the attached list of certificated staff members to work the Class of 2023 Admissions Exam on Saturday, January 26, 2019 (with a makeup date for inclement weather on Saturday, February 2, 2019), not to exceed 10 hours, at the approved contracted hourly rate.
 6. Motion to approve the attached listing of certificated staff to work CCTEC's Title I Homework Club for the 2018-2019 school year, to be paid at the contracted hourly rate, to be paid for under (ESSA) NCLB Title I Grant.
 7. Motion to approve the attached list of staff members and Schedule B Stipends for the 2018/2019 school year.
 8. Motion to approve David Biaselli, History Teacher, to participate in the Principal Certification Program Internship through Stockton University for the 2018/2019 school year, under the supervision of Dr. Celese Nolan.
 9. Motion to approve Taylor Heaney, History Instructor, as a volunteer advisor to SkillsUSA, for the 2018/2019 school year.
 10. Motion to approve the posting (internal) for an Administrative Secretary.
- B. Curriculum and Program Approvals
1. Motion to approve the On-The-Job Training (OTJ) for the STRIVE Program at Gabe's Discount Store, 3850 North 2nd Street, Millville, for the 2018/2019 school year.
 2. Motion to approve the attached application for the National Technical Honor Society for the 2018/2019 school year.
 3. Motion to approve the 2018/2019 school year Home Instruction Procedure Manual.
 4. Motion to approve the New Teacher Mentoring Program Guide.
- C. Policies and Regulations
1. Motion to approve the First Reading of the following policies and regulations:
 - a. Policy 2340 - Field Trips - Revised
- D. Other
1. Motion to approve the 2018/2019 District Safety and Security Plan.

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - September 27, 2018

2. Motion to appoint the following individuals as members of the CCTEC Foundation Board:
 - a. Mr. Ralph Padilla
 - b. Mr. Gene Mercoli
3. Motion to approve the following fundraisers:
 - a. Concession Stand - Student Activities
 - b. Car Wash Fundraiser - Interact Club/Toys for Tots
 - c. Yankee Candle - Class of 2022
 - d. Chick-Fil-A - Class of 2022
 - e. Divide and Conquer - Wounded Warrior Project - Class of 2022
 - f. YOGO Factory Night and Chick-Fil-A Night- STRIVE
 - g. CCTEC Spring Craft Fair - STRIVE
4. Motion to approve the collection of 2018/2019 student membership fees for the following organizations:
 - a. HOSA - \$16
 - b. SkillsUSA - \$15
5. Motion to approve the 2018/2019 school year Terrapin Project and Scientific Holding Application submission for Michael Lucchesi, Science ICR Instructor.

XI. School District Informational Reports (listed when provided)

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

XII. Other Business - NEW and OLD- None

XIII. Public Comment - Any

- A. Nancy Ridgeway - Upper Deerfield, Happy the Board promoted from within. Asked about start time of October 18th meeting for 6pm.

XIV. Adjournment

Motion by Mr. Groff, seconded by Ms. Hands and approved by a unanimous voice vote to adjourn the meeting at 7:45pm.

Respectfully Submitted,

Gene Mercoli
Board Secretary