

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Meeting Minutes - March 22, 2018

- I. The Cumberland County Board of Vocational Education held a Board Meeting on March 22, 2018 at 6:00 p.m. Board Secretary Gene Mercoli, read the following statement as required by law:**

- II.**

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, Gene Mercoli: Carlos E. 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 Director Joe Derella.

- IV. Special Presentations**

- A. Mr. McGraw read a short biography on the CCTEC Employee of the Month for February, Amarilis Constanza, Spanish Teacher. Mrs. Constanza was presented with a certificate.

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- B. Mr. McGraw read short biographies on the CCTEC Students of the Month for February Rebekah Garrison, Tyler Fleetwood and Jordan Hall. Rebekah Garrison and Jordan Hall were presented with a certificate.

V. Public Comment on Agenda Items Only- None

VI. Board of Education Correspondence Received- None

VII-A Adoption of the tentative 2018-2019 School District Budget

Motion by Ms. Hands, seconded by Mr. Groff and carried by a unanimous roll call vote to approve items A, B, C.

- A. BE IT RESOLVED, to approve the 2018-2019 Tentative School Budget for submission to the Executive County Superintendent of Schools as follows:

General Fund	\$14,073,441
Special Revenue Fund	<u>\$ 426,725</u>
Total	\$14,500,166

- B. BE IT RESOLVED, to acknowledge that the 2018-2019 Tentative School Budget as described above results in a general fund county tax levy of \$2,530,000 (school year basis).
- C. BE IT RESOLVED, school district policy #6471 and N.J.A.C. 6A:23B-7.3 provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2018-2019 school year and; Whereas, the school district must report pre-budget year budgeted travel funds and all travel expenditures expended in the current year during budget submission time and; Whereas, these pre-budget travel funds total \$65,700 and expenditures from year to date general fund proceeds total \$11,482 and special revenue proceeds total \$2,709; Now Therefore Be It Resolved, that the Cumberland County Board of Vocational Education hereby establishes the school district travel maximum for the 2018-2019 school year at the sum of \$75,450

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and; Be It Further Resolved; that the Board directs the School Business Administrator to track and record these costs to insure that the maximum amount is not exceeded.

VII. Board Secretary's Motions and Resolutions

Motion by Dr. Schneider, seconded by Ms. McCann and carried by a unanimous roll call vote to approve items A1-10, B1-6.

A. Monthly Business, including routine reports, contracts and grants:

1. Minutes, February 22, 2018
2. Minutes, February 22, 2018 Executive Session
3. Board Secretary Report, January 2018
4. Treasurer Report, January 2018
5. Report of Funds Received, January 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, January 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, January 2018
8. Transfers, January 2018
9. Payment of Bills, March 2018
10. Travel Expenditures

B. Contracts, Grants, Other Business

1. Approve the renewal of a one year contract with Source4Teachers (S4T) of Cherry Hill, NJ for providing Substitute Staffing Services for the 2018-2019 School Year in accordance with their attached addendum to their June 13, 2017 proposal, beginning July 1, 2018 at a markup margin of 35% (no increase) of the school district approved substitute rate which is currently \$85 for a substitute certificate and \$100 for a standard teacher certificate.

Cost example: District Rate \$85 Rate paid to SFT \$114.75
 \$100 Rate paid to SFT \$135

2. Approve the amendment of the 17-18 Perkins Post Secondary spending plan, as attached, to conform with actual costs.

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3. Approve the acceptance of additional funds totaling \$8,730 and the amendment of the 17-18 Perkins Secondary Federal spending plan, as attached, to reflect this additional allocation.
4. Motion to recognize the SkillsUSA welding apparel donation from Keen Gas.
5. Motion to approve Dr. Lawrence Clinton, MD to provide psychiatric evaluations to students as needed at a fee of \$400 per evaluation.
6. Approve Resolution 2018-03 to join the Somerdale Board of Education's Cooperative/Jointure purchasing program and corresponding agreement for participation effective immediately.
7. Motion by Dr. Schneider, seconded by Mr. Groff and carried by a unanimous roll call vote to approve the discussion, review and receipt of the Code of Ethics for School Board Members as required under C.178, P.L.2001.
8. Board President Carlos Villar appointed Ruth Hands and John Redden to the Board's Negotiations Committee.

VIII. Superintendent's Motions and Resolutions

Motion by Mr. Groff, seconded by Dr. Schneider and carried by a unanimous roll call vote to approve items A1-8, B1, C1-3. (All hiring is contingent upon the recommendation of the Superintendent, proper certification and the results of the criminal history background investigation.)

A. Personnel Recommendations

1. Motion to approve the attached staff listing for the 2018 21st Century Summer Program. The staff will be paid at the approved contractual rate of \$31.50 per hour for July 2018. All salaries will be paid for through the 21st Century Grant.
2. Motion to approve the retirement of Lisa Carll, Secretary, effective June 1, 2018 and approve to post for the position.
3. Motion to approve an internal job posting for CTE Teachers and Guidance Counselors to work the Class of 2022 Meet and Greet on May 3, 2018 from 6pm-8pm at the contractual hourly rate of \$31.50.
4. Motion to approve an internal job posting for Secretaries to work the Class of 2022 Meet and Greet on May 3, 2018 from 5pm - 7pm at their contractual hourly rate of \$22.00.

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5. Motion to approve an internal job posting for three staff members to assist in translating to parents and students at the Class of 2022 Meet and Greet on May 3, 2018 from 5:30pm - 7:30pm.
 6. Motion to approve the 2018 STRIVE ESY Program from July 2-July 30, 2018, Monday through Friday, from 8:30 am until 1:30 pm and to approve advertising for the following ESY staff: 3 Teachers @ 20 Days, 2 Teachers @ 10 Days, 1 Social Worker @ 4 days/week. The staff will be paid at the hourly rate defined by the collective bargaining unit.
 7. Motion to approve the attached job description - Electrical Teacher.
 8. Motion to approve posting the following certificated positions for the 2018-2019 school year:
 - a. Secondary English Teacher (2)
 - b. Secondary History Teacher (2)
 - c. Secondary Spanish Teacher (2)
 - d. Secondary Science Teacher - Chemistry (1) Biology (1)
 - e. Secondary Math Teacher (2)
 - f. Secondary Business Teacher (1)
 - g. Secondary Engineering Teacher(1)
 - h. Guidance Counselor (2)
 - i. Special Education Teacher (2)
 - j. School Nurse (1)
 - k. Electrical Teacher (1)
 - l. Health and Physical Education Teacher (2)
- B. Curriculum and Program Approvals
1. Motion to approve and submit the Monthly Nursing Service Report for February 2018.
- C. Policies and Regulations
1. Second Reading of the following policies:
 - a. Policies 1000-9000 with mandated revisions.
 - b. Regulations 1000-9000 with mandated revisions.
 - c. Bylaws 0000 with mandated revisions.
 2. Motion to approve the removal of the following policies:
 - a. Policy 2626 - Shop Grading System
 - b. Policy 2627 - LPN Failures
 - c. Policy 5111.2 - LPN Admission Criteria

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- d. Policy 5111.3 - Admission Procedure for Graduates of the Health Occupation Program
- 3. Motion to approve the attached fundraisers.
 - a. Popsocket Fundraiser- Class of 2020
 - b. Chick-Fil-A Fundraiser - Freshman Student Council
- D. Other- None

IX. School District Informational Reports (listed when provided)

- A. Accident Report - February
- B. Attendance Report - February
- C. Discipline Report - February
- D. Enrollment Report - February
- E. Event Calendar - April
- F. Fire/Emergency Drills - Ongoing
- G. Maintenance Report - February
- H. Technology Report - February
- 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 updated the Board on the 2018 CTE Month Pep Rally
Principal's Cup Winners:
 - 1st Place- Studio Production and Broadcasting
 - 2nd Place - Cosmetology
 - 3rd Place - Information Technology

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

- A. Entry into Executive Session
 - 1. Motion by Ms. Hands, seconded by Mr. Groff and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 6:39 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters, Personnel, Legal Matters.
- 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 7:08 pm.

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XII. Post Executive Session Action

A. Student

1. Motion by Dr. Schneider, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the action taken of the February, 2018 HIB reports with zero cases.

B. Personnel

Motion by Dr. Schneider, seconded by Ms. Hands and approved by a unanimous roll call vote to approve items 1-2.

1. Motion to ratify the suspension with pay of the employee, whose name is on file with the Secretary of the Board, beginning March 12, 2018 through and including March 22, 2018.
2. Motion to approve the suspension with pay of the employee, whose name is on file with the Secretary of the Board, beginning March 23, 2018 through and including April 26, 2018.

XIII. Public Comment -None

XIV. Adjournment

Motion by Mr. Groff, seconded by Ms. Hands and approved by a unanimous voice vote to adjourn the meeting at 7:12 pm.

Respectfully Submitted,



Gene Mercoli
Board Secretary