

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Board of Education Agenda - April 11, 2019

I. The Cumberland County Board of Vocational Education held a Board Meeting on April 11, 2019 at 6:00 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, Patricia Gross and Leslie White-Coursey. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, and Board Solicitor Mitch Kizner. Absent: John Redden.

III. Recognition of Visitors

- A. Dr. Rossi offered a general welcome to the audience.

IV. Special Presentations

- A. Extended School Year presentation by Mrs. Harkins and Mrs. Kessler
- B. Mr. McGraw read a short biography on the CCTEC Employee of the month of March:

Cumberland County Board of Vocational Education

Board of Education Minutes - April 11, 2019

- Jessaca Wilford

C. Mr. McGraw read a short biography on the CCTEC Students of the month of March:

- Kristopher Anderson
- Thais Vaquero
- Chisano Mutts
- Sachira Matias-Feliciano

D. Mr. McGraw presented Honor Student Karla Mejias a certificate for her being nominated for The Congress of Future Medical Leaders in Boston, MA.

E. Senior Trip Proposal by Tess Klugewicz.

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. DiLeonardo, seconded by Ms. Gross and carried by a unanimous roll call vote to approve items A1-10, B1-4, B6-7, B9-12, with Ms.White-Coursey abstaining from Items A1, A2 and A10, and Ms. McCann abstaining from Items A1 and A2:

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

Cumberland County Board of Vocational Education

Board of Education Minutes - April 11, 2019

8. Transfers, March 2019 - Table
9. Payment of Bills, April 2019 - \$1,034,074.44
10. Travel Expenditures
- B. Contracts, Grants, Other Business
 1. Motion to approve a renewal contract with Team Reed Landscaping Inc. of Bridgeton, NJ for Landscaping Services at an annual cost of \$37,719 subject to pricing and quantity changes as allowed by the accepted bid specifications of May 3, 2017. The contract shall begin May 3, 2019 and ending May 2, 2020. This will be year 3 of a possible 3 year renewal.
 2. Motion to approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning March 25, 2019 (Employee # 4390).
 3. Motion to approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning April 6, 2019 (Employee # 4531).
 4. Motion to approve Federal Family Medical Leave for the employee whose name is on file in the Business Office beginning May 4, 2019 (Employee # 4473).
 6. Motion to approve a one year agreement with Salem County Special Services School District for services necessary to fulfill special education needs as listed on their 2019-2020 List of Services per attached.
 7. Motion to approve the revised 2019 Adult Industrial Maintenance 1 program fee of \$3,660 per student based on the revised agreement with the Cumberland County Center for Workforce & Economic Development.
 9. Motion to approve the sale of the 1999 Chevrolet Mid Bus with 39,340 miles, VIN # 1GBHG31R9X1090156, to the Cumberland County Improvement Authority for \$1.00. Pursuant to N.J.S.A. 39:3B-5.1 the vehicle is no longer able to be utilized by the District due to its age.
 10. Motion to approve Delta Dental renewal with an increase of 0% and a composite rate of \$69.58 per month per covered employee, rates beginning July 1, 2019 and ending June 30, 2020. This is the 5th year with no increase.
 11. Motion to approve a 2 year renewal with Vision Service Plan (VSP) insurance with a decrease of -5.02% and a composite rate of

Cumberland County Board of Vocational Education

Board of Education Minutes - April 11, 2019

\$12.67 per month per covered employee, rates beginning July 1, 2019 and ending June 30, 2021.

12. Motion to approve Prescription renewal rates provided by Benecard Services, Inc. at an increase of 1.5% above current rates beginning July 1, 2019 and ending June 30, 2020, as follows:

<u>Coverage</u>	<u>Old Premium</u>	<u>New Premium</u>
Single	\$230.58	\$234.04
Parent/Child	\$322.79	\$327.63
Member/Spouse	\$518.77	\$526.55
Family	\$576.39	\$585.04
Overage Dependent	\$183.92	\$186.68

- B5. Motion by Ms. DiLeonardo seconded by Ms. McCann and carried by a unanimous roll call vote to approve the submission of the 2019-2020 Rural Education Achievement Program (REAP) with an unknown award amount.
- B8. Motion by Ms. DiLeonardo seconded by Ms. McCann and carried by a unanimous roll call vote to approve applying for the NJSIG Safety Grant in the amount of \$9,835.73 per the attached.

VIII. Superintendent's Motions and Resolutions

Motion by Ms. McCann seconded by Mr. White-Coursey and carried by a unanimous roll call vote to approve items A1-7, B1-5, D1-4.

- 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 the 2019 STRIVE ESY Program from July 1-July 29, 2019, Monday through Friday, from 8:30 am until 1:30 pm.
 2. Motion to approve advertising (internal) for the following ESY staff: 3 Teachers @ 20 Days, 1 Teacher @ 10 Days, 1 Social Worker (Monday - Thursday.) The staff will be paid at the hourly rate defined by the collective bargaining unit from July 1, 2019 - July 29, 2019.
 3. Motion to approve an internal posting and job descriptions for student employees for the Summer 2019 in the following areas:
 - a. Custodial Assistant (4 Positions)

Cumberland County Board of Vocational Education

Board of Education Minutes - April 11, 2019

- b. Technology Assistant (4 Positions)
 - c. School Safety/Security Assistant (2 Positions)
4. Motion to approve Michael Ziller to attend Project Lead the Way Training (Environmental Sustainability) at Stevenson University, Maryland from July 8, 2019 through July 19, 2019. To be paid at the hourly rate defined by the collective bargaining unit through the REAP grant.
 5. Motion to approve Michael Ziller to attend Project Lead the Way Training (Civil Engineering and Architecture) at University of Maryland Baltimore County from July 22, 2019 through August 2, 2019. To be paid at the hourly rate defined by the collective bargaining unit through the REAP grant.
 6. Motion to approve Carlos Morales to attend Project Lead the Way Training (Cyber Security) at Worcester Polytechnic Institute, Massachusetts from July 29, 2019 through August 2, 2019. To be paid at the hourly rate defined by the collective bargaining unit through the REAP grant.
 7. Motion to approve the following Adult Education Job Descriptions and approval to post for the 2019/2020 School Year.
 - a. Automotive Technology Instructor
 - b. Industrial Maintenance Instructor
 - c. Mental Health Technician Instructor
 - d. Welding Instructor
 - e. Physical Therapy Aide Instructor
 - f. Medical Assisting (CCMA) Instructor
- B. Curriculum and Program Approvals
1. Motion to approve and submit the Monthly Nursing Service Report for March 2019.
 2. Motion to approve the following Fall 2019 and Spring 2020 Adult Education Classes:
 - a. Automotive Technology
 - b. CDL - Transportation Curriculum
 - c. Industrial Maintenance
 - d. Mental Health Technician
 - e. Welding
 - f. Physical Therapy Aide
 - g. Medical Assisting (CCMA)

Cumberland County Board of Vocational Education

Board of Education Minutes - April 11, 2019

3. Motion to approve the following Adult Education Curriculum:
 - a. Automotive Technology
 - b. CDL - Transportation Curriculum
 - c. Industrial Maintenance
 - d. Mental Health Technician
 - e. Welding
 - f. Physical Therapy Aide
 - g. Medical Assisting (CCMA)
 4. Motion to approve the 2019/2020 Adult Education Staff and Student Handbooks.
 5. Motion to approve the 2019 STRIVE ESY Program from July 1, 2019- July 29, 2019, Monday- Friday, from 8:30am - 1:30pm.
- C. Policies and Regulations
- D. Other
1. Motion to approve the following fundraisers:
 - a. SkillsUSA - Community Service Contest - Soda Tab Collection to benefit Ronald McDonald House.
 - b. GSA Club - Lip Sync Battle
 - c. Class of 2021 - Buffalo Wild Wings
 - d. Class of 2021 and PTO - Bowling Night Fundraiser
 2. Motion to approve the following out of state field trips:
 - a. Science Club - Delaware Valley Science Fair, greater Philadelphia Expo Center, Oaks, Pennsylvania
 - b. HOSA - HOSA National Competition, Walt Disney World in Orlando, Florida.
 - c. Class of 2020 - Senior Trip, Walt Disney World in Orlando, Florida.
 3. Motion to approve the 2019/2020 Adult Education Calendar.
 4. Motion to approve the 2019/2020 School Year Calendar (revised).

IX. School District Informational Reports (listed when provided)

- A. Accident Report - March
- B. Attendance Report - March
- C. Discipline Report - March
- D. Enrollment Report - March
- E. Event Calendar - May

Cumberland County Board of Vocational Education

Board of Education Minutes - April 11, 2019

- F. Fire/Emergency Drills - Ongoing
- G. Maintenance Report - April
- H. Technology Report - April
- I. District Goals/Objectives - Ongoing

X. Other Business - NEW and OLD

- A. Dr. Rossi updated the Board on the Foundation Board.
- B. Dr. Rossi updated the Board on the need for a Special Board Meeting, May 8, 2019 at 5:00 pm.
- C. Dr. Rossi updated the Board on the 2019 Project Medicine Drop Design Contest winners- Shaelynn Bowen and Erin Pritchett
- D. Informational Only - State of New Jersey School Nutrition Program Administrative Review Perfect Review Summary

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

- A. Entry into Executive Session
 - 1. Motion by Ms. McCann, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote, to enter into an closed session part of the meeting at 6:54 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters
- B. Exit from Executive Session
 - 1. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to return from closed session at 7:04 pm.

XII. Post Executive Session Possible Action

- A. Motion by Ms. DiLeonardo, seconded by Ms. Gross and approved by a unanimous roll call vote to approve the paid medical leave of absence for the employee whose name is on file in the Business Office (Employee #4563) beginning May 13, 2019 through May 17, 2019 utilizing sick and personal time.
- B. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the unpaid medical leave of absence

Cumberland County Board of Vocational Education

Board of Education Minutes - April 11, 2019

for the employee whose name is on file in the Business Office (Employee #4563) beginning on May 20, 2019 through June 21, 2019.

- C. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to affirm the action taken and approve the March, 2019 HIB reports with zero cases.

XIII. Public Comment - None

XIV. Adjournment

Motion by Ms. DiLeonardo, seconded by Ms. White-Coursey and approved by a unanimous voice vote to adjourn the meeting at 7:06 pm.

Respectfully Submitted,



Megan Duffield
Board Secretary