

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - May 24, 2018

- I. **The Cumberland County Board of Vocational Education held a Board Meeting on May 24, 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. Vice President Ruth Hands 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: Ruth Hands, Shelly Schneider, Sheila McCann and John Redden. Also present were: Board Secretary Gene Mercoli, Superintendent Dr. Dina Rossi Elliott and School District Solicitor, Mitch Kizner. Absent: Peggy Nicolosi, Carlos E. Villar, Scott Groff.

- 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.

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IV. Special Presentations

- A. Mr. McGraw read a short biography on the CCTEC Employee of the Month for April, Devon Malone, Principal's Secretary.
- B. Mr. McGraw read short biographies on the CCTEC Students of the Month for April, Quetzalli Leon, Tyjeare Snead and Natasha Hinestroza. Natasha Hinestroza was presented a certificate.
- C. Mr. Andre Lopez, Director of School Safety and Security, gave a presentation on School Safety.

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. McCann and carried by a unanimous roll call vote to approve items A1-10, B1,2,4.

- A. Monthly Business, including routine reports, contracts and grants:
 - 1. Minutes, April 26, 2018 and May 15, 2018 Special Meeting
 - 2. Minutes, April 26, 2018 Executive Session
 - 3. Board Secretary Report, March 2018
 - 4. Treasurer Report, March 2018
 - 5. Report of Funds Received, March 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, March 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, March 2018
 - 8. Transfers, March 2018
 - 9. Payment of Bills, May 2018 - \$1,077,368.57
 - 10. Travel Expenditures - None
- B. Contracts, Grants, Other Business
 - 1. Approve the Adult Education Program fee schedule for the 2018-2019 School Year as presented.

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2. Approve CCTEC to participate in the 2018-2019 Shared County Apprenticeship Coordinator Grant Program with GCVTSD and SCVTS from July 1, 2018 through June 30, 2019.
4. Approve entering into a 60 month operating lease with Canon Solutions America Inc. of Mt. Laurel, NJ utilizing the National Intergovernmental Purchasing Alliance (NIPA) for the following copiers:

Digital Graphics

ImagePress C750	\$790.26 per month
	\$0.008B/W \$0.05C

Above includes a Spiral Binding Triumph Paper Cutter

Kitchen

ImageRunner 4535	\$83.42 per month
	\$0.008B/W

Nurse Office

Imagerunner C5540	\$117.66 per month
	\$0.008B/W \$0.05C

3. Motion by Ms. McCann, seconded by Mr. Redden and carried by a unanimous roll call vote to approve the coterminous termination of Comcast contract NJ - RSchei - 042817- 01/FY17 at a monthly cost of \$2,500 and enter into a new 36 month Comcast contract #ESCNJ-012618 -FY18-11318619 at a monthly rate of \$2,606.27. This increases the school district internet bandwidth from 1 Gigabyte to 2 Gigabytes for a small increase in fee.
5. Motion by Mr. Redden, seconded by Dr. Schneider and carried by a unanimous roll call vote to approve entering into a shared service agreement with the Cumberland County Improvement Authority for the maintenance of all non-warranty school district vehicle and buses at the terms of the attached contract beginning June 1, 2018 and ending May 31, 2020.

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VIII. Superintendent's Motions and Resolutions

Motion by Dr. Schneider, seconded by Mr. Redden and carried by a unanimous roll call vote to approve items A2-27, B1-3, C1-2. D1-5. (All hiring is contingent upon the recommendation of the Superintendent, proper certification and the results of the criminal history background investigation.)

A. Personnel Recommendations

2. Motion to approve the following personnel as School Safety Officer Substitutes from June 1, 2018 through June 30, 2018 and July 1, 2018 through June 30, 2019, at the hourly rate of \$23.00:
 - a. Thomas Speranza
 - b. Michael Speranza
 - c. Joseph Camp
 - d. Allen Gaskins
 - e. Shannon Sherrer
 - f. Corey Beck
 - g. Clay Pettit
 - h. Mark Rowe
 - i. David Vai
 - j. Daniel Spencer
3. Motion to approve the following instructors for the Summer 2018 Adult Program (July 1, 2018 through August 31, 2018), pending sufficient enrollment, at a rate of \$35 per hour:
 - a. Diane Hill - CNA Instructor
 - b. Valerie Leek - Clinical Instructor, not to exceed 48 hours.
 - c. Joy Wood - CNA Substitute in classroom and Clinical
4. Motion to approve Summer 2018 EDConnect Training for the attached listing of staff, specific hours are listed. These positions will be paid at the hourly rate defined by the collective bargaining unit.
5. Motion to approve Summer 2018 AP Training for the attached listing of staff, specific hours are listed. These positions will be paid at the hourly rate defined by the collective bargaining unit.
6. Motion to approve Summer 2018 DBQ Training for the attached listing of staff, specific hours are listed. These positions will be paid at the hourly rate defined by the collective bargaining unit.

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7. Motion to approve Summer 2018 Curriculum Writing for the attached listing of staff, specific hours and subject areas are listed. These positions will be paid at the hourly rate defined by the collective bargaining unit.
8. Motion to approve Thomas Fien to attend Project Lead the Way Training (Computer Integrated Manufacturing) at University of Maryland/Baltimore County from July 22, 2018 through August 3, 2018. This will be paid at the hourly rate defined by the collective bargaining unit, which will be paid for through the REAP Grant.
9. Motion to approve Michael Ziller to attend Project Lead the Way Training (Digital Electronics) at University of Maryland/Baltimore County from July 22, 2018 through August 3, 2018. This will be paid at the hourly rate defined by the collective bargaining unit, which will be paid for through the REAP Grant.
10. Motion to approve Carlos Morales to attend Project Lead the Way Training (Computer Science A) at University of Colorado/Colorado Springs from June 25, 2018 through June 29, 2018. This will be paid at the hourly rate defined by the collective bargaining unit, which will be paid for through the REAP Grant.
11. Motion to approve Carlos Morales to attend Project Lead the Way Training (Computer Science Essentials) at Worchester Polytechnic Institute from July 8, 2018 through July 20, 2018. This will be paid at the hourly rate defined by the collective bargaining unit, which will be paid for through the REAP Grant.
12. Motion to approve all teaching staff for a 1 day Summer Professional Development Workshop on July 11, 2018, not to exceed 5 hours total for each teacher. These positions will be paid at the hourly rate defined by the collective bargaining unit.
13. Motion to approve Vera Ivanoff as New Jersey State Skills Examiner from July 1, 2018 through June 30, 2019.
14. Motion to approve Joy Wood as National Health Association (NHA) Testing Proctor from July 1, 2018 through June 30, 2019.
15. Motion to approve the job description for Director of Adult Education and post (internal).
16. Motion to approve the job description for Adult Education Instructor.
17. Motion to approve the 2018-2019 Adult Education Calendar.

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18. Motion to approve posting (internal) for the following positions for the 2018-2019 Adult Program, pending sufficient enrollment, at a rate of \$35 per hour:
 - a. CNA Instructor
 - b. Welding Instructor
 - c. Automotive Technology Instructor
 - d. CCMA Instructor
19. Motion to approve Matthew Neder, Studio Production and Broadcasting Teacher, for summer hours, not to exceed 40 hours, at the hourly rate defined by the collective bargaining unit.
20. Motion to approve Shawn McDonnell, Construction Trades Teacher, for summer hours, not to exceed 20 hours, at the hourly rate defined by the collective bargaining unit.
21. Motion to approve Steve Young, Electrical Teacher, for summer hours, not to exceed 20 hours, at the hourly rate defined by the collective bargaining unit.
22. Motion to approve the following members of Student Services/CST, for the listed summer hours, at the hourly rate defined by the collective bargaining unit:
 - a. Christina Ferus - School Psychologist - not to exceed 30 hours (August 2018 only).
 - b. Charles Oldknow - School Social Worker - not to exceed 30 hours.
 - c. Sharon Gates - Guidance Counselor- not to exceed 30 hours.
 - d. Susan Hickey- Guidance Counselor- not to exceed 30 hours.
23. Motion to approve the following Engineering Instructors for summer hours, not to exceed 20 hours, at the hourly rate defined by the collective bargaining unit:
 - a. Thomas Fien
 - b. Michael Ziller
24. Motion to approve the following Spanish Instructors to administer the Spanish Heritage Exam during the summer, not to exceed 10 hours each, at the hourly rate defined by the collective bargaining unit:
 - a. Ruben Salido
 - b. Deborahlynn Gonzalez

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25. Motion to approve the following students from Rowan University's Junior Teacher Practicum to participate in an observational field placement at TEC with Dr. Katelyn Skinner from June 4, 2018 through and including June 15, 2018.
 - a. Anthony Barca
 - b. Bianca Brooks
 - c. Kathleen Cunningham
 - d. Chelsea Leonhardt
 - e. Jessica Urban
 - f. Luke Wister
 26. Motion to approve Mrs. Bonnie Scull, School Nurse, for summer hours not to exceed 20 hours, during the month of August only, at the hourly rate defined by the collective bargaining unit.
 27. Motion to approve all new teachers for August 27-29, 2018 for 6 hours per day, per teacher for orientation and professional development at the hourly rate defined by the collective bargaining unit.
- B. Curriculum and Program Approvals
1. Motion to approve the below clinical sites beginning July 1, 2018 through June 30, 2019:
 - a. NJMH-CNA
 - b. Inspira Health Network
 - c. Bishop Long Term Care
 2. Motion to approve and submit Monthly Nursing Service Report for April 2018.
 3. Motion to approve the attached listing of students that have fulfilled their educational requirements and will participate in the 2018 Completers' Ceremony on June 4, 2018.
- C. Policies and Regulations
1. Motion to approve the First Reading of the following policies and regulations:
 - a. Policy 1550/Regulation 1550 - Equal Employment/Anti-Discrimination Practices(Revised)
 - b. Policy 2431 - Athletic Competition (Revised)

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- c. Regulation 2431.2 - Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (Revised)
- d. Policy 2431.8 - Varsity Letters for Interscholastic Extracurricular Activities (New)
- e. Policy 5350/Regulation 5350 - Student Suicide Prevention (Revised)
- f. Policy 5533 - Student Smoking (Revised)
- g. Policy 5535 - Passive Breath Alcohol Sensor Device (Revised)
- h. Policy 5561/Regulation 5561 - Use of Physical Restraint and seclusion Techniques for Students with Disabilities (Revised)
- i. Policy 8462 - Reporting Potentially Missing or Abused Children (Revised)
- j. Policy 8561 - Procurement Procedures for School Nutrition Programs (New)
- k. Policy 6150.1 - Educational Fees (Revised)
- l. Policy 5111.2 - Admission- Adult Students (New)
- m. Regulation 2412 - Home Instruction Due to Health Care (Revised)
- n. Policy 5440 - Honoring Student Achievement (Revised)
2. Second Reading of the following policies:
 - a. 5330.04 Administering an Opioid Antidote with revisions.

D. Other

1. Motion to approve the School Safety Unit designation as a Law Enforcement Unit in accordance with FERPA (Family Education Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8 as detailed in the Article 2.2 of the A Uniform State Memorandum Of Agreement Between Education And Law Enforcement Officials.
2. Motion to approve the following procedural handbooks for the 2018/2019 school year: Adult Education Staff Handbook and Adult Education Student Handbook.
3. Motion to approve an overnight field trip for STRIVE to attend the Special Olympics Summer Games at TCNJ on June 8-10, 2018.

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4. Motion to approve an out of state field trip for the attached students to attend the SkillsUSA National Championship Competition in Louisville, Kentucky June 25-30th, 2018.
 5. Motion to approve the following fundraisers:
 - a. Choir Club's Open Mic Night Fundraiser
 - b. Student Council's Texas Roadhouse fundraiser on June 2, 2018.
- A1. Motion by Ms. McCann, seconded by Dr. Schneider and carried by a unanimous roll call vote to approve the following teaching staff from September 1, 2018 through June 30, 2019: (All hiring is contingent upon the recommendation of the Superintendent, proper certification and the results of the criminal history background investigation.)
- Note: The below offerings are based upon an expiring collective bargaining contract. Upon settling the contract, the salaries offered shall be re-affirmed based upon the new contract but in no case will the salary offering be less than what is listed below:
- a. Michael Lucchesi, Special Education Teacher, Step 4, BA/MA at the salary of \$60,615.00.
 - b. Jordan Palmieri, Special Education Teacher, Step 5, Cert/BA at the salary of \$59,765.00.
 - c. Courtney Fry, Special Education Teacher, Step 9, BA/MA at the salary of \$63,040.00.
 - d. Kara Uhrich, Spanish Teacher, Step 6, BA/MA at the salary of \$61,115.00.
 - e. Rebekah Anderson, Spanish Teacher, Step 4, Cert/BA at the salary of \$59,515.00.
 - f. Fallon Strobe, Chemistry Teacher, Step 6, Cert+30/BA+15 at the salary of \$60,565.00
 - g. Steve Young, Electrical Teacher, Step 14, BA/MA at the salary of \$70,410.00.
 - h. Melanie Errickson, Business Teacher, Step 13, Cert+30/BA+15 at the salary of \$67,990.00.
 - i. Jaime Pitman, Math Teacher, Step 2, BA/MA at the salary of \$60,115.00.

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IX. School District Informational Reports (listed when provided)

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

X. Other Business - NEW and OLD

- A. Dr. Rossi Elliott updated the Board on the Foundation Board
 - a. Rise and Dine Breakfast Fundraiser - June 27, 2018
- B. Dr. Rossi Elliott informed the Board that on Sunday, April 29, 2018, STRIVE students competed in the Special Olympics Area 8 Track and Field Qualifying Tournament held at Stockton University in Galloway, New Jersey. CCTEC was awarded 24 medals; 17 gold, 5 silver, and 2 bronze.

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

- A. Entry into Executive Session
 - 1. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 6:40 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 Ms. McCann and approved by a unanimous roll call vote to return from closed session at 7:23 pm.

XII. Post Executive Session Possible Action

- A. Student

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1. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous roll call vote to affirm the action taken and approve the April, 2018 HIB reports with one case.

B. Personnel

1. Motion by Dr. Schneider, seconded by Ms. McCann and approved by a unanimous roll call vote to continue the suspension with pay of the employee whose name is on file with the Secretary of the Board, beginning May 25, 2018 through and including, June 30, 2018. (Employee Number 4478)

C. Contracts

1. Motion by Ms. McCann, seconded by Dr. Schneider and approved by a unanimous roll call vote to approve the 2017/2018 Superintendent's Evaluation of Dr. Dina Rossi Elliott.

XIII. Public Comment

1. Nancy Ridgeway - Upper Deerfield - Asked about any information with old school property in Bridgeton.

XIV. Adjournment

Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous voice vote to adjourn the meeting at 7:26 pm.

Respectfully Submitted,



Gene Mercoli
Board Secretary