

# CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

## Board of Education Meeting Minutes - June 13, 2019

- I. The Cumberland County Board of Vocational Education held a Board Meeting on June 13, 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, Leslie White-Coursey and John Redden. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, and Board Solicitor Mitch Kizner. Absent: Patricia Gross.

**III. Recognition of Visitors**

- A. Dr. Rossi offered a general welcome to the audience and introduced the Cumberland County Freeholder Liaisons - Darlene Barber and George Castellini.

**IV. Special Presentations**

- A. Mr. McGraw read a short biography on the CCTEC Employee of the Month for May:
- Veronica Jeziorski
- B. Mr. McGraw read a short biography on the CCTEC Students of the Month for May:
- Amanda DeFalco
  - Tabitha Cheesman
  - Xitlalit Rodriguez
  - Luz Javier

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

**VI. Board of Education Correspondence Received- None**

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

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Motion by Ms. DiLeonardo, seconded by Ms. Hands and carried by a unanimous roll call vote to approve items A1-10, B1-14, with Ms. White-Coursey abstaining from A2:

- A. Monthly Business, including routine reports, contracts and grants:
  - 1. Minutes, May 22, 2019
  - 2. Minutes, May 8, 2019 Special Meeting & May 22, 2019 Executive Session
  - 3. Board Secretary Report, April 2019
  - 4. Treasurer Report, April 2019
  - 5. Report of Funds Received, April 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, April 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, April 2019
  - 8. Transfers, April 2019
  - 9. Payment of Bills, June 2019 - \$969,871.89
  - 10. Travel Expenditures
- B. Contracts, Grants, Other Business
  - 1. Motion to approve the submission of the Perkins Secondary Consolidation application for Fiscal Year 2020, and accept the grant award of Federal funds of \$101,934 and Reserve Funds of \$20,881 upon subsequent approval of the FY 2020 Perkins Secondary Consolidated application per the attached spending plan.
  - 2. Motion to approve and bind the 2019-2020 New Jersey Schools Insurance Group Insurance renewal for the Commercial Package, Errors and Omissions and Workers Compensation at a renewal cost of \$210,344 (an increase of 1.7%) beginning July 1, 2019 and ending June 30, 2020.
  - 3. Motion to approve the disposition or auction of the attached items.
  - 4. Pursuant to PL 2015, Chapter 47 the Cumberland County Board of Vocational Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq
  - 5. Motion to approve the close out of all school district and school petty cash imprest accounts and the re-opening of the same for July 1, 2019 as listed: District Acct \$500, Science Department Fund \$200, School Store \$200, Drive to Your Future \$200, Culinary Account \$100 and Cafeteria Account \$450.
  - 6. Motion to approve the School Business Administrator, Megan Duffield, to process, pay and/or encumber all necessary transactions to effectuate the closeout of the 2018-2019 school year ending June 30, 2019. The Board shall be presented these transactions for post approval at a future Board meeting.
  - 7. Motion to approve the recognition, acceptance and retention option of the 2019 Southern Coastal Regional Employee Benefits Fund's dividend declaration in the amount of \$26,846 for use in a future year.
  - 8. Motion approve entering into a 60 month operating lease with Canon Solutions America Inc. of Mt. Laurel, NJ beginning August 1, 2019 utilizing the National

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Intergovernmental Purchasing Alliance (NIPA) contract #FI-R-0251-18 for the following copiers:

Downstairs Faculty Room

Canon IRADV 8585i V2 \$360.00 per month

Upstairs Faculty Room

Canon IRADV 8585i V2 \$360.00 per month

District Office

Canon IRADV C5560i V2 \$501.50 per month

Main Office

Canon IRADV C5560i V2 \$501.50 per month

Images in excess of the agreed limits will be invoiced quarterly; \$0.0043 for black and white and \$0.0369 for color.

9. Motion to approve entering into a one year renewal contract with a one year renewal remaining with Professional Computer Services (PCS) of Moorestown, NJ for providing Technology Services for the 2019-2020 School Year in accordance with their June 28, 2017 proposal with total estimate annual costs of \$108,675 renewing July 1, 2019 and ending June 30, 2020 at the following hourly rates:

Regular Hours - 7:30am -3:30pm Rate: \$69.00 per hour

Overtime/Weekend Hours Rate: \$109.00 per hour

10. Motion to approve and accept the fiscal audit of the 2017-2018 Carl D. Perkins Secondary and Postsecondary Grants noting no audit findings.
11. Motion to approve and accept the State of New Jersey's Administrative Review of the School Nutrition Programs, National School Lunch Program, and School Breakfast Program noting no findings.
12. Motion to approve the acceptance and submission of the Every Student Succeeds Act (ESSA) grant in the amount of \$339,632 and corresponding spending plan for the 2019-2020 school year.
13. Motion to approve the acceptance and submission of the Individuals with Disabilities Education Act (IDEA) grant in the amount of \$148,403 and corresponding spending plan for the 2019-2020 school year.
14. Motion to approve accepting the following donations:
- a. Miscellaneous Fence and Door Hardware from Tractor Supply Co. of Bridgeton, NJ.

**VIII. Superintendent's Motions and Resolutions**

Motion by Mr. Redden seconded by Ms. Hands and carried by a unanimous roll call vote to approve items A1,A3-9,A11, B1, C1-2, D1.

- 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 following Summer 2019 Student Workers, pending proper submission of Working Papers, if applicable. All positions to be paid at the hourly rate of \$10.50 from July 1, 2019 through August 31, 2019:
  - a. Timothy Suppi - School Safety Assistant
  - b. Savannah Soone - School Safety Assistant
  - c. Georgianna Trischitta - School Safety Assistant
  - d. Andres Spigelmoyer - School Safety Assistant
  - e. Eric Thompson - Custodial Assistant
  - f. Darbi Errickson - Custodial Assistant
  - g. Luke Neiderberger - Custodial Assistant
  - h. Terrale White - Custodial Assistant
  - i. Annabelle Crane - Culinary Assistant
  - j. Avoneii Downing - Culinary Assistant
  - k. Kara Stratton - Technology Assistant
  - l. Daisy Siedlecki - Technology Assistant
  - m. Seth Coward - Technology Assistant
  - n. Macy Lambert - Technology Assistant
3. 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.
4. Motion to approve Jillian Ziller and Ashleigh Udalovas 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 Professional Development Workshop on July 11, 2019, not to exceed 5 hours.
  - d. Summer 2019 DBQ Training, not to exceed 9 hours.
5. Motion to approve posting (Internal) for Home Instruction Certificated Teachers for the 2019/2020 school year. These teachers will be used on an as needed basis and will be paid at the contracted hourly rate.
6. Motion to approve placing Gabriella Horvath for Student Teacher Placement in English/Language Arts, with Erin Tietjen as the Cooperating Teacher, starting September 6, 2019 through December 31, 2019 as part of the Fairleigh Dickinson University Teacher Placement Program.
7. Motion to approve the following Certificated Staff to present at the following summer trainings, hours and training listed by each staff member. All staff below will be paid at the contractual hourly rate of \$32.50:
  - a. Anthony DiAntonio - July 11th PD Workshop, not to exceed 10 hours.
  - b. Amanda Mason - July 11th PD Workshop, not to exceed 10 hours.
  - c. Fallon Strobe - July 11th PD Workshop, not to exceed 10 hours.
  - d. Lauren Gaudio - New Teacher Orientation, not to exceed 10 hours.
  - e. Jessaca Wilford - New Teacher Orientation, not to exceed 10 hours.
  - f. Sarah Bernhardt - EDConnect and New Teacher Orientation, not to exceed 30 hours.
8. Motion to approve the Employment Conditions and Benefits for Non-Bargaining Unit Employee Manual with revisions.

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9. Motion to approve Johnette Halpin to work 21st Century Summer Youth Program from July 1, 2019 through July 31, 2019, at the contractual hourly rate.
11. Motion to approve Kara Stratton (Class of 2020) as a volunteer to the 21st Century Summer Program.
- B. Curriculum and Program Approvals
  1. Motion to approve and submit Monthly Nursing Service Report for May 2019.
- C. Policies and Regulations
  1. Motion to approve the Second Reading of the following policies and regulations:
    - a. Policy and Regulation 1642 - Earned Sick Leave Law
  2. Motion to approve the following fundraisers:
    - a. YOGO Factory - Class of 2022 (Ratify)
    - b. SaveAround - Class of 2020
- D. Other
  1. Motion to approve authorizing T & F Camera/T & F Camera Portrait Studios to conduct the Class of 2020 Senior Portraits and the 2019/2020 Yearbook Photos. Students will have the opportunity to purchase photo packages individually. Both services are at no cost to the district.
- A2. Motion by Ms. McCann seconded by Mr. Redden and carried by a unanimous roll call vote to approve the following teaching staff from September 1, 2019 through June 30, 2020 :
  - a. Ashleigh Udalovas- Spanish Teacher, Step 8, BA/MA, at the salary of \$63,597.00.
  - b. Jillian Ziller, Special Education Teacher, Step 8, Cert+30/BA+15 at the salary of \$63,047.00
- A10. Motion by Ms. DiLeonardo seconded by Ms. McCann and carried by a unanimous roll call vote to approve Ryan Steinbronn as TV/AV Facility Engineer, Non-Bargaining Unit/Non-Certificated, from July 1, 2019 through June 30, 2020 at the salary of \$60,000.00.

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

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

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

- A. Dr. Rossi informed the Board of the NJAC Competition Results - On May 10, 2019, the Culinary Arts Students competed in the annual New Jersey Association of Counties Competition (NJAC) and won 3 medals.
- B. Dr. Rossi informed the Board of the Special Olympics results.

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C. Board Summer Retreat - Date Proposals Forthcoming

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

A. Entry into Executive Session

1. Motion by Ms. DiLeonardo, 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. McCann, seconded by Ms. DiLeonardo and approved by a unanimous voice vote to enter into a closed session part of the meeting at 6:23 pm to discuss topics that the law allows for public exclusion. Specific topic: Students, Personnel and Contacts/Legal.

B. Exit from Executive Session

1. Motion by Ms. DiLeonardo, seconded by Ms. McCann and approved by a unanimous roll call vote to return from closed session at 7:17 pm.

**XII. Post Executive Session Action**

1. Motion by Ms. Hands, seconded by Mr. Redden and approved by a unanimous roll call vote to affirm the May 2019 HIB Report as reviewed, with zero cases.
2. Motion by Mr. Redden, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to approve the attached job description for School Accountant, add the title to the Non-Bargaining Unit Manual (Non-Certificated) and post for the position.
3. Motion by Ms. DiLeonardo, seconded by Ms. McCann and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining to approve a shared service agreement with the Vineland Board of Education for payroll processing services in the annual amount of \$40,000 from July 1, 2019, to June 30, 2020.
4. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous roll call vote, with Ms. DiLeonardo and Ms. White-Coursey abstaining to approve a shared service agreement with the County of Cumberland by and through its Cumberland County Department of Workforce Development for providing mutual assistance with respect to providing a Summer Youth Employment Pilot Program and an Industrial Maintenance Mechanic Program pending final attorney review and approval.

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5. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous roll call vote, with Ms. White-Coursey abstaining, to approve the following resolution: Resolution 2019-02 as presented.

**XIII. Public Comment**

- A. Nancy Ridgeway, Upper Deerfield - Asked if minutes are posted on website, specifically 2017.
- B. Darlene Barber, Bridgeton - Congratulated TEC on another successful NJAC Competition and STRIVE Graduation. She also thanked the Board for the Host District Resolution.

**XIV. Adjournment**

Motion by Ms. DiLeonardo, seconded by Ms. White-Coursey and approved by a unanimous voice vote to adjourn the meeting at 7:26 pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary