

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - January 23, 2020

I. The Cumberland County Board of Vocational Education held a Board Meeting on January 23, 2020 at 6:01 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 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, Megan Duffield: Ruth Hands, Patricia Gross, Sheila McCann and John Redden. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, Board Solicitor Mitchell Kizner. Absent: Leslie White-Coursey and Christy DiLeonardo.

III. Recognition of Visitors

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

IV. Special Presentations

A. Mr. McGraw presented CCTEC's 2019-2020 NJ State Governor's Educator of the Year, Mr. Shawn Riggins, History Teacher.

B. Mr. McGraw presented 2019 New Jersey Exemplary Educator - Mr. Tim Campbell, English Teacher.

C. Mr. McGraw presented the CCTEC Employee of the Month for December:

- Fallon Strobe

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - January 23, 2020

- D. Mr. McGraw presented the CCTEC Students of the Month for December:
 - Aleikza Diaz
 - Britney Morales
 - Emily Muniz
 - Brian Margerum

- E. Student Council Presentation by Jace Garcia-Rojas, Student Council Secretary.

- F. Presentation of the June 30, 2019 Audit - Samuel Delp, Jr., CPA of Triantos & Delp CPAs, LLC

V. Public Comment on Agenda Items Only - None

VI. Board of Education Correspondence Received - None

VII. Board Secretary's Motions and Resolutions

Motion by Mr. Redden, seconded by Ms. Gross and carried by a unanimous roll call vote to approve items A3-10, B2:

- A. Monthly Business, including routine reports, contracts and grants:
 - 3. Board Secretary Report, November 2019
 - 4. Treasurer Report, November 2019
 - 5. Report of Funds Received, November 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, November 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, November 2019
 - 8. Transfers, November 2019
 - 9. Payment of Bills, January 2020 - \$1,207,809.01
 - 10. Travel Expenditures

- B. Contracts, Grants, Other Business
 - 2. Motion to approve Federal Family Medical Leave/New Jersey Family Leave for the employee whose name is on file in the Business Office beginning March 30, 2020 (Employee # 4439).

- A. Motion by Ms. McCann, seconded by Ms. Gross and carried by a unanimous roll call vote to table the following motions:
 - 1. Minutes, December 18, 2019 & January 9, 2020 Special Meeting
 - 2. Minutes, December 18, 2019 & January 9, 2020 Special Executive Session

VIII. Superintendent's Motions and Resolutions

Motion by Mr. Redden, seconded by Ms. McCann and carried by a unanimous roll call vote to approve items A1-6, A8, B1-2, D1, D3-7:

- 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 internal job posting for Spanish Teachers (2) for translation services for the 2019/2020 school year, at the hourly rate of \$32.50, not to exceed 20 hours total.
 - 2. Motion to amend the offer of employment for the following School Safety Officer - Substitute for the 2019/2020 school year, commencing February 3, 2020:
 - a. Jose Aponte
 - 3. Motion to approve the following certificated teachers for an additional 3 hours for the November 19, 2019 PAC dinners.
 - a. Michael Aliberti
 - b. Robert Ohlsen
 - 4. Motion to approve Laura Pompper as a mentor to Sara Silva for the 2019/2020 school year.
 - 5. Motion to approve Devon Malone, Secretary, to work the HOSA event on February 1, 2020, at the contractual hourly rate, not to exceed 6 hours.
 - 6. Motion to approve the attached listing of Spanish Teachers to administer and grade the Spanish Heritage Placement Exam for the Spring/Summer 2020 for the incoming freshman class, at the contractual hourly rate, not to exceed 20 hours total.
 - 8. Motion to approve Lauren Gaudio to work the Admissions Exam on Saturday, January 25, 2020, not to exceed 10 hours, at the contractual hourly rate.
- B. Curriculum and Program Approvals
 - 1. Motion to approve and submit the Monthly Nursing Service Reports for December 2019.
 - 2. Motion to approve the anticipated list of graduates for the 2019/2020 school year.
- C. Policies and Regulations - None
- D. Other
 - 1. Motion to approve the nomination of Mr. Shawn Riggins, Social Studies Teacher, as CCTEC's 2019-2020 NJ State Governor's Educator of the Year.
 - 3. Motion to approve the following out-of-state/overnight field trips:
 - a. Cosmetology Program - International Beauty Show at the Javits Convention Center - New York, NY

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - January 23, 2020

- b. Mock Trial - NJ Model Congress, Lawrenceville, NJ
- c. Ski Club - Blue Mountain Resort, Palmerton, PA
- 4. Motion to approve the following fundraisers:
 - a. STRIVE - Texas Roadhouse - April 23, 2020
 - b. TECnical Players - "Break a Leg" Wishes
 - c. Class of 2023 - Basketball T-Shirt Sales
- 5. Motion to approve the SkillsUSA Community Service Project, Shamrock Shake Sale, with all proceeds benefiting the Ronald McDonald House of South Jersey. The sale will occur between February and March 2020 at \$3.00 per shake.
- 6. Motion to approve SkillsUSA to collect the attached items to benefit the Ronald McDonald House of South Jersey. The collection will occur during CTE Week in February.
- 7. Motion to approve the National Honor Society Texas Roadhouse Fundraiser on February 18, 2020, with proceeds first being used for NHS organization activities and any remaining funds to be donated to the Ronald McDonald House of South Jersey.

- A7. Motion by Ms. McCann, seconded by Mr. Gross and carried by a unanimous roll call vote to approve the retirement of Mrs. Patricia Robbins, Assistant Principal, effective July 1, 2020 with congratulations.

- D2. Motion by Mr. Redden, seconded by Ms. Gross and carried by a unanimous roll call vote to approve the Student Safety Data System (SSDS) incident report for the period September 1, 2019 through December 31, 2019, as presented.

- VII. B1. Motion by Ms. McCann, seconded by Mr. Redden and carried by a unanimous roll call vote to accept the June 30, 2019 Audit as prepared by the audit firm of Triantos & Delp, CPA's and to adopt the following resolution:

BE IT RESOLVED, the Cumberland County Board of Vocational Education **discusses, reviews and accepts** the Comprehensive Annual Financial Report and Auditor's Management Report on Administrative Findings, Financial, Compliance and Performance for the Year ended June 30, 2019, noting the following findings and recommendations:

Findings:

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - January 23, 2020

2019-01: The board did not make proper adjustments to the billings to the sending districts prior to June 30, 2019 in accordance with N.J.A.C. 6A:23A-17.1(f)3.

Corrective Action for Findings:

2019-01: Tuition billing adjustments to the sending districts should be made prior to the end of the second subsequent year in accordance with N.J.A.C. 6A:23A-17.1(f)3.

Follow-up on Prior Years' Findings:

None

IX. School District Informational Reports (listed when provided)

- A. Accident Report -December
- B. Attendance Report - December
- C. Discipline Report - December
- D. Enrollment Report - December
- E. Event Calendar - February
- F. Fire/Emergency Drills - Ongoing
- G. Maintenance Report - December
- H. Technology Report - December
- I. District Goals/Objectives - December
- J. Home Instruction Report - December

X. Other Business - NEW and OLD

- A. Foundation Board - Update
- B. Adult Education - Update - 2020 Classes
- C. HOSA Competition - Saturday, February 1, 2020
- D. Class of 2024 - Entrance Exam - January 25, 2020
- E. NSBA Conference - Chicago, IL - April 4th-6th
- F. 2020-2021 Budget Calendar - 2nd Review
- G. CTE Pep Rally - Friday, February 28, 2020
- H. Staff Basketball Fundraiser - Friday, February 28, 2020
- I. Mr. CCTEC - Friday, January 24, 2020
- J. Little Shop of Horrors Play - Friday, February 7th and Saturday, February 8th

XI. A. Entry into Executive Session

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - January 23, 2020

1. Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous roll call vote to approve the following resolution, read by Board President Ruth Hands:
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
- Contracts

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. Gross and approved by a unanimous voice vote to enter into a closed session part of the meeting at 6:51 pm to discuss topics that the law allows for public exclusion. Specific topic: Students and Contracts.

B. Exit from Executive Session

1. Motion by Ms. McCann, seconded by Ms. Gross and approved by a unanimous roll call vote to return from closed session at 7:06 pm.

XII. Post Executive Session Action

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 December 2019 HIB reports with two cases, unsubstantiated.
2. Motion by Mr. Redden, seconded by Ms. McCann and approved by a unanimous roll call vote to approve a shared service agreement with the Vineland Board of Education for local/county television channel access in the amount of \$500 per month beginning January 15, 2020.

XIII. Public Comment - None

XIV. Adjournment

Cumberland County Board of Vocational Education
Board of Education Meeting Minutes - January 23, 2020

Motion by Ms. McCann, seconded by Mr. Redden and approved by a unanimous voice vote to adjourn the meeting at 7:11 pm.

Respectfully Submitted,



Megan Duffield
Board Secretary