

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Reorganization Meeting Minutes- November 1, 2019

- I. The Cumberland County Board of Vocational Education held a Board Meeting on November 1, 2019 at 3:06 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. Board Secretary, Megan Duffield, 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: Sheila McCann (via phone), Ruth Hands, John Redden, Leslie White-Coursey (arrived at 3:24pm), Patty Gross and Christy DiLeonardo . Also present were: Superintendent, Dina Rossi, Ed.D., Board Secretary, Megan Duffield and School District Solicitor, Mitchell Kizner.

III. Recognition of Visitors

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

IV. Public Comment on Agenda Items Only - None

V. Appointment of Board Members

- A. Swear in Board of Education Members
 1. Ruth Hands took the Oath of Office.

- B. The Cumberland County Board of Vocational Education will consist of the following members appointed by the Cumberland County Board of Chosen Freeholders for the year November 1, 2019 to October 31, 2020:

Patricia Gross Leesburg, NJ 08327	2020
John Redden Millville, NJ 08332	2021
Christy DiLeonardo Vineland, NJ 08361	2021
Sheila McCann Bridgeton, NJ 08302	2022
Ruth Hands Bridgeton, NJ 08302	2023
Leslie White-Coursey Bridgeton, NJ 08302 Executive County Supt	Permanent

VI. Nomination and Election of President - Chaired by Megan Duffield, Board Secretary; Chair relinquished to President following the election.

- A. Motion by Sheila McCann, seconded by John Redden and approved by a unanimous roll call vote to nominate and elect Ruth Hands as Board of Education President.

VII. Nomination and Election of Vice President

- A. Motion by Sheila McCann, seconded by John Redden and approved by a unanimous roll call vote to nominate and elect Christy DiLeonardo as Board of Education Vice President.

VIII. Approve Designation of Bank Depositories

- A. Motion by Ms. Hands, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to maintain district checking accounts at OceanFirst Bank, Headquarters in Toms River, NJ and approved the following list of banks as designated as Investment Depositories:
1. OceanFirst
 2. Bank of America
 3. State of New Jersey Cash Management Fund
 4. BB&T Bank
 5. Newfield National Bank
 6. TD Bank
 7. Fulton Bank

IX. Approve Account Signatories

- A. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the recommended checking account signatories as attached.

X. Set Regular Monthly Meeting Dates & Time

- A. Motion by Ms. DiLeonardo, seconded by Mr. Redden and approved by a unanimous roll call vote to approve the attached recommended Board of Education Regular Meeting schedule.

XI. Designation of Official Newspapers

- A. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the official newspapers for legal advertising purposes as follows:
1. NJ Advance Media, LLC (South Jersey Times)
 2. Gannett NJ Newspaper (The Daily Journal)
 3. South Jersey Publishing (The Press of Atlantic City)

XII. Designation of Financial Representatives

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the following:
1. 403(b) Representatives as attached
 2. 529 Savings CollegeAmerica Program - American Funds

XIII. Annual Review and Approval of Curriculum and Course Description Guide for the 2019-2020 school year.

- A. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the 2019-2020 Curriculum and Course guides as recommended by the Superintendent and provided.

XIV. Annual Approval of District Bylaws, Policies and Regulations, as provided by Strauss Esmay.

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the existing policies and regulation, of the Board of Education as maintained by Strauss Esmay.

XV. Approve the annual Facility Use Fee Schedule per policy #7510.

- A. Motion by Mr. Redden, seconded by Ms. Gross and approved by a unanimous roll call vote to approve the Facility Use Fee Schedule.

XVI. Annual Approval of Professional Services

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the annual appointment of School Board Solicitor, Mitchell H. Kizner, Esq. of the firm Flaster Greenberg, PC, Commerce Center, Third Floor, 1810 Chapel Avenue West, Cherry, Hill, NJ 08002-4609, at a salary of \$32,410, (represents a \$1,000 increase, 3%) and a contractual hourly rate to \$195.00 per hour, from November 1, 2019 through October 31, 2020.
- B. Motion by Mr. Redden, seconded by Ms. Gross and approved by a unanimous roll call vote to approve the annual appointment of Architect of Record, Garrison Architects, 713 Creek Road, Bellmawr, NJ 08031, at the rates indicated in the renewal letter, (attached, no increase) from November 1, 2019 through October 31, 2020.
- C. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the continuation of an EUS Contract with Richard Allen of Allen Associates of Vineland, NJ as the district

Insurance Broker of Record at a combined commission rate of \$40.22 for all four health lines (an increase of 1.69%), per enrolled employee per month, from November 1, 2019 through October 31, 2020.

- D. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the annual appointment of School District Doctor of Record, Dr. Balogun of Inspira Health Network Urgent Care, P.C., at a rate of \$500 per month (no increase), from November 1, 2019 through October 31, 2020.
- E. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the continuation of the agreement for Occupational Health with Inspira Health Network Urgent Care, P.C., at the service rates listed in Exhibit A, from December 13, 2018 through December 12, 2020.
- F. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the annual appointment of School District Labor Attorney, Grace Marmero & Associates, LLP of Vineland, NJ, at an hourly rate of \$125 per hour (no increase) from November 1, 2019 to October 31, 2020.
- G. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the continuation of an EUS Contract with Conner Strong & Buckelew of Marlton, NJ as the district Non-Health Insurance Broker of Record Services beginning November 1, 2019 to October 31, 2020. This is a commission only contract.

XVII. Appointment of Megan Duffield as Purchasing Agent from November 1, 2019 through October 31, 2020.

- A. Motion by Mr. Redden, seconded by Ms. Hands, with Ms. White-Coursey abstaining, and approved by a unanimous roll call vote to approve Megan Duffield as the District Purchasing Agent from November 1, 2019 thru October 31, 2020.

XVIII. Appointment of Megan Duffield as PACO (Public Agency Compliance Official) from November 1, 2019 through October 31, 2020.

- A. Motion by Mr. Redden, seconded by Ms. Hands, with Ms. White-Coursey abstaining, and approved by a unanimous roll call vote to approve Megan Duffield as the District Public Agency Compliance Official (PACO) from November 1, 2019 thru October 31, 2020.

XIX. Appointment of Megan Duffield as Board Secretary, effective November 1, 2019 through October 31, 2020.

- A. Motion by Ms. DiLeonardo, seconded by Ms. Gross, with Ms. White Coursey abstaining, and approved by a unanimous roll call vote to approve Megan Duffield as the Board of Education Secretary from November 1, 2019 thru October 31, 2020.

XX. Approve the resolution setting the annual bid threshold, as allowed under NJSA 18A:18A-3 for School Districts employing a qualified purchasing agent pursuant to NJSA 40A:11-9, at \$40,000.

- A. Motion by Ms. DiLeonardo, seconded by Ms. Gross and approved by a unanimous roll call vote to approve the resolution setting the annual bid threshold, as allowed under NJSA 18A:18A-3 for School Districts employing a qualified purchasing agent pursuant to NJSA 40A:11-9, at \$40,000.

XXI. Motion to authorize the School Business Administrator, in accordance with NJSA 18A:18A-10/11, to utilize all cooperative, jointure, state and national contracts, as the law allows, to secure supplies and services for the effective and efficient operation of the school district, effective November 1, 2019 through October 31, 2020.

- A. Motion by Mr. Redden, seconded by Ms. Gross and approved by a unanimous roll call vote to allow the purchasing agent, Megan Duffield, in accordance with NJSA 18A:18A-10/11, to utilize all cooperative, jointure, state and national contracts, as the law allows, to secure supplies and services for the effective and efficient operation of the school district, effective November 1, 2019 through October 31, 2020.

XXII. Appointment of Treasurer

- A. Motion by Ms. Hands, seconded by Ms. DiLeonardo and approved by a unanimous roll call vote to appoint Christopher Russo, Ed.D, of Millville, NJ as Treasurer of the Cumberland County Board of Vocational Education, effective November 1, 2019 through October 31, 2020, at a salary of \$5,300 (2% increase).

XXIII. Appointment of District Affirmative Action/Title IX Officer

- A. Motion by Mr. Redden, seconded by Ms. Hands, and approved by a unanimous roll call vote to approve Andres Lopez, Director of School Safety & Security, as the District Affirmative Action/Title IX Officer, effective November 1, 2019 through October 31, 2020.

XXIV. Appointment of District ADA/504 Compliance Officer- Staff and Students

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve Dr. Celese Nolan, Assistant Principal, as the District ADA/504 Compliance Officer- Staff and Students, effective November 1, 2019 through October 31, 2020.

XXV. Motion to approve the following Section 504 documents

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the following 504 documents:
 - 1. Procedural Guidance Manual for Administrators & Staff
 - 2. Parental Handbook

XXVI. Motion to approve the CCTEC School Safety Unit Retired Police Officer Certification (Annual Review).

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve the CCTEC School Safety Unit Retired Police Officer Certification (Annual Review).

XXVII. Motion to approve District's School Safety Specialist

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve Andre Lopez, Director of School Safety and Security, as the District's School Safety Specialist from November 1, 2019 through and including October 31, 2020.

XXVIII. Motion to approve District Truancy Officer for the 2019-2020 school year.

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve Andre Lopez, Director of School Safety and Security, as the District's Truancy Officer from November 1, 2019 through and including October 31, 2020.

XXIV. Appointment District Working Papers Compliance Officer

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve appointing Greg McGraw, Principal, as the District Working Papers Compliance Officer effective November 1, 2019 through October 31, 2020.

XXX. Appointment Alternate District Working Papers Compliance Officer

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands and approved by a unanimous roll call vote to approve appointing Patricia Robbins, Assistant Principal, as the Alternate District Working Papers Compliance Officer effective November 1, 2019 through October 31, 2020.

XXXI. Motion to approve and submit the 2019-2020 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

- A. Motion by Ms. DiLeonardo, seconded by Ms. Hands, with Ms. White-Coursey abstaining, and approved by a unanimous roll call vote to approve and submit the 2019-2020 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials with no revisions or changes.

XXXII. Motion to approve the 2019-2020 Substitute Rates

- A. Motion by Ms. Hands, seconded by Ms. Gross and approved by a unanimous roll call vote to approve the 2019-2020 Substitute Rates.

XXXIII. Statement of Intent

As read by Dina Rossi, Ed.D., Superintendent:

The Cumberland County Board of Vocational Education hereby notifies all parties including the CCVTEA of their intent to provide for the best possible educational experiences for students, for efficiency, and for the benefit of the general public by using volunteers whenever possible in accordance with the terms of the agreement and with the memo of understanding between the Board and the Association during 1999 regarding this matter.

XXXIV. Board President Appoints:

- A. Patricia Gross (Sheila McCann - Alternate) as representative to the Cumberland County School Boards Association from November 1, 2019 through October 31, 2020.
- B. Sheila McCann (Christy DiLeonardo - Alternate) as representative to the New Jersey Council of County Vocational Schools from November 1, 2019 through October 31, 2020.
- C. Ruth Hands (Christy DiLeonardo- Alternate) as a delegate to the NJSBA Legislative Committee and Network Representative from November 1, 2019 through October 31, 2020.
- D. Ruth Hands & John Redden as Board of School Estimate members & Christy DiLeonardo as an alternate from November 1, 2019 through October 31, 2020. The date of the Board of School Estimate meeting is to be determined.
- E. Ruth Hands & Christy DiLeonardo as Board of Education Liaisons to the CCTEC Foundation Board from November 1, 2019 through October 31, 2020.

- F. Ruth Hands & Christy DiLeonardo as Board of Education representatives for Negotiations with the Cumberland County Vocational Technical Education Association.

XXXV. Executive Session ((N.J.S.A. 10:4-12b) - None

XXXVI. Public Comment - None

XXXVII. Adjournment

- A. Motion by Ms. DiLeonardo, seconded by Mr. Redden and approved by a unanimous voice vote to adjourn the meeting at 3:43 pm.

Respectfully Submitted,



Megan Duffield
Board Secretary