

# **CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION**

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - February 28, 2019

**I. The Cumberland County Board of Vocational Education held a Board Meeting on February 28, 2019 at 6:02 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. 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, Megan Duffield: Carlos Villar (via phone), Ruth Hands, Christy DiLeonardo (via phone), John Redden, and Leslie White-Coursey. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, and Board Solicitor Mitch Kizner and Labor Attorney Doug Long. Absent: Sheila McCann.

**III. Recognition of Visitors**

- A. Dr. Rossi offered a general welcome to the audience and introduced our Freeholder Liaison George Castellini.

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

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

*Dr. Rossi requested the movement of Executive Session prior to presentations.*

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### A. Entry into Executive Session

1. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 6:06 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters, Personnel, Legal, Contracts.  
*\*Mr. Villar, Ms. Hands and Ms. White-Coursey did not enter into executive session.*

### B. Exit from Executive Session

1. Motion by Mr. Redden, seconded by Ms. Hands and approved by a unanimous roll call vote to return from closed session at 6:35 pm.

## VI. Post Executive Session Action

### A. Student

1. Motion by Ms. Hands, seconded by Mr. Redden, followed by a roll call vote with Ms. Hands and Mr. Redden affirming and Ms. DiLeonardo, Ms. White-Coursey and Mr. Villar abstaining, therefore the motion to approve the January, 2019 HIB report with zero cases does not pass and will be placed on the next scheduled meeting for approval.

## VII. Special Presentations

### A. Mr. McGraw read a short biography on the CCTEC Employee of the month of January and presented a certificate.

- Kimberly Vicari

### B. Mr. McGraw read a short biography on the CCTEC Students of the month of December and presented them with a certificate.

- Shelynel Alvarez
- Jennifer Volkening
- Darbi Errickson
- Christopher McCormick

### C. Student Council President Presentation- Natalie Lucena

## VIII. Public Comment on Agenda Items Only- None

## IX. Board Secretary's Motions and Resolutions

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Motion by Mr. Villar seconded by Ms. White-Coursey and carried by a unanimous roll call vote to approve items A1-10, B1-5, with Ms. White-Coursey abstaining from A2 and A10.

- A. Monthly Business, including routine reports, contracts and grants:
  - 1. Minutes, January 26, 2019 and February 6, 2019 Special Meeting
  - 2. Minutes, January 26, 2019 Executive Session and February 6, 2019 Special Meeting Executive Session
  - 3. Board Secretary Report, January 2019
  - 4. Treasurer Report, January 2019
  - 5. Report of Funds Received, January 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, January 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, January 2019
  - 8. Transfers, January 2019
  - 9. Payment of Bills, February 2019 - \$1,303,243.70
  - 10. Travel Expenditures
- B. Contracts, Grants, Other Business
  - 1. Motion to approve the submission of the 2018 Annual School Recycling Report to the City of Millville to be included their 2018 NJ DEP Tonnage Report.
  - 2. Motion to approve the 2019-2020 Out of County Fee of \$3,500 pursuant to NJSA 18A:54-23.4
  - 3. Motion to approve the attached Cooperative Pricing System Agreement (66CCEPS) and Resolution 2018-05 authorizing the School Business Administrator to enter into a Cooperative Pricing Agreement with the Camden County Educational Services Commission as the Lead Agency for the purchase of goods and services.
  - 4. Motion to approve the paid leave of absence for the employee whose name is on file in the Business Office (Employee #4544) beginning February 27, 2019 through March 18, 2019 utilizing sick and personal time.
  - 5. Motion to approve an amendment to the shared service agreement with the Cumberland County Improvement Authority for the maintenance of all non-warranty school district vehicle and buses to

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include a clause to allow the use BS Sourcewell Cooperative Purchasing Program for the purchase of parts at the terms of the attached contract beginning March 1, 2019 and ending February 28, 2021.

6. The Board had a discussion, reviewed and received the Code of Ethics for School Board Members as required under C.178, P.L.2001.

### **X. Superintendent's Motions and Resolutions**

Motion by Ms. Hands seconded by Mr. Villar and carried by a unanimous roll call vote to approve items A1-8, B1-3, C1-2, D1-7, with Ms. White-Coursey abstaining from A5, D2, D4, and D5.

- 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 resignation of Clay Pettit, Substitute School Safety Officer, effective February 28, 2019.
  2. Motion to approve the following CCC Students for participation in the 2019 Spring Semester CTEC School Safety Unit Internship Program:
    - a. Timothy Venella
  3. Motion to approve all certificated teaching staff for curriculum writing and Professional Development opportunities, after the contracted work day, from March 1, 2019 through June 30, 2019. The staff will be paid at the approved contractual rate of \$32.50 per hour, not to exceed \$9,665.
  4. Motion to approve all certificated teaching staff for curriculum writing and Professional Development opportunities, after the contracted work day, from July 1, 2019 through August 31, 2019. The staff will be paid at the approved contractual rate of \$32.50 per hour, not to exceed \$17,000 . \* *Pending final approval of the 2019/2020 Budget\**
  5. Motion to approve the appointment of Mario Olsen, Assistant Superintendent of Curriculum and Instruction, as the District Affirmative Action Officer/Title IX, effective September 1, 2019 through June 30, 2020.

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6. Motion to approve the job description for TV/AV Facility Engineer and approval to post (external).
  7. Motion to post for the following anticipated positions for the 2019/2020 school year. All positions are subject to the final approval of the 2019/2020 budget.
    - a. Math Teacher(s)
    - b. English Teacher(s)
    - c. Social Studies Teacher(s)
    - d. Physics Teacher(s)
    - e. Chemistry Teacher(s)
    - f. Health and Physical Education Teacher(s)
    - g. Business Teacher(s)
    - h. Special Education Teacher(s)
  8. Motion to accept the resignation of Courtney Myers, Administrative Secretary to the School Business Administrator, effective March 31, 2019.
- B. Curriculum and Program Approvals
1. Motion to approve and submit the Monthly Nursing Service Report for January 2019.
  2. Motion to approve Texas Roadhouse, 2299 N. 2nd Street, Millville, NJ, as an On-The-Job Training (OJT) location for the 2018/2019 School Year.
  3. Motion to approve the following curricula: Construction Trades II, Health and PE 9, Health and PE 10, Health and PE 11, Intro to Healthcare Professions, STRIVE Art, STRIVE English Level 1, and STRIVE Health and PE Level 3.
- C. Policies and Regulations
1. Motion to approve the second reading of the following policies/regulations:
    - a. P 2422 - Health and Physical Education (M) (Revised)
    - b. P 2431.3 - Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities (Revised)
    - c. P 2610 - Educational Program Evaluation (M) (Revised)
    - d. P 4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
    - e. P&R 5111- Eligibility of Resident/Nonresident Students (M) (Revised)

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- f. P 5330.04 - Administering an Opioid Antidote (M) (Revised)
  - g. R 5330.04 - Administering an Opioid Antidote (M) (New)
  - h. P 5337 - Service Animals (Revised)
  - i. P 5756 - Transgender Students (M) (Revised)
  - j. P&R 7440 - School District Security (M) (Revised)
  - k. P 8561 - Procurement Procedures for School Nutrition Programs (M) (Revised)
  - l. P 8860 Memorials (Revised)
  - m. P 2415.06 - Unsafe School Choice Option (M) (Revised)
  - n. R 2460.8 - Special Education – Free and Appropriate Public Education (M) (Revised)
  - o. R 5530 - Substance Abuse (M) (Revised)
  - p. P&R 5600 - Student Discipline/Code of Conduct (M) (Revised)
  - q. P&R 5611 - Removal of Students for Firearms Offenses (M) (Revised)
  - r. P&R 5612 - Assaults on District Board of Education Members or Employees (M) (Revised)
  - s. P&R 5613 - Removal of Students for Assaults with Weapons Offenses (M) (Revised)
  - t. P&R 8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)
2. Motion to approve the attached fundraisers.
- a. Blue Ribbon Campaign Fundraiser - Culinary Arts Department
  - b. Yankee Candle Fundraiser - Class of 2021
  - c. Coin Drop Fundraiser - Class of 2021
  - d. "Footloose" DVD Sale - TECnical Players and Channel ONE
- D. Other
- 1. Motion to approve the following out of state field trips:
    - a. STRIVE - Franklin Institute in Philadelphia, PA - REVISED: Date change from April 9, 2019 to May 6, 2019.
  - 2. Motion to authorize the Affirmative Action Team to conduct the needs assessment and develop the Comprehensive Equity Plan.

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3. Motion to approve the attached updated 2018/2019 school year calendar to reflect 2 snow days on February 11, 2019 and February 20, 2019.
4. Motion to approve the 2018-2019 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (Revised 2019) and authorization submission to the Cumberland County Office of Education.
5. Motion to approve an addendum to the 2018-2019 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (Revised 2019) authorizing remote access by approved agents of the City of Millville Police Department and the City of Vineland Police Department.
6. Motion to approve an Adult Training: Drive to Your Future Program in collaboration with Cape May Technical Education Center and the CWED of Cape May/Cumberland/Salem Counties beginning March 25th through June 30th, 2019. All fees associated with this program are borne by the Cape May County CWED.
7. Motion to approve the annual report of TB Testing in Schools for the 2018 calendar year.

### **XI. School District Informational Reports (listed when provided)**

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

### **XII. Other Business - NEW and OLD**

- A. Dr. Rossi discussed the timeline for the Superintendent's Evaluation.
- B. Dr. Rossi discussion the following items related to the Budget Calendar
  1. March 11, 2019 at 5:30 pm, Tentative Budget (Special Meeting)

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2. March 25, 2019 at 5:00 pm, Final Budget (Special Meeting) followed by the Regular BOE Meeting rescheduled from March 28th, remaining at 6:00 pm
3. Board of School Estimate - March 26, 2019 at 4:45pm.
  - a. Board of School Estimate Members - Ruth Hands & John Redden
- C. Dr. Rossi updated the Board on the Health Science and Medicine Building.
- D. Dr. Rossi updated the Board on the Graduation of K9 Meadow - March 8, 2019.
- E. Dr. Rossi updated the Board on the data for Admissions - Class of 2023.
- F. Dr. Rossi updated the Board on the NJ Seal of Biliteracy - STAMP - 39 TEC Juniors Awarded.

**XIII. Public Comment**

- A. Nancy Ridgeway - Upper Deerfield - Recognized Culinary Arts for the Economic Development Board Meeting on 2/12/19 for being excellent.

**XIV. Adjournment**

Motion by Mr. Redden, seconded by Mr. Villar and approved by a unanimous voice vote to adjourn the meeting at 7:13 pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary