

# CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

3400 College Drive, Vineland, NJ 08360

Board of Education Meeting Minutes - January 24, 2019

**I. The Cumberland County Board of Vocational Education held a Board Meeting on January 26, 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 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, John Redden, Leslie White-Coursey and Sheila McCann. Also present were: Board Secretary Megan Duffield, Superintendent Dr. Dina Rossi, and Board Solicitor Mitch Kizner (arrived at 6:15pm.)

**III. Recognition of Visitors**

A. Dr. Rossi offered a general welcome to the audience and introduced our Freeholder Liaisons: Deputy Director Darlene Barber and George Castellini.

**IV. Special Presentations**

A. Mr. McGraw presented to the Board the CCTEC Teacher of the Year - Mr. Tim Campbell.

B. Mr. McGraw read a short biography on the CCTEC Employee of the month of December and presented a certificate.

- Jessica Moratelli

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- C. Mr. McGraw read a short biography on the CCTEC Students of the month of December and presented them with a certificate.
- Sydney Middleton
  - Isabel Vergara
  - Evely Vaquero-Flores
  - Michael Petersen
- D. Student Council Presentation -Jace Garcia-Rojas (Student Council Historian)

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

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

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

Motion by Ms. DiLeonardo seconded by Ms. McCann and carried by a unanimous roll call vote to approve items A1-10, B1-2.

- A. Monthly Business, including routine reports, contracts and grants:
1. Minutes, December 13, 2018
  2. Minutes, December 13, 2018 Executive Session
  3. Board Secretary Report, November 2018 & December 2018
  4. Treasurer Report, November 2018 & December 2018
  5. Report of Funds Received, November 2018 & December 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, November 2018 & December 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, November 2018 & December 2018
  8. Transfers, November 2018 & December 2018
  9. Payment of Bills, January 2019 - \$1,724,275.66
  10. Travel Expenditures
- B. Contracts, Grants, Other Business
1. Motion to approve the acceptance of a gift in the amount of \$6,000.00 from the CEO Group, Vineland, NJ. This gift is to be applied to the HOSA, SkillsUSA, and Robotics events for the 2018-19 school year. This gift is accepted in accordance with Board

of Vocational Education Policy # 7230- Gifts, Grants and Donations.

2. Motion to approve the award of a contract for the repairs of the crash gate arm from damage which occurred on November 21, 2018 to PSX, Inc. of Kennett Square, PA in the amount of \$36,904.

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

Motion by Ms. DiLeonardo seconded by Mr. Redden and carried by a unanimous roll call vote to approve items A1-6, B1-3, C1, D1-6.

- 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 attached list of certificated staff for SAT/ACT Prep Course (retroactive to January 12, 2019) at the contractual hourly rate of \$32.50 per hour, from January - March 2019.
  2. Motion to approve Christy Henson-Levari to proctor the Adult Programming exams, including American Medical Certification Association (AMCA) and National Healthcare Association (NHA). This will be paid at the contractual hourly rate of \$32.50 per hour, including a one (1) hour training session required by the company. This is on as needed basis until June 2019.
  3. Motion to approve the following internal postings to be paid at the positions contracted hourly rate:
    - a. Spanish Heritage Placement Assessment - Spring/Summer 2019 - Certificated Spanish Teachers to administer and grade the for incoming Freshman (not to exceed 10 hours each.)
    - b. HOSA Competition - February 2, 2019 - Secretary
    - c. Meet and Greet - Class of 2023 - May 2, 2019
      - Certificated Staff- Including teachers and guidance counselors
      - Secretaries
      - Translators
      - School Nurses
    - d. Entrance Exam - January 26, 2019 - School Nurse (1)
    - e. 21st Century Summer Camp - July 2019 - Certificated Staff
  4. Motion to approve Michael Ziller's request to carry 21 sick days from his previous employment at Lockheed Martin Rotary and

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Mission Systems. These allotted days are only to be utilized in the event of the employee's catastrophic illness and are not payable upon retirement.

5. Motion to approve Kristen DellaVecchia for 125 hours as part of Georgian Court University field experience, for placement with Mr. Charles Oldknow, Social Worker, beginning January 25, 2019.
  6. Motion to approve the revised attached list of certificated staff members to work the Class of 2023 Admissions Exam on Saturday, January 26, 2019, not to exceed 10 hours, at the approved contracted hourly rate.
- B. Curriculum and Program Approvals
1. Motion to approve and submit the Monthly Nursing Service Reports for December 2018.
  2. Motion to approve and submit the Annual Immunization Status Report for the 2018-2019 School Year.
  3. Motion to approve the 2019 Terrapin Project/Scientific Holding application renewal for Mr. Michael Lucchesi, Science ICR Instructor.
- C. Policies and Regulations
1. Motion to approve the first 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)
    - 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)

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- 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)

D. Other

1. Motion to approve the nomination of Mr. Timothy Campbell, English Instructor, as CCTEC's 2018-2019 NJ State Governor's Educator of the Year.
2. Motion to approve the Student Safety Data System (SSDS) incident list for the period September 1, 2018 through December 31, 2018.
3. Motion to approve the following out-of-state field trips:
  - a. STRIVE Program- Franklin Institute - Philadelphia, PA
  - b. Art Club - Philadelphia Museum of Art - Philadelphia, PA
  - c. Cosmetology Program - International Beauty Show at the Javits Convention Center - New York, NY
4. Motion to accept the following donations:
  - a. Welding Supplies - Tractor Supply Company
  - b. Popcorn Machine for Student Activities - M & T Bank
5. Motion to approve TECnical Players Drama Club production of Footloose, with ticket sales at the cost \$12.50 per ticket.
6. Motion to approve the following fundraisers:
  - a. Spring Dance - Class of 2022
  - b. Footloose T-Shirt Sale - The TECnical Players Drama Club
  - c. STRIVE T-Shirt Sale

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**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

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

- A. Dr. Rossi updated the Board on the Foundation Board.
- B. Dr. Rossi updated the Board on Adult Education - Spring 2019 Classes.
- C. Dr. Rossi updated the Board on the TECnical Players production of Footloose- February 15th at 7:00 pm and 16th at 6:00 pm  
<https://www.showtix4u.com/events/TECfootloose>.
- D. Dr. Rossi updated the Board on the HOSA Competition - Saturday, February 2, 2019.
- E. Dr. Rossi updated the Board on the Class of 2023 - Entrance Exam - January 26, 2019
- F. Dr. Rossi updated the Board on the NSBA - Conference - Philadelphia, PA - March 30th - April 1st.
- G. Dr. Rossi proposed a February Special Meeting - February 6th at 5pm or February 7th at 5pm
- H. Dr. Rossi discussed the 2019-2020 Budget Calendar - 2nd Review.

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

- A. Entry into Executive Session
  - 1. Motion by Ms. Hands, seconded by Ms. McCann and approved by a unanimous roll call vote to enter into an closed session part of the meeting at 6:38 pm to discuss topics that the law allows for public exclusion. Specific topic: Student Matters, Legal, Contracts. \*Ms. DiLeonardo excused herself from the meeting at 7:11 pm.

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- B. Exit from Executive Session
  - 1. Motion by Ms. McCann, seconded by Ms. Hands and approved by a unanimous roll call vote to return from closed session at 7:22 pm.

**XII. Post Executive Session Possible Action**

- A. Student
  - 1. Motion by Mr. Redden, seconded by Ms. Hands and carried by a unanimous roll call vote to affirm the action taken and approve the December 2018 HIB reports with zero cases.
  
- B. Personnel
  - 1. Motion by Ms. Hands, seconded by Mr. Redden and carried by a unanimous roll call vote to approve the paid medical leave of absence for the employee whose name is on file in the Business Office (Employee #4522) beginning February 14, 2019 through a half day on March 1, 2019 utilizing sick and personal time.
  - 2. Motion by Mr. Redden, seconded by Ms. McCann and carried by a unanimous roll call vote to approve the unpaid medical leave of absence for the employee whose name is on file in the Business Office (Employee #4522) beginning with a half day on March 1, 2019 through March 14, 2019.

**XIII. Public Comment - Any**

- A. Lianne Fanucci - Vineland - Has 2 children who attend TEC. Thinks school is amazing and praised district, teachers and administration.

**XIV. Adjournment**

Motion by Ms. Hands, seconded by Mr. Redden and approved by a unanimous voice vote to adjourn the meeting at 7:28 pm.

Respectfully Submitted,



Megan Duffield  
Board Secretary