

BOARD OF EDUCATION
OF THE VOCATIONAL-TECHNICAL SCHOOLS
IN THE COUNTY OF MERCER, NEW JERSEY

MINUTES OF SEPTEMBER 20, 2016

1. The Board Meeting of September 20, 2016 was called to order by President Albert Pitman at 5:00 pm. The meeting took place at the Mercer County Vocational-Technical Schools, 1085 Old Trenton Road, Trenton, New Jersey. The President read the following Sunshine Statement:

“In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided.
This meeting notice was advertised in the Trenton Times newspaper on September 6, 2016.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Ms. Iszard – Present	Ms. Stinger – Present	Dr. Morana - Present
	Mr. Zoller – Present	Ms. McCoy – Present	Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Sharon Nemeth, Principal of Assunpink Center, presented PARCC testing results (handout) for Spring 2015 and Spring 2016. The NJ Biology Competency Test was also given and the information can be found in the handout.

B. EXECUTIVE SESSION – Moved to the end

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of August 16, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of August 16, Mr. Zoller introduced a motion for the Board to approve the minutes. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana - Abstain
	Mr. Zoller – Yes	Ms. McCoy – Abstain	Mr. Pitman – Yes

Dr. Morana stated that she would like to address the content of the Executive minutes in Executive Session.

Tanya Dawson asked if the Executive Session could be moved to the end of the meeting.

All members agreed.

B. Approval of Executive minutes of August 16, 2016 was moved to end of meeting after Executive Session.

5. BILLS TO BE APPROVED/TRANSFERS - HANDOUT

Bills totaling \$1,113,102.04 for September 2016 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Iszard introduced a motion for the Board to approve the bill list grand total of \$1,113,102.04. Mr. Zoller seconded the motion and it was carried by roll call vote. The bills list and budget transfers report shall be attached to the original minutes filed in the Board Office as an official document of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana - Yes
	Mr. Zoller – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending August 2016, Dr. Morana introduced a motion the Board approve the reports as presented, whereby, that major accounts and fund balances have not been over-expended and sufficient funds are available to meet the District's financial obligations. Ms. Iszard seconded the motion and it was carried by roll call vote. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana - Yes
	Mr. Zoller – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider asked for a moment of silence for former employee Cynthia Carmichael. Ms. Nemeth attended the funeral on behalf of the district. Ms. Nemeth stated that Cynthia was a very good “cleaner” and there was no district better cleaned than ours. Cynthia took pride in caring for our building like it was her home.

Dr. Schneider shared a handout regarding Mercer County Community College's groundbreaking ceremony for a \$1.2 million Advanced Manufacturing Laboratory.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Tuition Based Individual Training Agreement (ITA) Contract between Mercer County One-Stop Career Center and Mercer County Technical School District, Contract No. PY 2016-256 (attached)
2. Articulation agreement between MCTS Adult Evening Schools and Mercer County Community College for use of the Machine Shop effective August 29, 2016 through December 12, 2016 with the anticipation for a program of study through February 2017 (attached)
3. Refusal of the allocated federal funds in the amount of \$3,635 for the Postsecondary application for SFY2017 Carl D. Perkins Vocational and Technical Education Act of 1998, the allocated state fund application was Board approved on May 23, 2016 (attached)

B. PERSONNEL & ADDENDUM

Recommend the Board approve the following personnel in the job categories, salary/wage rates, time periods specified:

1. The resignation of Nicholas Mariano, Manager of Technology for the district, effective end of business day September 23, 2016
2. The resignation of Joseph Lamantia, Custodian I at the Assunpink Center, effective end of the business day November 30, 2016, due to retirement
3. Joseph Lamantia, Custodian I for the Assunpink Center, placed on Administrative Leave with pay and continuation of benefits, retroactive to August 18, 2016 through November 30
4. Gabrielle Gallo as a Substitute Cosmetology Instructor for the district, on an as needed basis, not to exceed 29 hours per week, at a per diem rate of \$90, effective September 21, 2016 through June 30, 2017 (11-310-100-101-01-01-1701) (11-310-100-101-02-01-1710)
5. Erik Silverman, half-time Culinary Instructor, as a Substitute Academic Instructor for the district, on an as needed basis, not to exceed 10 hours per week, at a per diem rate of \$90, effective September 21, 2016 through June 30, 2017 (11-310-100-101-01-01-1701) (11-310-100-101-02-01-1710)
6. Patrick Ryan, half-time Art Instructor, as a Substitute Academic Instructor for the district, on an as needed basis, not to exceed 10 hours per week, at a per diem rate of \$90, effective September 21, 2016 through June 30, 2017 (11-310-100-101-01-01-1701) (11-310-100-101-02-01-1710)
7. Revised start date of Jennifer Terepka, Secretary III at the Assunpink Center, from August 29, 2016 to August 30, 2016 (11-000-240-105-01-00-2400)

8. John Haines, Teacher Assistant at the Sypek Center, placed on Sick Leave with pay and continuation of benefits using sick days, retroactive to September 1, 2016 through October 31, 2016
9. Sharon Nemeth, Principal of the Assunpink Center, to begin a medical leave with pay and continuation of benefits using sick days, effective October 13, 2016, and will return to work upon authorization from her physician and in accordance with the conditions specified in the current Administrators/Supervisors Association Agreement
10. Anne Benoit, Supervisor of Secondary Education at the Assunpink Center, to receive a stipend of \$75 per day for additional duties in the absence of Sharon Nemeth, Principal at the Assunpink Center, beginning October 13, 2016, until Mrs. Nemeth returns from medical leave
11. The resignation of Magnolia Perez-Garrido, Spanish Instructor for the Sypek Center, effective end of business day September 16, 2016
12. Donald Labowicz, current Custodian II at the Assunpink Center, as a full-time, 12-month, contracted employee in the capacity of Custodian I at the Assunpink Center, at an annual salary of \$51,970 (step 12 of the Custodian I Guide) prorated, effective October 1, 2016 through June 30, 2017 (11-000-262-110-01-00-2620)
13. Stephen Harcher, as a full-time, 12-month, contracted employee in the capacity of Custodian II at the Assunpink Center, at an annual salary of \$34,330 (step 1 of the Custodian II Guide) prorated, effective October 10, 2016 through June 30, 2017 (11-000-262-110-01-00-2620)
14. Maureen Larsen, as a part-time (63%), 10-month, contracted employee in the capacity of Spanish Instructor for the District, pending the completion of a criminal background check and certification, at an annual salary of \$34,330 (Step 3-10 month Teacher Guide) prorated, effective September 21, 2016 through June 30, 2017 (11-310-100-101-02-01-1413) (11-310-100-101-01-00-1950)
15. Daniel Shults, as a part-time Blueprint Reading Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective September 21, 2016 through June 30, 2017 (13-629-100-101-04-01-1314)
16. Karen Cook, as a part-time Program Assistant at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$34, effective September 21, 2016 through June 30, 2017 (13-629-200-104-04-00-2400)
17. Timothy Torrey, as a part-time Substitute Program Assistant for the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective September 21, 2016 through June 30, 2017 (11-629-200-104-04-00-2400)
18. Laura Moskaluk, in the capacity of part-time LPN Instructor for the Health Careers Center, pending the completion of criminal background check, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, effective September 21, 2016 through June 30, 2017 (13-330-100-101-05-01-1758)

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Statement of Assurance Regarding the Use of Paraprofessional Staff Report for the 2016-2017 school year, first reporting period (attached)
2. District and School Grade Report from NJ Department of Education, School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, as of June 30, 2016 for the Health Science Academy (attached)
3. Revised School Safety and Security Plan for the district (attached)
4. Revised Blood Bourne Pathogens Exposure Control Plan for the district (attached)
5. Revised Automated External Defibrillator (AED) Emergency Action Plan for the district (attached)
6. Job Description for the new position of Buildings and Grounds Supervisor (attached)
7. Revised job description for the position of Database Administrator (attached)
8. Revised 2016-2017 Advisory Committee Member List for the Sypek Center (attached)
9. Emergency Preparedness Drill Report for the month of August 2016 (attached)
10. Board Policy 4140 Termination, for first reading (attached) PULLED

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Mr. Zoller seconded the motion and it was carried by roll call vote. A copy of ITA contract, articulation agreement, Perkins refusal, Statement of Assurance, NJDOE report, Safety and Security Plan, Blood Bourne Pathogens, AED plan, job description for B&G Supervisor, revised job description for Database Admin, revised Advisory Committee, EPDR, 4140, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana – Yes (Abstain on 9B)
	Mr. Zoller – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

10. OLD BUSINESS

None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Renewal of the Maintenance Service Agreement with Specialty Underwriters, LLC for the amount of \$6,500 October 1, 2016 through September 30, 2017 (11-000-262-520-07-01-2620) (attached)
- D. Shared services agreement between Mercer County Special Services School District (MCSSSD) and Mercer County Technical School (MCTS) District for Speech Therapist, once per week for STEM student, for the period September 21, 2016 through June 30, 2017. MCTS District shall pay up to \$4,000 to MCSSSD for services rendered under this agreement (attached)
- E. Agreement with Matt Bellace Presentations, LLC for motivational staff performance at CTE luncheon on February 9, 2017 and for a total of \$2,500 (all inclusive) (20-270-200-320-00-16-270) (attached)
- F. Applications for Temporary Instructional Space for the 2016-2017 School Year for the STEM Academy at Mercer County Community College, rooms BS 205, BS 208, CM 144 and ET 306 (attached)
- G. Consult with Protected Harbor, Inc. for IT support beginning August 3, 2016 through September 30, 2016 for an amount not to exceed \$15,000 (11-000-252-340-07-00-2520) (attached)
- H. Proposal to consult with Educational Alternatives, LLC to assist in developing a strategic/facility plan for fiscal years 2016-2020 in an amount not to exceed \$10,000 (\$5,000 11-000-262-590-00-00-2620; \$5,000 11-000-230-590-07-00-2301) (attached)
- I. Billboard advertising with Interstate Outdoor Advertising for full time academy promotion, at a cost of \$3,980 (20-335-100-00-16-335) (attached)
- J. Burlington County Insurance Pool Joint Insurance Fund coverage, including student accident premium for July 1, 2016 through June 30, 2017 for a total cost of \$199,732 and surplus resolution
- K. Record of sale of 606 SREC's from October 2015 through June 2016 for a total of \$145,928 on the spot market through the Flett Exchange
- L. Accept No Child Left Behind Grant funds in the amount of \$100,512
- M. Accept Perkins Post-secondary Grant funds in the amount of \$105,791
- N. Accept Perkins Secondary Grant funds in the amount of \$167,908
- O. Donation of 1988 Chevy Cavalier to the Sypek Center from Joanne Pannone
- P. Award Culinary Equipment & Supplies Bid #17-104 to Sam Tell & Son, Inc.
- Q. Items to be disposed of to the Mercer County Hazardous Waste Dempster Center due to age:
 - (2) Oxygen tanks – HO039 & AD323
 - Fax machine – ADM123
- R. Rick Bus Company to transport Health Science Academy students between Assunpink Center and Mercer County Community College for the period September through December 2016 not to exceed \$4,000 (11-000-270-512-01-00-2700)

- S. Donation of \$2,000 from the Hettel family to the Assunpink Diesel Program in memory of Tyler Hettel for the purchase of a new lift

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Ms. Stinger seconded the motion and it was carried by roll call vote. A copy of travel, field trips, Speech Therapist, Bellace, MCCC space apps, Protected Harbor, Inc, Educational Alternatives, Outdoor Advertising, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Dr. Morana - Yes (Abstain III&R)
	Mr. Zoller - Yes	Ms. McCoy - Yes	Mr. Pitman - Yes

12. EXECUTIVE SESSION

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of other matters.

BE IT FURTHER RESOLVED, that the minutes of the executive session shall be released to the public when the need for confidentiality no longer exists, except personnel information or information pertaining to legal settlements with personnel which by agreement must remain confidential shall not be released unless otherwise required by law.

The Board recessed to Executive Session at 5:15 pm on a motion made by Mr. Zoller and seconded by Ms. Stinger and carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Dr. Morana - Yes
	Mr. Zoller - Yes	Ms. McCoy - Yes	Mr. Pitman - Yes

A motion for the Board to return to Public Session at 5:27 pm was made by Ms. Iszard and seconded by Ms. Stinger and carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Dr. Morana - Yes
	Mr. Zoller - Yes	Ms. McCoy - Yes	Mr. Pitman - Yes

4. EXECUTIVE MINUTES OF PREVIOUS MEETING

B. The Executive session meeting minutes of August 16, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of August 16, 2016 Ms. Iszard introduced a motion for the Board to approve the minutes. Mr. Zoller seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Dr. Morana - Abstain
	Mr. Zoller - Yes	Ms. McCoy - Abstain	Mr. Pitman - Yes

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:29 pm. Ms. McCoy seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Dr. Morana - Yes
	Mr. Zoller - Yes	Ms. McCoy - Yes	Mr. Pitman - Yes

The next Regular Meeting shall be held on Tuesday, October 18, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary