

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

MINUTES OF NOVEMBER 15, 2016

1. The Board Meeting of November 15, 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 November 9, 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Present	Ms. McCoy – Absent	Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Madeline Lollo, MCVEA President, thanked the Board and administration on being proactive in addressing the Association’s concerns noted at the last Board meeting.

2015-2016 Audit Presentation was given by Scott Clelland of Wiss & Company LLC.

I would like to thank Tanya Dawson, Dr. Schneider and Deborah Donnelly for their assistance. There is a lot of documentation that needs to be collected and they provide all the required documents in a timely organized manner. It is not a one week process but in fact it takes a few weeks to gather and review the financial records. The most important part of the audit is the opinion which is unmodified and the highest opinion we can give. The administrative team that oversees the fiscal duties do an excellent job and it is evident that they take it very serious. We tested internal control, no material weakness or findings were noted. We would like to note this is the second consecutive year in receiving the Certificate of Excellence in Financial Reporting. MCTS is one of only 30 schools to receive this award. This is something to be proud of since there are over 600 Districts in New Jersey. The District is in a very good financial position overall and there are no findings. Are there any questions?

B. EXECUTIVE SESSION – Moved to the end

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of October 18, 2016 and Reorganization minutes of November 1, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of October 18, 2016 and Reorganization minutes of November 1, 2016 Ms. Iszard 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Abstain on 10/18 Yes on 11/1	Ms. McCoy – Absent	Mr. Pitman – Yes

B. The Executive session meeting minutes of October 18, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of October 18, 2016 Ms. Iszard 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Abstain	Ms. McCoy – Absent	Mr. Pitman – Yes

5. **BILLS TO BE APPROVED/TRANSFERS** - Handout

Bills totaling \$631,276.77 for November 2016 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Zoller introduced a motion for the Board to approve the bill list grand total of \$631,276.77. Ms. Iszard 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

6. **BOARD SECRETARY/TREASURER'S REPORT**

Upon review of the financial reports for the period ending October 2016, Ms. Stinger 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

7. **CORRESPONDENCE & COMMUNICATIONS**

8. **COMMITTEE REPORTS**

9. **SUPERINTENDENT'S REPORT**

A. **NEW PROGRAMS/SPECIAL PROJECTS**

Recommend the Board approve the following:

1. Memorandum of Agreement between the New Jersey Department of Transportation and the Mercer County Technical School District, for the Equipment Repair Program, effective November 2, 2016 through May 31, 2017 (attached)
2. Articulation Agreements between Mercer County Community College and Mercer County Technical School for the 2017-2018 school year for the following: (attached)
 - a. Academy of Culinary Arts
 - b. Health Science Academy
 - c. STEM Academy
 - d. Architectural Engineering & Design
 - e. Automotive Technology
 - f. Automotive Technology Fundamentals
 - g. Baking
 - h. Business Office Applications & Technology
 - i. Criminalistics and Criminal Science
 - j. Culinary Arts
 - k. Diesel Technology
 - l. Digital Media Arts
 - m. Health and Child Care
 - n. Health Occupations
 - o. Heating, Ventilating, Air Conditioning and Refrigeration
 - p. Landscape Maintenance and Design
 - q. Medical Office Assistant (HCC)
 - r. Career Prep
 - s. Advertising & Design
 - t. Business Studies

- u. Communication
 - v. Criminal Justice
 - w. Culinary
 - x. Dance
 - y. Entertainment Technology: Music Technology
 - z. Entertainment Technology: Technical Theater
 - aa. Exercise Science
 - bb. Fashion/Apparel Design
 - cc. Fashion Merchandising
 - dd. Fire Science Technology
 - ee. Gaming
 - ff. Hospitality Management
 - gg. Information Technology
 - hh. New Media & Journalism
 - ii. Photography
 - jj. Pre-Engineering
 - kk. Radio and Television Production
 - ll. Theatre
 - mm. Visual Arts
3. Articulation Agreement between The New Jersey Restaurant Educational Foundation and Mercer County Technical Schools (attached)

B. PERSONNEL

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

1. A prorated stipend amount of \$240, originally approved at \$1,200 on August 16, 2016, for Hope Costa, English Instructor at the Assunpink Center, for services as National Honor Society Advisor during the 2016-2017 school year, retroactive to September 1, 2016 through October 31, 2016 (11-310-100-101-01-00-0000)
2. A prorated stipend amount of \$960, for Laura Wurtzel, Secretary III at the Assunpink Center, for services as National Honor Society Advisor during the 2016-2017 school year, retroactive to November 1, 2016 through June 30, 2017 (11-310-100-101-01-00-0000)
3. A revised salary for Laura Moskulak, originally approved October 18, 2016, as a full-time, 12-month, contracted employee in the capacity of Licensed Practical Nursing Instructor, pending the completion of criminal history background check, at an annual salary of \$64,964 prorated (Step 9 of the 12-month Teacher guide) effective December 1, 2016 through June 30, 2017 (13-330-100-101-05-00-1758)

C. MISCELLANEOUS

Recommend Board approve the following:

1. NJ Department of Education's Voluntary Compliance Plan (VCP) with Methods of Administration (MOA) Final Statement of Assurance (Secondary) to ensure civil rights in the vocational education programs as of 10/31/2016 (attached)
2. Board policy 4140 Termination, for second reading and adoption (*available in Superintendent's office*)
3. The following bylaws, policies and regulations for first reading: (attached)
 - a. 0167 Public Participation in Board Meetings
 - b. 0168 Recording Board Meetings
 - c. 2415.30 Title I – Educational Stability for Children in Foster Care
 - d. 3240 Professional Development for Teachers and School Leaders
 - e. 3240 R Professional Development for Teachers and School Leaders
 - f. 5514 Student Use of Vehicles on School Grounds
 - g. 7481 Unmanned Aircraft Systems (UAS also known as DRONES)
 - h. 8441 Care of Injured and Ill Persons
 - i. 8441 R Care of Injured and Ill Persons
 - j. 8630 Bus Driver/Bus Aide Responsibility
 - k. 8630 R Emergency School Bus Procedures
 - l. 9541 Student Teachers/Interns
4. District Harassment, Intimidation & Bullying Safety Team Roster for the 2016-2017 school year (attached)
5. District Harassment, Intimidation & Bullying Report for September 1, 2016 through November 8, 2016 (attached)
6. Emergency Preparedness Drill Reports for the month of October 2016 (attached)

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 MOA NJDOT, Articulation agreements with MCCC, Articulation agreement with NJREF, statement of assurance, 0167, 0168, 2415.30, 3240, 3240R, 5514, 7481, 8441, 8441R, 8630, 8630R, 9541, HIB roster, HIB report, EPDR, 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Yes	Ms. McCoy – Absent	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. Preliminary Budget Planning Schedule for the 2017-2018 school year (attached)
- D. Dispose of assorted items from inventory due to age/non-repairable (attached)
- E. List of vendors paid through Federal funds and ensured as not listed as federally suspended or debarred by the Qualified Purchasing Agent (attached)
- F. Change Order #4 for Zsenak Electric Co., Inc. in the amount of \$2,420 for material and labor for new cell dialer at the Assunpink Center FVHD 4525; revised contract amount to \$1,057,688 (attached)
- G. 1098-T Processing Services Agreement with Tab Service Company, not to exceed \$1,200 (11-000-251-590-07-00-2903/7167) (attached)
- H. Award Competitive Contracting Proposal CC 17-02 Negotiations Attorney Services to Parker McKay, P.A.
- I. Renewal of License for National Reading Styles Institute (NRSI) Power Reading Online (PRO) program for the 2016-2017 school year for 88 students for \$3,080 (NCLB Title IA 20-231-100-320-00-17-231)
- J. Waive balance of \$100 for cosmetology kit for student KW due to family financial hardship
- K. Year three of five, January 30, 2017 through January 30, 2018, lease agreement with Pitney Bowes for New Connect 1000 postage machine, to include all maintenance, meter subscription, rate changes, training and installation at \$275 per month, billed quarterly at \$825, under NJ State Contract #A75237 (11-000-240-440-01-00-2400)
- L. Proposal for Technology Centers That Work (TCTW) for four-day professional development sessions on January 20, February 13, April 24 and April 25, 2017 to work with teachers and train administrators to analyze the quality of assignments in CTE classrooms at a cost of \$6,600 (20-250-200-320-00-14-250) (attached)
- M. Donation of 1994 Saturn SL1 to Sypek Center from Cindy Calotta
- N. Accept the June 30, 2016 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2016 Audit Report) as required by N.J.S.A. 18A:23-4

Mr. 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 travel, field trips, preliminary budget schedule, disposal list, vendor list, change #4, Tab Service agreement, TCTW proposal, 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Yes	Ms. McCoy - Absent	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 a student matter.

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 5:12 pm on a motion made by Ms. Stinger and seconded by Mr. Zoller and carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

A motion for the Board to return to Public Session at 5:35 pm was made by Ms. Stinger and seconded by Ms. Iszard and carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

13. PUBLIC DISCUSSION

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:35 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

The next Regular Meeting shall be held on Tuesday, December 20, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary