

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

MINUTES OF OCTOBER 17, 2017

1. The Board Meeting of August 15, 2017 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 October 6, 2017.
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 – Present
	Mr. Zoller – Present	Ms. McCoy – Absent	Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Elise Lybrand, Occupational Health Instructor, addressed the Board and thanked them for their time. Ms. Lybrand voiced her concern for the lack of support for certain staff members. In the Spring, Ms. Lybrand stated she was told to find her own boxes and pack up as she was being relocated from Assunpink Center to the Health Careers Center (HCC) beginning the 2017-2018 school year. She stated that she begins work at 7:45 am at HCC then commutes to Assunpink and teaches all 4 blocks. She stated she teaches all day and is only given 35 minutes prep and has to work through her lunch. Ms. Lybrand stated that she additionally has to take work home and works for 2.5 hours and other staff does not. She further stated the school Psychologist offered to advocate on her behalf so she could be given time to complete her assignments and meet district deadlines. Administration seemed responsive, however she hasn't heard from the principal. Ms. Lybrand said she sent an email to her principal and she received no communication back. She stated she found out that one teacher has no students during a block of time. Ms. Lybrand said she requested a copy of the schedule, but the one that was given was not accurate. A request for class coverage, in order to meet deadlines, was denied because there is no Health Science instructor available to cover her class. The following list of deadlines was handed to the Board:

9/16/17 First day of school for students
9/11/17 SCIP meeting – no prep
9/15/17 Sub plans due
9/20/17 Pre-assessment scores due
9/22/17 IEP/504 plans reviewed and signed
9/28/17 School policies signed off
9/29/19 SGO due to principal

Ms. Lybrand stated it is very frustrating when you take work home and other teachers do not. There is preferential treatment to some. In June 2017, last week of school with 15 minute notice, Ms. Lybrand stated that was asked to move to another classroom because she was getting a new SmartBoard, however since the SmartBoard was installed, she was never been instructed on how to use it. Ms. Lybrand stated there is no curriculum for one of the classes she teaches. Furthermore, Ms. Lybrand said, on September 13 at 7:58 am a student teacher was brought to her with no notice. She was not advised of this and had no notice. This is a lack of communication and lack of support. When staff returns in September, we are only given 10 days to read through policies. Her suggestion is, instead of Professional Development when we return in September, we should be given time to review policies to take the pressure off. I have been teaching for over a decade and never complain. It's frustrating; I'm calling out for help. Board members please come and meet our students.

B. EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of September 19, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of September 19, 2017, Ms. Iszard introduced a motion for the Board to approve the minutes. Ms. Hernandez-Manno seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS – REVISED HANDOUT

Bills totaling \$661,556.46 for October 2017 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Stinger introduced a motion for the Board to approve the bill list grand total of \$661,556.46. 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	Ms. Hernandez-Manno – Yes
	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 September 2017, Ms. Iszard 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. Mr. Zoller 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 – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent discussed the following:

- Ms. Stinger brought an example of the advertising that Mary Smith-Jones is doing.
- Jordyn Cascone, HSA student, has been recognized by First Lady Mary Pat Christie as her 49th New Jersey Hero. (Article was emailed to Board members.)
- Reviewed talking points from NJ Council of County Vocational-Technical Schools (handout); additional funding available to technical schools, very exciting news.
- Norm Glover, Advisory Council member, is here to donate a vehicle, item I1K on the New Business agenda, to our automotive program in honor of the 50th anniversary of MCTS.

The Board thanked Mr. Glover for his donation.

8. COMMITTEE REPORTS

9. SUPERINTENDENT’S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

N/A

B. PERSONNEL

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

1. The resignation of Michael Martin, Criminalistics Instructor at the Sypek Center, with 60 days pay, effective end of business day September 25, 2017
2. Wayne Bender, as a full-time, 10-month, contracted employee in the capacity of Criminalistics Instructor at the Sypek Center, pending certification and the completion of a criminal background check, at an annual salary of \$54,492 (Step 3 of the 10-month Teacher Guide), pending negotiations, effective October 23, 2017 through June 30, 2018 (11-310-100-101-02-00-1739)
3. Ruben Casillas, as a full-time, 10-month, unaffiliated Bus Driver for the District, at a salary of \$26,832, prorated, effective November 1, 2017 through June 30, 2018 (11-000-270-162-00-00-2700)
4. An adjustment of one additional increment for Mathew Wiest, AED Instructor at the Assunpink Center, for attainment of his standard certificate, pending the outcome of negotiations, effective September 1, 2017 in accordance with the 2014-2017 agreement between the Board of Education and MCVEA
5. A stipend in the amount of \$1,200 for Amanda McCobb, Social Studies Instructor at the Assunpink Center, for services to be rendered as the Model UN Advisor during the 2017-2018 school year, retroactive to September 1, 2017 through June 30, 2018, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-00-0000)
6. Amanda McCobb, Social Studies Instructor for the Health Science Academy, to provide home instruction, on an as needed basis, four (4) hour per week, at an hourly rate of \$32.00, effective retroactive to October 1, 2017 through June 30, 2018 or until student requiring home instruction is released from district physician (11-310-100-101-01-00-1900)
7. Revised amount for John Ketterer as Substitute Supervisor for the District, on an as needed basis, originally approved July 18, 2017, at a per diem rate of \$400, not to exceed \$22,000 (13-330-200-103-05-00-2400) (11-000-221-102-01-00-2400)
8. John Haines, Teacher Assistant at the Sypek Center, placed on Sick Leave as follows:

Start	End	Type
September 1, 2017	October 20, 2017	FMLA-Unpaid Leave with Benefits

9. Mary Smith-Jones, Principal of Adult Evening and Secondary Health Careers Programs, to begin a medical leave with pay and continuation of benefits using sick days, effective October 9, 2017, 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. Resignation of Kelly Pike, Manager of Health Careers Center, effective end of the business day November 15, 2017
11. Douglas Shunk as a full-time, 12-month, contracted employee in the capacity of Supervisor of Secondary Education at the Assunpink Center, pending the completion of criminal background check, at an annual salary of \$80,000 prorated, effective December 18, 2017 through June 30, 2018 (11-000-221-102-01-00-2400)
12. Michaela Mathews, Social Studies Instructor for the Health Science Academy, to provide home instruction, on an as needed basis, four (4) hour per week, at an hourly rate of \$32, effective retroactive to October 1, 2017 through June 30, 2018 or until student requiring home instruction is released from district physician (11-310-100-101-01-00-1900)

C. MISCELLANEOUS

Recommend Board approve the following:

1. Annual Statement of Assurance (SOA) for New Jersey Quality Single Accountability Continuum (NJQSAC) for the 2017-2018 school year (attached)
2. Statement of Assurance Regarding the Use of Paraprofessional Staff Report for the 2017-2018 school year, first reporting period (attached)
3. Policy 8550, Unpaid Meal Charges/Outstanding Food Service Charges, for first reading: (attached)
4. Name, curriculum and program change from Health and Child Care to Pre-Nursing Studies effective September 1, 2018
5. Revised 2017-2018 District HIB Safety Team Roster (attached)
6. 2017 Graduation Assessment Pathways Report for the district (attached)
7. District Harassment, Intimidation & Bullying Report for September 1, 2017 through October 12, 2017 (attached)
8. Emergency Preparedness Drill Reports for the month of September 2017 (attached)
9. Revised job description for the position of Bus Driver (attached)

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote. A copy of SOA (2), 8550, revised HIB roster, 2017 graduation assessment, HIB, EPDR, revised bus driver job description 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 – Yes (Abstain on 9B & 9C.1)
 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. Renewal of the Maintenance Service Agreement with Specialty Underwriters, LLC for the amount of \$6,500 October 1, 2017 through September 30, 2018 (11-000-262-520-07-01-2620) (attached)
- D. Commercial Monitoring Agreement with Red Hawk Fire & Safety to monitor the fire/sprinkler systems at Assunpink and Sypek Centers, for the 2017-2018 school year, with an optional one (1) year renewal (11-000-261-420-02-00-2620) (attached)
- E. Contract with Regalena Melrose, PhD, for training and professional development services on March 2, 2018, April 13, 2018 and May 25, 2018 not to exceed \$15,000 (20-231-100-320-00-18-0231-040) (attached)
- F. Contract with Pro Athletes, Inc. for a one day Leadership, Goal Setting, Tolerance, Respect, Anti-violence, Conflict Resolution, Behavior Management, Character Development and Diversity Workshop on October 20, 2017, November 6, 2017 and December 4, 2017 at a cost not to exceed \$15,000 (20-231-200-320-00-18-0270-040) (attached)
- G. Contract with Starr Global Learning Network for a one day training event titled "Trauma Informed Schools" on March 29, 2018 at a cost not to exceed \$6,800 (20-270-200-320-00-18-0270 \$6,500; 11-000-223-590-02-00-2230 \$300) (attached)
- H. Advertising agreement with NJ Advance Media for online advertising for secondary and post-secondary programs, not to exceed \$2,000 (11-000-218-590-09-00-2182-030 \$1,000; 13-629-100-610-04-00-1910-035 \$1,000) (attached)
- I. Scrap 1981 Mercedes 240D from the automotive program at the Sypek Center due to vehicle no longer being usable for teaching purposes
- J. Approve for submission to the DOE County Office, the 2018-2019 Comprehensive Maintenance Plan (M1) for District buildings (attached)
- K. Donation of a 1986 Chevrolet Corvette to the Sypek Center from Norm Glover

Ms. Iszard 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, Specialty Underwriters, Red Hawk, Melrose, Pro Athletes, Starr Global, NJ Advanced Media, CMP M1 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 - Yes
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Madeline Lollo, MCVEA President, requested the Board reconsider what's on the table for negotiations; looking for a fair contract.

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:15 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

The Reorganization Meeting shall be held on Wednesday, November 1, 2017 at 12:00 noon at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary

