

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

MINUTES OF DECEMBER 16, 2014

The Board Meeting of December 16, 2014 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 December 10, 2014.  
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 – Absent	Dr. Morana - Present
	Mr. Zoller – Present	Mr. Murphy - Present	Mr. Pitman - Present

PUBLIC DISCUSSION

Scott Tenant and Craig Wilkie of Burlington County Joint Insurance Fund (BCJIF) introduced themselves to the Board. Craig gave the Board background information about the JIF. Scott presented the Board with the 2014-2014 Safety Basic Award for MCTS and noted that the district would also be the recipient of a safety reimbursement of \$1,000. Scott also presented the district with a Certificate of Excellence in Recognition of Outstanding Performance in Claims Management for maintaining a loss ratio below 50%. This award includes a cash award of \$1,000.

Mr. Pitman thanked Scott and Craig for their presentation and awards.

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of November 18, 2014 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of November 18, 2014, Mr. Zoller introduced a motion for the Board to approve the minutes. Dr. Morana seconded the motion and it was carried by roll call vote.

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

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$789,197.27 for December 2014 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Murphy introduced a motion for the Board to approve the bill list totaling \$789,197.27. 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 – Absent	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman – Yes

BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending November 2014, 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. 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 – Absent	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman – Yes

CORRESPONDENCE & COMMUNICATIONS

None

SUPERINTENDENT'S REPORT  
NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Submission of application to the National Association of State Directors of Career Technical Educational Consortium (NASDCTEc) for the 2015 Excellence in Action Award
2. New, full-time Culinary Arts Academy to be held at the Sypek Center, beginning the 2016-2017 school year, through an agreement between Mercer County Technical Schools and Mercer County Community College, pending enrollment
3. New, full-time STEM Academy for Engineering and Manufacturing, beginning the 2015-2016 school year, through an agreement between Mercer County Technical Schools and Mercer County Community College, pending enrollment
4. Approval for the submission of the County Vocational School District Partnership Grant

PERSONNEL

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

1. The following to serve as Proctors for the Health Science Academy at the Assunpink Center, on an as-needed basis and at an hourly rate of \$32, effective January 31, 2015 through June 30, 2015 (11-310-100-101-01-01-0000):
  - a. Rachel Hendrickson, English Instructor for the Health Science Academy
  - b. Elise Lybrand, Health Occupations Instructor for the Health Science Academy
  - c. Rachel Matushoneck, Part-time Math Instructor at the Health Science Academy
  - d. Daniel Sbar, Biology Instructor for the Health Science Academy
  - e. John Baldino, Health and Physical Education Instructor for the Health Science Academy
  - f. Laura Wurtzel, Secretary I at the Assunpink Center
  - g. Katrina Daniels, Secretary I at the Sypek Center
  - h. Doshia Brown, Secretary III at the Sypek Center
  - i. Patricia Rhodes, Part-time Substitute Secretary for the district (alternate)
2. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53 for a total of 38 hours work for the following:

Date	Hours	Description
11/1/2014	9	AED room setup-Assunpink
11/2/2014	3	AED room setup-Assunpink
11/7/2014	11	Door Demo Business Office-Assunpink
11/8/2014	11	Door Installation Business Office-Assunpink
11/9/2014	4	Clean up Business Office -Assunpink

(11-000-262-104-07-01-2620)

3. Revised staff to serve on the New Jersey Quality Single Accountability Continuum (NJQSAC) Committee, at no cost to the district, effective November 19, 2014 through June 30, 2015:
  - a. Dr. Kimberly J. Schneider, Superintendent
  - b. Tanya Dawson, Business Administrator/Board Secretary
  - c. Dana Hice DePugh, Assistant Superintendent
  - d. Deborah Donnelly, Assistant Business Administrator
  - e. Sharon Nemeth, Principal of the Assunpink Center and Health Careers Center
  - f. Mary Smith-Jones, Principal of the Sypek Center
  - g. Kimberlie Gartner, Human Resources Manager
  - h. Albert Pitman, Board Member
  - i. Rachel Hendrickson, MCVEA Member
  - j. Madeline Lollo, Instructor, Assunpink Center

4. William Gould, Retail Food Marketing Instructor at the Sypek Center, to be paid a stipend in the amount of \$1,200 for serving as Career and Technical Student Organizations (CTSO) Advisor for Distributive Education Clubs of America (DECA) for the 2014-2015 school year, retroactive to September 1, 2014 through June 30, 2015 (11-310-100-101-02-00-0000)

Dr. Morana introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote.

Dana Hice DePugh, Assistant Superintendent, addressed the handouts regarding the Science, Technology, Engineering and Manufacturing (STEM) Academy. She told the Board that she had a meeting with Dr. Eun-Woo Chang, Vice President of Mercer County Community College (MCCC) to partner with the college to utilize space for MCTS students. Dana explained that this would be a strong business partner in the community. There is a great need for machinist emphasis on engineering and manufacturing and civil engineering as another pathway to utilize Project Lead the Way curriculum. Dana noted that MCCC is very supportive of this academy.

Dana also addressed the full-time Culinary Program is set to begin 2016-2017 school year. Dana noted that MCTS is very fortunate to have the current program. It is a good foundation; adding supplemental classes for an opportunity for students to earn 35 college credits

The STEM Academy is to begin September 2015 with 30 students and can grow to 80 to 120 students.

Mr. Pitman asked if the grant money was State or Federal?

Dana stated, State grant.

Mr. Murphy asked when the substitute list is approved.

Tanya Dawson, Business Administrator stated the substitute list is approved annually in either May or June and again as the year goes on and substitutes are added.

Mr. Murphy said he knows of someone who applied to be a substitute, however he did not see their name on the list.

Kimberlie Gartner, Human Resources Manager asked Mr. Murphy for the person's name and she would check into it.

Mr. Murphy stated he would give Kimberlie the name after the meeting.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes (Abstain on Personnel)
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

### MISCELLANEOUS & ADDENDUM

Recommend the Board approve the following:

1. 2014-2015 New Jersey Quality Single Accountability Continuum District Performance Review (attached)
2. 2015-2016 Tuition Fee Schedule effective July 1, 2015 through June 30, 2016 (attached)
3. Board bylaws, policies and regulations for first reading (attached)
  - a. 0132 Executive Authority
  - b. 0141 Board Member Number and Term
  - c. 0143 Board Member Election and Appointment
  - d. 0151 Organization Meeting
  - e. 0153 Annual Appointments
  - f. 0167 Public Participation in Board Meetings
  - g. 2417 Student Intervention and Referral Services
  - h. 2417R Student Intervention and Referral Services
  - i. 2464R Gifted and Talented Pupils
  - j. 2468 Independent Educational Evaluations
  - k. 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
  - l. 2481R Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition

- m. 2622 Pupil Assessment
  - n. 3230R Outside Activities
  - o. 4230R Outside Activities
  - p. 5111 Eligibility of Resident/Nonresident Pupils
  - q. 5111R Eligibility of Resident/Nonresident Pupils
  - r. 5200 Attendance
  - s. 5200R Attendance
  - t. 5305 Health Services Personnel
  - u. 5308 Student Health Records
  - v. 5308R Student Health Records
  - w. 5310 Health Services
  - x. 5310R Health Services
  - y. 5410 Promotion and Retention
  - z. 5410R Promotion and Retention
  - aa. 5460 High School Graduation
  - bb. 5466 Graduation and Yearbook Fees
  - cc. 5530 Substance Abuse
  - dd. 5530R Substance Abuse
  - ee. 5600 Student Discipline/Code of Conduct
  - ff. 5600R Student Discipline/Code of Conduct
  - gg. 5610 Suspension
  - hh. 5610R Suspension
  - ii. 5756 Transgender Students
  - jj. 5810 Pupil Participation in School Governance
  - kk. 6113 E-Rate
  - ll. 6220 Budget Preparation
  - mm. 6311 Contracts for Goods or Services Funded by Federal Grants
  - nn. 6424 Emergency Contracts
  - oo. 6470 Payment of Claims
  - pp. 6470R Payment of Claims
  - qq. 6480 Purchase of Food Supplies
  - rr. 6820 Financial Reports
  - ss. 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods
  - tt. 9270 Home Schooling and Equivalent Education Outside the Schools
  - uu. 9270R Home Schooling and Equivalent Education Outside the Schools
4. District Harassment, Intimidation & Bullying Report for September 1, 2014 through December 9, 2014 (attached)
  5. Emergency Preparedness Drill Report for the month of November 2014 (attached)
  6. 2014-2015 Independent Learning Plan to Participate in a Study Abroad Program, Memorandum of Agreement (MOA) between a Health Science Academy student and Mercer County Technical Schools, effective January 1, 2015 through June 30, 2015 (attached)

Dr. Morana 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 14-15 NJQSAC review, 15-16 tuition schedule, 0312, 0141, 0143, 0151, 0153, 0167, 2417, 5417R, 2464R, 2468, 2481, 2481R, 2622, 3230R, 4230R, 5111, 5111R, 5200, 5200R 5305, 5308, 5308R, 5310, 5310R, 5410, 6470, 6470R, 6480, 6820, 8205, 9270, 9270R, HIB, 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 – Absent	Dr. Morana – Yes (Abstain on 1.)
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman – Yes

#### OLD BUSINESS

None

## NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- 11A. Travel requests (attached) – REVISED HANDOUT
- 11B. Field trip requests (attached)
- 11C. Professional service agreement with Robert Wood Johnson University Hospital for basic medical physical examinations and optional testing fees as detailed on the attached summary sheet for the period January 1, 2015 through December 31, 2015 (attached)
- 11D. Affiliation Agreement between Robert Wood Johnson University Hospital at Hamilton and Mercer County Technical School District for the training of Health Occupations trade, January 1, 2015 – December 31, 2015 (attached)
- 11E. Contract with Elizabeth Garcia, Esq., Parker McCay P.A., as the Board attorney for labor and/or contract negotiations, January 1, 2015 through June 30, 2015 at a rate of \$165 and \$75 for clerks/paralegals, not to exceed \$7,000 (11-000-230-331-07-00-2301) (attached)
- 11F. Agreement for special education legal counsel services with the Comegno Law Group, PC for the period of December 1, 2014 through June 30, 2015 at the hourly rate of \$175, not to exceed \$5,000 (attachment) (11-000-230-331-07-00-2301/7046)
- 11G. Award of the Heating and Air-Conditioning Maintenance Services Bid 15-103 to contract with Compano HVAC Services for various hourly rates for miscellaneous and emergency service work for the period January – June 2015 (11-000-261-420-xx-00-2610 and 11-000-262-420-xx-00-2610) (attached)
- 11H. Change Order No. 7 for DuMont Mechanical, Inc. in the amount of \$1,975 for labor and materials, adjusting contract from \$365,060.40 to \$367,035.40 (attached)
- 11I. Services of Comcast Spotlight to showcase the Health Science Academy for \$2,016, Career Prep for \$2,004 and Shared Time programs for \$2,002 for a total of 6,022 (11-310-100-320-09-00-1760) (attached)
- 11J. Extension of Affiliation Agreement between St. Francis Medical Center and Mercer County Technical School District for the training of Health Occupations trades, January 1, 2015 – December 31, 2015, originally Board approved on December 17, 2013
- 11K. Dapper Bus Company route AMC5 via MCSSSD to transport Health Science Academy students between Assunpink Center and Mercer County Community College for the period January through June 2015 not to exceed \$4,000 (11-000-270-512-01-00-2700)
- 11L. Accept FY 2015 secondary Perkins funding in the amount of \$188,469
- 11M. Donation of 2006 Ford Five Hundred to Sypek Center
- 11N. Accept FY 2015 IDEA grant funding in the amount of \$98,376
- 11O. Change Order No. 4 for Gabe Sganga, Inc., credit for unused allowance in the amount of \$3,524.05, adjusting the contract from \$397,559.49 to \$394,035.44 (attached)
- 11P. Closeout of DuMont Mechanical, Inc., Fraytak Veisz Hopkins Duthie, PC FVHD project 4312/4313 site improvements for Assunpink and Sypek Centers (attached)

Mr. Murphy noted that he had an issue with 11E, negotiations attorney, asking why is the attorney advising on discipline if it's for negotiations?

Ms. Dawson stated that is an area that Ms. Garcia could advise us in should administration need it.

Mr. Murphy noted that he was not comfortable with 5.D. of Ms. Garcia's contract, stating that he thinks it should be changed.

Ms. Dawson explained that it is a standard contract that has been approved by the Board in the past and just because items are listed in the contract doesn't mean that we have to consult with her.

Mr. Murphy said he didn't see why MCTS needs another attorney.

Mr. Bliss, Board Attorney, stated that it is a good idea for the Board to have a back-up attorney.

Mr. Murphy stated that he did not agree with the contract for Ms. Garcia and would not vote on it.

Dr. Morana asked for an explanation on item 11A, travel request for David Nash; why is this being approved after the fact?

Ms. Dawson explained it was brought to the attention of Dr. Schneider and Dana Hice DePugh. The employee was addressed on the proper procedures for requesting approval for travel.

Dr. Morana stated, if this happens again, simply send me a memo explaining what happened so that I am aware. I would like an explanation sent to my office.

Ms. Dawson said thank you and I will do that in the future. A memo will be sent to Dr. Morana's office and a copy to the principal, Sharon Nemeth.

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 travel, field trips, professional agreement with RWJ, affiliation agreements with RWJ, Garcia contract, Comegno agreement, HVAC bid award, Change Order #7 DuMont Mechanical, Inc., Comcast, Change Order No. 4 for Sganga closeout of DuMont Mechanical, Inc. 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 - Absent	Dr. Morana - Yes (Abstain on F, K, L, N)
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:25 pm. Dr. Morana seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be held on Tuesday, January 20, 2015 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson  
Business Administrator/Board Secretary