

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

**MINUTES OF JUNE 26, 2018
RESCHEDULED FROM JUNE 19, 2018**

1. The Board Meeting of June 26, 2018 was called to order by President Albert Pitman at 12:00 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 June 18, 2018.

This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer".

Roll Call:	Ms. Stinger – Present	Ms. Hernandez-Manno – Present	Mr. Sabo – Present
	Mr. Zoller – Absent	Ms. McCoy – Present (12:01)	Mr. Pitman – Present

2. **PLEDGE OF ALLIGANCE** – Led by Mr. Pitman

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Madeline Lollo, MCVEA President addressed the Board. Staff is still working without a contract. All we are asking for is a fair settlement. Administration is creating new contracts and administration get raises. We are asking for the proposed raises. A new maintenance position has been added. We feel that in the past, the Buildings and Grounds Manager was very hands-on and now the current Manager and Supervisor are not hands-on, and this is why we need a "maintenance man". This money could be used for the much needed custodial staff.

B. EXECUTIVE SESSION – moved to the end

4. **MINUTES OF PREVIOUS MEETINGS**

The regular session meeting minutes of May 15, 2018 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of May 15, 2018 Ms. Stinger introduced a motion for the Board to approve the minutes. Mr. Pitman seconded the motion and it was carried by roll call vote.

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

5. **BILLS TO BE APPROVED/TRANSFERS – HANDOUT**

Bills totaling \$773,401.45 for June 2018 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Sabo introduced a motion for the Board to approve the bill list grand total of \$773,401.45. Ms. Stinger 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. Stinger – Yes	Ms. Hernandez-Manno – Yes	Mr. Sabo – Yes
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

- of \$54,492 (Step 3-10 month Teacher Guide), pending negotiations, effective September 1, 2018 through June 30, 2019 (11-320-100-101-03-00-1027-040)(11-310-100-101-02-00-1765-300)(11-320-100-101-03-00-1027-040)
7. Adam Kovitz, as a 10-month, contracted employee in the capacity of Engineering Instructor at the STEM Academy, pending completion of criminal history review, at an annual salary of \$53,992 (Step 2-10 month Teacher Guide), pending negotiations, effective September 1, 2018 through June 30, 2019 (11-320-100-101-03-00-1027-040)(11-310-100-101-02-00-1765-300)(11-320-100-101-03-00-1027-040)
 8. H. Patricia Rhodes as Substitute Secretary for the district, at the hourly rate of \$16, on an as-needed basis and not to exceed 29 hours per week, effective July 1, 2018 through June 30, 2019 (11-000-240-105-01-00-2400-030)
 9. Loretta Myslinski, as a part-time Lunch Aide for the Assunpink Center, on an as-needed basis, three (3) hours per day and not to exceed 29 hours per week, at an hourly rate of \$13, effective September 1, 2018 through June 30, 2019 (11-320-100-106-01-00-1900)
 10. Rosanna Cifelli, as a part-time Lunch Aide for the Sypek Center, on an as-needed basis, three (3) hours per day and not to exceed 29 hours per week, at an hourly rate of \$13, effective September 1, 2018 through June 30, 2019 (11-320-100-106-01-00-1900)
 11. Mick Orfe, School Psychologist for the District, to work additional days over the summer at his per diem rate on July 17, 18, 19, 20, 24, 25, 26, 27, 30, 31 and August 1, 2, 3, 6, 7, 8, 9, 10 (11-000-218-104-01-00-2180-030)
 12. William Park for summer supervision of students on dealership jobs under the AYES program, at an hourly rate of \$28, not to exceed 30 hours, effective July 1, 2018 through August 30, 2018 (11-320-100-101-03-00-1711-040)
 13. Maternity Leave-of-Absence for Maureen Larsen, Spanish Instructor for the district, anticipated effective date of September 25, 2018 through December 31, 2018
 14. Mary Smith-Jones, Principal of Adult Evening and HCC Secondary Programs, placed on Sick Leave using FMLA with continuation of benefits, effective June 1, 2018 through June 30, 2018
 15. Marcie Tandy, Guidance Counselor at the STEM Academy, placed on Sick Leave using paid days and continuation of benefits, retroactive to May 11, 2018 through June 11, 2018
 16. 2018-2019 Salary/Wage Guides for hourly and per diem employees at the Secondary Academy/CTE Programs, Health Careers Center and Adult Evening School, effective to July 1, 2018 through June 30, 2019 (attached)
 17. 2018-2019 District Substitutes, on an as-needed basis and not to exceed 29 hours per week, at per diem rates according to the current Salary/Wage Guide, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-01-1701-030 / 11-310-100-101-02-01-1710-040) (attached)
 18. A revised stipend amount of \$650 for Janice LaFleur, originally approved at \$500, for chaperoning students to the HOSA National Conference in Dallas, Texas from Tuesday, June 26, 2018 through Sunday, July 1, 2018 (11-310-100-101-01-01-0000-030)
 19. A stipend in the amount of \$1,500 for Megan Ferdetta, guidance Counselor at the Assunpink Center, for services to be rendered as the Student 504 Coordinator for the district, to be paid in two equal payments of \$750 at the end of the first and second semesters, effective July 1, 2018 through June 30, 2019 (11-000-218-104-02-00-2180-030)
 20. A stipend in the amount of \$1,500 for Lance Simek, Social Worker Coordinator at the Sypek Center, for services to be rendered as the Affirmative Action Officer for the district, to be paid in two equal payments of \$750 at the end of the first and second semesters, effective July 1, 2018 through June 30, 2019 (11-000-218-104-02-00-2180-040)
 21. Stipends in the amount of \$1,200 each, to be paid upon completion, for curriculum writing to be completed by November 30, 2018, for the following staff members, in accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.) (11-310-100-101-02-02-0000-040) (11-310-100-101-01-01-0000-030) :
 - a. Wayne Bender, Criminalistics Instructor
 - b. Rachel Hendrickson, English Instructor
 - c. Eric Palm, English Instructor
 - d. Henry Pfeffer, Physics and Chemistry
 - e. Patrick Schroeder, Diesel Instructor
 22. Deborah Donnelly, School Business Administrator/Board Secretary, to serve as Public Agency Compliance Officer (P.A.C.O.) for the district, at no cost to the district, effective July 1, 2018 through June 30, 2019

23. Angelo DeStefano, Principal, as the school district's liaison to designated child welfare authorities and law enforcement authorities for reporting potentially missing or abused children, for the 2018-2019 school year, at no cost to the district
24. Mary Smith-Jones, Principal of Adult Evening School, to serve the following capacities at no cost to the district, effective July 1, 2018 through June 30, 2019:
 - a. Principal Liaison to the Thomas J. Rubino Academy
 - b. District County Apprenticeship Coordinator
25. Frederick J. Hillman, Manager of Technology and Buildings and Grounds, to serve in the following capacities at no cost to the district, effective July 1, 2018 through June 30, 2019:
 - a. District Right to Know Coordinator
 - b. District Indoor Air Quality Coordinator
 - c. District Toxic Hazard Preparedness (THP) Officer
 - d. District Integrated Pest Management Coordinator
 - e. District Chemical Hygiene Officer
 - f. District AHERA Officer
26. The following staff members to serve on the Affirmative Action Team, to be chaired by Lance Simek, Affirmative Action Officer, per State regulations and at no cost to the district, effective July 1, 2018 through June 30, 2019:
 - a. Dana Hice DePugh, Assistant Superintendent
 - b. Brian Bittings, Interim Principal
 - c. Joan Hylton, Teacher Assistant
 - d. Angelo DeStefano, Principal, effective August 20, 2018
27. The following staff members to serve in capacities in alignment with the NJDOE County District School Information System (CDS), at no cost to the district, effective July 1, 2018 through June 30, 2019:

Employee Name and Title	School/Level	Designated Responsibility
Dana Hice DePugh Assistant Superintendent	District	<ul style="list-style-type: none"> • Special Education Coordinator
Douglas Shunk Supervisor	District	<ul style="list-style-type: none"> • Anti-Bullying Coordinator (ABC) • LEA PARCC Coordinator • State Testing Coordinator
David Lugo Supervisor	District	<ul style="list-style-type: none"> • ESSA Coordinator (NCLB) • Bilingual/ESL Point of Contact
Michael Orfe School Psychologist	District	<ul style="list-style-type: none"> • McKinney-Vento Homeless Education Liaison / District Homeless Liaison
Mary Carlsson School Nurse	District	<ul style="list-style-type: none"> • Health and Nursing Services Contact
Heather Pyle Data Administrator	District	<ul style="list-style-type: none"> • LEA PARCC IT Contact
Jaime Antonio-Bravo School Psychologist	District	<ul style="list-style-type: none"> • Educational Stability Liaison
Megan Ferdetta Counselor	Assunpink Center	<ul style="list-style-type: none"> • Testing Coordinator • Anti-Bullying Specialist
Lance Simek School Social Worker	Sypek Center	<ul style="list-style-type: none"> • Testing Coordinator • Anti-Bullying Specialist
Jaime Antonio-Bravo School Psychologist	Health Careers Center (Secondary)	<ul style="list-style-type: none"> • Testing Coordinator • Anti-Bullying Specialist
Sharon Nemeth Principal	Health Careers Center (Postsecondary)	<ul style="list-style-type: none"> • Testing Coordinator • Anti-Bullying Specialist
Mary Smith-Jones Principal	Adult Evening Schools	<ul style="list-style-type: none"> • Testing Coordinator • Anti-Bullying Specialist • Health Contact

28. Ranceford Byles, as a full-time, 12-month, contracted employee in the capacity of Custodian II at the Assunpink Center, pending criminal history review, at an annual salary of \$34,330 (step 1 of the

- Custodian II Guide), pending negotiations, effective July 1, 2018 through June 30, 2019 (11-000-262-110-01-00-2620)
29. Carolyn Perlman, as a full-time, 10-month, contracted employee in the capacity of Graphic Arts Instructor at the Sypek Center, pending certification and criminal history review, at an annual salary of \$53,492 (step 1 of the 10-month Teacher Guide), pending negotiations, effective September 1, 2018 through June 30, 2019 (11-310-100-101-02-00-1722-040)
 30. Timothy Montague, as a full-time, 12-month, contracted employee in the capacity of Supervisor of Buildings & Grounds for the District, pending criminal history review, at an annual salary of \$69,000 prorated, effective July 23, 2018 through June 30, 2019 (11-000-262-104-07-00-2620)
 31. Revised stipend amount for Marcie Tandy for Prom/Social Advisor, originally approved on August 15, 2017 from \$900 to \$450 for the 2017-2018 school year (11-310-100-101-01-00-0000-030)
 32. A stipend in the amount of \$450 for Prom/Social Advisor for Laura Wurtzel, Secretary I at the Assunpink Center for the 2017-2018 school year (11-310-100-101-01-00-0000-030)

C. MISCELLANEOUS

Recommend Board approve the following:

1. Policies and regulations for second reading and adoption: *(available in Superintendent's office)*
 - a. 8630 Bus Driver/Bus Aid Responsibility
 - b. 8630 R Emergency School Bus Procedures
2. Policies and regulations for first reading: *(attached)*
 - a. 5350 Student Suicide Prevention
 - b. 5350 R Student Suicide Prevention
 - c. 5533 Student Smoking
 - d. 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
 - e. 5561 R Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
 - f. 8462 Reporting Potentially Missing or Abused Children
3. Abolish the position of Payroll/Accounting Specialist (Confidential) for the district, effective July 1, 2018
4. Revised Job Title for the position of Human Resources Manager, revised to Payroll and Benefits Manager, effective July 1, 2018
5. Revised Job Description for the position of Payroll and Benefits Manager *(attached)*
6. Reinstate the position of Painter for the position, abolished on December 15, 2015
7. Revised Job Title for the position of Painter, revised to Maintenance Technician, effective June 27, 2019
8. Revised Job Description for the position of Maintenance Technician *(attached)*
9. Job Descriptions for the following positions: *(attached)*
 - a. Model UN or Robotics Club Advisor
 - b. Career Technical Student Organization (CTSO) Advisor
 - c. Debate Team Advisor
 - d. Math or Science League Advisor
 - e. Student Activities Advisor
10. 2016-2017 District and School Grade Report from NJ Department of Education, School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, officially released on May 29, 2018 *(attached)*
11. District Harassment, Intimidation & Bullying Report for September 1, 2017 through June 11, 2018 *(attached)*
12. Emergency Preparedness Drill Reports for the month of May 2018 *(attached)*

Ms. McCoy introduced a motion for the Board to approve the aforementioned. Mr. Sabo seconded the motion and it was carried by roll call vote. A copy of Perkins grant, Apprenticeship grant, Seton Hall agreement, 18-19 hourly salary/wage, 18-19 sub list, 5350, 5350R, 5533, 5561, 5561R, 8462, Payroll & Benefits Manager revised job description, Maintenance Tech revised job description, job descriptions (5), 16-17 school grade report, HIB, EPDR, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Stinger – Yes
Mr. Zoller – Absent

Ms. Hernandez-Manno – Yes (Abstain on 9B)
Ms. McCoy – Yes

Mr. Sabo – 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. Library and Educational Goods & Services resolution for the 2018-2019 school year (attached)
- D. Resolution authorizing the district purchasing agent to make purchases of goods and services from State Contract Vendors for the 2018-2019 school year (attached)
- E. Capital Reserve Account Resolution for an amount not to exceed \$500,000 (attached)
- F. Professional Services Agreement with David Sharlin, DO, FAAP for consultant services as School Medical Director for the 2018-2019 school year for the amount of \$7,600 (11-000-213-340-07-00-2130) (attached)
- G. Burlington County Insurance Pool Joint Insurance Fund coverage, including student accident premium for July 1, 2018 through June 30, 2019 for a total cost of \$207,144 and surplus resolution (attached)
- H. Agreement between Camelot Educational Resources, LLC and Mercer County Technical School District for Alternative High School and Interim Alternative Setting Education Programs; year 1 of 3 (attached)
- I. Vendor Payment Authorization Between Board Meetings resolution (attached)
- J. USPS Postage Meter Agreement, governed by Neopost for year 3 of 3 not to exceed \$350 per year (13-330-200-530-05-01-2300/7409)
- K. IMX Medical Management Services Fit for Duty Exams for the 2018-2019 school year at a rate not to exceed \$2,500 (11-000-291-290-07-07-2901)
- L. Award of Cosmetology Kits Bid 19-04 to The Burmax Co., Inc.
- M. Award of Site Work: Curbs, Sidewalks, Pavement, Drainage System & Basketball Hoops Bid 19-03 to S. Batata Construction, Inc.
- N. Award of Waste and Recycling Services Bid 19-05 to Republic Services of New Jersey, LLC
- O. Donation of Snap-On Tool Box, including various Snap-On, Mac, and Matco tools, to the Automotive Program at the Sypek Center from Virginia Wilmont
- P. Proposal from Robert S. Paylor, SWPC, for consulting services to the Baking and Dining Program at the Sypek Center for the 2018-2019 school year at a rate of \$31 per hour, not to exceed 24 hours (11-320-100-590-03-00-1411-040)
- Q. Waive balance of \$350 for cosmetology kit for student KE at the Sypek Center due to family financial hardship

- R. Waive balance of \$350 for cosmetology kit for student AS at the Sypek Center due to family financial hardship
- S. Resolution to seek approval from New Jersey Department of Education to amend the Long Range Facility Plan to include the Welding Shop Dust Collection System Replacement project (attached)

Mr. Sabo 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, library resolution, state contract resolution, capital reserve resolution, Sharlin agreement, BCJIF resolution, Camelot agreement, payment resolution, NJDOE resolution shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Stinger – Yes	Ms. Hernandez-Manno – Yes	Mr. Sabo – Yes
	Mr. Zoller – Absent	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 personnel, legal and negotiations update.

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.

A motion for the Board to enter into Executive Session at 12:12 pm on a motion made by Ms. McCoy and seconded by Mr. Sabo and carried by roll call vote.

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

A motion for the Board to return to Public Session at 1:39 pm was made by Mr. Sabo and seconded by Ms. Hernandez-Manno and carried by roll call vote.

13. PUBLIC DISCUSSION

Mr. Pitman stated that individuals who addressed the Board during Executive Session will receive a letter explaining the Board's decision.

Ms. Lollo: MCVEA takes issue with the fact that administration gets to make statements in Executive Session, however the employees are not privy to those statements and cannot defend their self.

Susan Walker, Secretary: This is an attack on my character. I take insult, since I was in banking for 16 years; helped Dr. Schneider with investigation of an employee.

Talitheia Duncan, NJEA Consultant: With regard to Ms. Sullivan, the other employee complained to others that she was disciplined.

Ms. Walker: I have one more comment. As shown in my packet, I never had vault access. When I received money from a student, I would process the payment and give the money to another person. I would inform appropriate people that the money was secured. Procedures were not rolled out to the other secretaries.

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Stinger introduced a motion the meeting be adjourned at 1:45 pm. Mr. Sabo seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Stinger – Yes	Ms. Hernandez-Manno – Yes	Mr. Sabo – Yes
	Mr. Zoller – Absent	Ms. McCoy – Absent (left at 1:43 pm)	Mr. Pitman – Yes

The next regular meeting shall be held on Tuesday, July 17, 2018 at 12:00 noon at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary