

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

MINUTES OF MAY 23, 2016
RESCHEDULED FROM MAY 17, 2016

1. The Board Meeting of May 23, 2016 was called to order by President Albert Pitman at 12:01 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 May 2, 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 – Absent Dr. Morana - Present
 Mr. Zoller – Present Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE

3. EXECUTIVE SESSION /PUBLIC DISCUSSION – Moved to the end

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of April 19, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of April 19, 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 – Absent Dr. Morana - Abstain
 Mr. Zoller – Yes Mr. Pitman – Yes

B. The Executive session meeting minutes of April 19, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of April 19 2016, Ms. Stinger 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 - Abstain
 Mr. Zoller – Yes Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS - HANDOUT

Bills totaling \$1,019,137.77 for May 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 totaling \$1,019,802.77. Dr. Marana 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. Pitman – Yes

6. BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending April 2016, 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 – Absent Dr. Morana - Yes
Mr. Zoller – Yes Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider – I have some very exciting news. US News & World Report recently announced the 2016 Best High Schools. MCTS (Health Science Academy) was awarded a bronze medal in the national rankings.

Congratulations to Lori Perlow, Admissions Officer/Community Liaison who was recently awarded 1st Place in Social Media and Marketing/Branding at the New Jersey School Public Relations Association!

MCTS received a Certificate of Appreciation and Participation from the Rotary Club of Hamilton for the Soup 4 You Cook-Off 2016. Scholarships will be awarded.

Mr. Pitman asked, are the Freeholders and County aware of what we do?

Dr. Schneider said yes.

8. COMMITTEE REPORTS

None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. New Jersey Department of Education Waiver Application N.J.A.C. 6A:5 (attached)
2. Submission of the grant application for FY2017 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Secondary, in the amount of \$167,908 (Special Revenue)
3. Submission of the FY 2017 County Apprenticeship Coordinator Grant application, in the amount of \$15,000, effective July 1, 2016 through June 30, 2017 (Special Revenue) (attached)
4. Submission of the grant application for SFY2017 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Postsecondary, in the amount of \$105,791 (Special Revenue) (attached)

B. PERSONNEL & ADDENDUM

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

1. Resignation of Garry McMahon, Custodian II at the Health Careers Center, effective end of the business day June 30, 2016, due to retirement
2. Dana Hice DePugh as a full-time, 12-month, contracted employee in the capacity of Assistant Superintendent for Curriculum and Instruction, shared with Mercer County Special Services School District, pursuant to the approval by the Interim Executive County Superintendent on May 18, 2016, effective July 1, 2016 through June 30, 2017 (11-000-221-102-09-00-2230) (attached)
3. Administrators and Supervisors at the salaries indicated, effective July 1, 2016 through June 30, 2017, pending negotiations (attached)
 - a. Anne Benoit, Supervisor at the Assunpink Center (11-000-221-102-01-00-2400)
 - b. David Lugo, Supervisor at the Sypek Center (11-000-218-104-03-00-2183) (11-000-223-102-03-00-2230)
 - c. Sharon Nemeth, Principal of the Assunpink Center and Health Careers Center (11-000-240-103-01-00-2400) (13-330-200-103-05-00-2400)
 - d. Mary Smith-Jones, Principal of Adult Evening and Secondary Health Careers Programs (13-629-100-106-04-00-1910) (13-629-200-103-04-00-2400)
 - e. Marcie Tandy, Supervisor of STEM Academy and Career Prep (11-000-221-102-01-00-2400)
4. Contracted and Confidential staff at the salaries indicated, effective July 1, 2016 through June 30, 2017 (attached)
 - a. Sean Cavalier, Manager of Buildings and Grounds (11-000-262-104-07-00-2620)

- b. Kimberlie Gartner, Human Resources Manager (11-000-230-104-07-00-2302)
 - c. Brittany Graham-Young, IT Technician (11-000-252-110-07-00-2520)
 - d. Michele Harcher, Payroll/Accounting Specialist (11-000-251-105-07-00-2510)
 - e. Nicholas Mariano, Manager of Technology (11-000-252-104-07-00-2520)
 - f. Lori Perlow, Admissions Officer/Community Liaison (11-000-218-104-07-00-2182)
 - g. Kelly Pike, Manager of Health Careers Center (13-330-200-103-05-00-2400)
 - h. Cynthia McKenna, Administrative Assistant to the Business Administrator (11-000-251-105-07-00-2510)
 - i. Patti Mae Michalchuk, Administrative Assistant to the Superintendent (11-000-230-105-07-00-2302)
 - j. Barbara Paskewicz, Accounts Payable Specialist (11-000-251-105-07-00-2510)
5. Karen Ratti as a Substitute Academic Instructor for the district, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective May 24, 2016 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
 6. Nicholas Sakowski, Substitute Graphic Arts Instructor, to work in the Graphic Arts Technology shop to complete summer print orders for the district for a 13 day period, 8:00 am – 3:00 pm at an hourly rate of \$28, effective July 11, 2016 through July 29, 2016 (11-310-100-101-02-01-1413)
 7. H. Patricia Rhodes as Substitute Secretary for the district, at the hourly rate of \$15.25, on an as needed basis and not to exceed 29 hours per week, effective July 1, 2016 through June 30, 2017 (11-000-240-105-01-00-2400, 11-000-240-105-02-00-2400)
 8. Heather Flyge as a part-time Clinical Teacher Assistant with the Health Occupations program at the Assunpink Center, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective September 1, 2016 through June 30, 2017 (11-310-100-101-01-01-1800)
 9. Michelle Coleman as a part-time Lunch Aide for the Health Science Academy at the Assunpink Center, on an as needed basis, four (4) hours per day and not to exceed 29 hours per week, at an hourly rate of \$10, effective September 1, 2016 through June 30, 2017 (11-320-100-106-01-00-1900)
 10. The attached listing of students to participate in the Summer Work Study Program at both the Assunpink and Sypek Centers for the period June 20, 2016 through August 19, 2016, on an as needed basis and not to exceed 29 hours per week, at hourly rates of \$9.50 (11-000-218-110-0X-00-2181) (attached)
 11. John Ketterer as Substitute Supervisor for the District, on an as needed basis, at a per diem rate of \$400, not to exceed \$10,000, effective July 1, 2016 through June 30, 2017 (11-000-240-103-02-00-2400)
 12. The following 10-month Coordinators for compensation at a per diem rate, for additional 10 work days as indicated in 2016:
 - a. Megan Ferdetta, School Counselor at the Assunpink Center: June 20, 21, 22, 23, 24 and August 25, 26, 29, 30, 31 (11-000-218-104-01-00-2180)
 - b. Lance Simek, Social Worker at the Sypek Center: June 20, 21, 22, 23, 24 and August 24, 25, 29, 30, 31 (11-000-218-104-02-00-2180)
 - c. David Nash, CIE Coordinator for the district: June 27, 28, 29, 30, July 5 and August 23, 24, 25, 30, 31 (11-310-100-101-01-00-1800)
 13. Joseph Salzano, Custodian II at the Assunpink Center, to be transferred to Health Careers Center effective June 16, 2016
 14. Kacy Hill, Custodian III at the Sypek Center, to be transferred to Assunpink Center effective July 1, 2016
 15. Tanya Dawson, School Business Administrator/Board Secretary, as Public Agency Compliance Officer (P.A.C.O.) for the district, retroactive to July 1, 2015 through June 30, 2016 at no cost to the district
 16. Tanya Dawson, School Business Administrator/Board Secretary, as Public Agency Compliance Officer (P.A.C.O.) for the district, effective July 1, 2016 through December 31, 2016 at no cost to the district
 17. Tanya Dawson, School Business Administrator/Board Secretary, to receive a stipend in the amount of \$15,000 for managing the Buildings and Grounds department while the Manager was on sick leave, retroactive to July 1, 2015 through April 6, 2016 (11-000-251-104-07-00-2510)
 18. The following to receive an hourly rate of \$32, not to exceed five (5) hours each, to provide additional support to students regarding placement options during lunch hour to be funded through the Perkins Grant: (Special Revenue)
 - a. Megan Ferdetta, Guidance Counselor
 - b. Lance Simek, School Counselor
 19. Amy Nemeth as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Assunpink Center at an annual salary of \$37,891 (Step 1-Secretary III Guide), effective July 1, 2016 through June 30, 2017 (11-000-240-105-01-00-2400)

C. MISCELLANEOUS

Recommend Board approve the following:

1. First Reading and adoption for the following policies and regulations: (attached)
 - a. 2422 Health (and Physical) Education
 - b. 4146 R Nonrenewal of Non-tenured Support Staff Member
 - c. 5111 Eligibility of Resident/Non-resident Students

- d. 511R Eligibility of Resident/Non-resident Students
2. District Comprehensive Equity Plan for the school years 2016-2017 through 2018-2019 (attached)
3. A Host Site Collaborative Agreement between Mercer County Technical Schools and Hopewell Valley Regional School District for operating an Automotive Technology Program (11:45 am – 2:30 pm session only) at Hopewell Valley Central High School for the 2016-2017 school year, commencing September 1, 2016 through June 30, 2017 (attached)
4. The following curricula for the Adult Evening Schools: *(copies are available in the Superintendent's office for review)*
 - a. Machinist I-IV
 - b. Plumbing I-IV
 - c. Electrical I-IV
 - d. Carpentry I-IV
5. New job description for the position of School Psychologist (attached)
6. Title change from Computer Database Support Specialist to Database Administrator
7. Revised job description for the position of Database Administrator (attached)
8. District Harassment, Intimidation & Bullying Report for September 1, 2015 through May 10, 2016 (attached)
9. Emergency Preparedness Drill Reports for the month of April 2016 (attached)

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 DOE waiver app, FY2017 Perkins, FY2017 CAC, FY2017 Post Secondary Perkins, Admin/Supv & Conf salary schedules, 2422, 4146R, 5111, 5111R, Equity Plan, Host Site, School Psychologist job description, Database Admin job description, 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 9A.1, 9B. & 9C.2)
	Mr. Zoller – 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) REVISED HANDOUT
- C. Agreement for Legal Services – Special Counsel, Comegno Law Group, PC for the period April 26, 2016 through June 30, 2016 at the hourly rate of \$175, not to exceed \$4,000 (11-000-230-331-07-00-2301/7046) (attached)
- D. Agreement for Legal Services – Special Counsel, Comegno Law Group, PC for the period July 1, 2016 through June 30, 2017 at the hourly rate of \$175, not to exceed \$7,500 (11-000-230-331-07-00-2301/7046) (attached)
- E. Agreement with Duff & Phelps, LLC, formerly American Appraisal, to provide MCTS with a fixed assets accounting ledger, not to exceed \$1,000 (11-000-251-590-07-00-2510) (attached)
- F. Personal Protective Equipment (PPE) Standard Manual July 2016 (attached)
- G. Continuation of Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (NVA) plan for staff at the same rate as prior year (\$5.15 per employee) for the 2016-2017 school year; year 3 of 4 (attached)
- H. Agreement with Johnson Controls for planned services beginning July 1, 2016 through June 30, 2017 for \$6,154 (11-000-262-420-01-00-2620 \$3,077; 11-000-262-420-02-00-2620 \$3,077) (attached)
- I. Agreement with Alliance Pest Control, Inc. for Integrated Pest Management Services for 2016-2017 school year at Assumpink, Sypek and Health Careers Centers at a cost of \$4,860 (11-000-261-420-xx-xx-2610) (attached)
- J. Proposal from Matt Bellace, Ph. D. to provide in-house professional development on Literacy and Behavioral Strategies for Title I students, June 7-8, 2016, not to exceed \$7,000 (NCLB 20-231-200-320-00-16-231) (attached)

- K. Continuation of agreement with Netchemia, LLC for the online hiring and recruiting not to exceed \$630, effective July 1, 2016 to June 30, 2017 (11-000-251-590-07-00-2510) (attached)
- L. Continuation of petty cash funds effective July 1, 2016

Administration - P. Michalchuk	\$75
Assunpink Center - L. Wurtzel	\$75
Board - C. McKenna	\$200
Bldgs. & Grounds - B. Venanzi	\$100
Evening - M. Smith-Jones	\$75
HCC - K. Pike	\$75
Career Prep. - A. Hoffman	\$75
Sypek - K. Daniels	\$75
- M. Continuation of Websense Web Filter through Klogix for year 2 of 3, June 21, 2016 through June 20, 2017
- N. Continuation of agreement with Culinary Ventures Vending beginning July 1, 2016 through June 30, 2017; year 2 of 2
- O. Award Waste & Recycling Services Bid 17-101 to Waste Management for three years; \$61,500 year one; \$63,348 year two; \$65,256 year three; totaling \$190,104 for the period July 1, 2016 through June 30, 2019 (11-000-262-420-01-00-2620; 11-000-262-420-02-00-2620; 13-330-200-420-05-00-2620; 13-629-200-420-04-00-2620)
- P. Donation of two physician examination tables to Mercer County Technical Schools; one to Assunpink Center and one to HCC from Hamilton Continuing Care Center
- Q. Donation of assorted building materials to the General Building Construction (Carpentry) Program at Assunpink Center from Coleman's Hamilton Building Supply Company
- R. Donation of Christmas tree, ornaments and various serving items to the Sypek Center from Ronda Robinson
- S. Donation of assorted cook books to the Culinary Arts Program at the Sypek Center from Gabriela Imreh and Dan Spalding
- T. Award Welding Equipment Bid # 16-110 to Thornton Enterprises, Inc., d/b/a South Jersey Welding Supply Company
- U. Award Culinary Equipment Bid # 16-109 to Sam Tell and Son, Inc.
- V. Award Cosmetology Supplies Bid # 17-102 to Burmax Co., Inc. (handout)
- W. Award Construction Supplies Bid # 17-103 to - PULLED
- X. Accept FY 2016 Secondary Perkins funding in the amount of \$220,378
- Y. Accept FY 2016 Post Secondary Perkins funding in the amount of \$115,860
- Z. Amendment to accept carry over funds of IDEA grant in the amount of \$4,736 from 2014-2015 to 2015-2016 school year
- AA. Amendment to accept carry over funds of NCLB grant in the amount of \$7,650 from 2014-2015 to 2015-2016 school year
- BB. Proposal from R. Taylor Ruilova, Comegno Law Group, PC for one (1), half-day in-service presentation on June 7, 2016 to teachers on Inclusion and the Law, not to exceed \$750 (IDEA 20-250-200-320-00-16-250 11220)
- CC. SFC George Johnson from the US Army iSTEAM Fellow from School Boards offering an After School Presentation to Staff at no cost to the district

Dr. Morana 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, Comegno (2), Duff & Phelps, PPE, Brown & Brown, JCI, Alliance, Bellace, Netchemia, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Iszard – Yes (Abstain on 110.) Ms. Stinger – Absent Dr. Morana - Yes
 Mr. Zoller – Yes Mr. Pitman – Yes

12. EXECUTIVE SESSION

The Board recessed to Executive Session at 12:09 pm on a motion made by Mr. Zoller and seconded by Dr. Morana and carried by roll call vote.

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

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

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.

Ms. Iszard introduced a motion to adjourn Executive Session and return to public regular meeting at 12:12 pm Mr. Zoller 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. Pitman - Yes

13. PUBLIC DISCUSSION

Mr. Pitman stated, I want to mention the self-evaluation received for Dr. Schneider. Please take time to review it.

Dr. Schneider added, yes, this is done annually and is a great working tool to see what needs to be done in the future.

Mr. Pitman further stated, please take a look at the invitations to the many events that are coming up in the next few weeks.

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 12:15 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. Pitman - Yes

The next Regular Meeting shall be held on Tuesday, June 21, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary