

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

MINUTES OF MARCH 26, 2018 (Rescheduled from March 20, 2018)

1. The Board Meeting of March 26, 2018 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 March 23, 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 – Absent	Mr. Sabo – Present
	Mr. Zoller – Present	Ms. McCoy – Absent	Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Dana Hice DePugh, Assistant Superintendent, asked for a moment of silence in remembrance of Linda Simon, long time secretary for the district, who recently passed away.

Tanya Dawson, Business Administrator presented the Tentative 2018-2019 Budget. First discussed was enrollment and although our full time enrollment shows an increase to account for year 3 of the culinary and year 4 of the STEM academies, our shared time enrollment reflects a decline. Next discussed was the funding sources of the district with special emphasis on the tax levy support from the county at 50% and the remaining sources from tuition and state aid. Also presented was the appropriations by budget category to understand where funds are budgeted. District budget highlights were presented, which included the expansion of STEM Academy, year 4 and Culinary Academy, year 3. The district will continue to upgrade facilities to include completion of the science lab at the Sypek Center by the beginning of the 2018-2019 school year, start renovation for a new culinary kitchen and add outdoor lighting at the Sypek Center. The district is also continuing with upgrades to the IT network.

B. EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETINGS

The regular session meeting minutes of February 20, 2018 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of February 20, 2018 Mr. Sabo 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. Stinger – Yes	Ms. Hernandez-Manno – Absent	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS - HANDOUT

Bills totaling \$1,092,014.98 for March 2018 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 \$1,092,014.98. 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. Stinger – Yes	Ms. Hernandez-Manno – Absent	Mr. Sabo – 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 February 2018, 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. 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. Stinger – Yes Ms. Hernandez-Manno – Absent Mr. Sabo – Yes  
Mr. Zoller – Yes Ms. McCoy – Absent Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Ms. Stinger distributed a pamphlet "Give a Pint of Hope", a community blood drive on Friday, April 13, 2018, 3:00-7:00 pm at Killarney's Publick House, Hamilton, NJ.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

- 1. Submission of grant application for additional funding as part of the current FY18 Secondary Perkins grant in the amount of \$27,326 (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 Thomas Agans, Graphic Arts Instructor at the Sypek Center, effective June 30, 2018, due to retirement
- 2. Resignation of Stephanie Mabin, part-time LPN Instructor at the Health Careers Center, retroactive to February 20, 2018
- 3. Resignation of John Vana, part-time HVAC Instructor at the Adult Evening Schools, effective March 29, 2018
- 4. Resignation of Joseph Franchino, Teacher Assistant at the Sypek Center, effective June 30, 2018
- 5. Dana Hice DePugh as a full-time, 12-month, contracted employee in the capacity of Assistant Superintendent for Curriculum and Instruction, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, effective July 1, 2018 through June 30, 2019 (11-000-221-102-09-00-2230) (attached)
- 6. Shared Business Administrator/Board Secretary Contract of Employment between MCSSSD and MCTS for Deborah Donnelly, effective May 1, 2018 through June 30, 2018, pursuant to the approval by the Interim Executive County Superintendent on March 5, 2018 (attached)
- 7. Revised start date for transfer of Ruben Casillas, as a full-time, 12-month, contracted employee in the capacity of Custodian II at the Sypek Center, at an annual salary of 34,330, prorated, (Step 1 of the Custodian II Guide), pending negotiations, retroactive to March 1, 2018 through June 30, 2018 (11-000-240-105-02-00-2400)
- 8. John Gragilla as a temporary Leave-replacement Health and Physical Education/ Driver's Education Instructor at the Sypek Center, pending completion of the criminal history background check, at a per diem rate of \$267.46 (calculated from Step 1 of the current 10-Teacher Salary Guide), replacing Corrina Green, effective at the start of Ms. Green's medical leave on or before May 1, 2018 pending direction from her physician (11-310-100-101-02-00-0000, 11-320-100-101-03-00-0000)
- 9. Heather Ridgway, as a substitute Sign Language Interpreter at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$75, effective March 21, 2018 through June 30, 2018 (13-629-100-101-04-01-1910)( 13-629-100-101-04-01-1600)
- 10. Mary Smith-Jones, Principal of Adult Evening and HCC Secondary Programs, placed on Sick Leave with continuation of benefits, effective March 26, 2018 through April 16, 2018

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Revised 2017-2018 Calendars for the following: (attached)
  - a. Secondary
  - b. Postsecondary Health Careers Center
2. 2018-2019 Calendars for the following: (attached)
  - a. Secondary
  - b. Postsecondary Health Careers Center
  - c. Adult Evening Schools
  - d. 12-month Employee
3. Revised 2018-2019 Tuition Fee Schedule for the Adult Evening Schools (attached)
4. The following curricula for the district: (*available in the Superintendent's office for review*)
  - a. Building Maintenance Trades
  - b. Building Trades: Carpentry Curriculum
  - c. Calculus
  - d. Electrical Construction and Maintenance
5. The following policies for first reading: (attached)
  - a. 3437 Military Leave
  - b. 4437 Military Leave
  - c. 5516.01 Student Tracking Devices
6. The following bylaw, policies and regulations for second reading and adoption: (*available in the Superintendent's office for review*)
  - a. 0169.02 Board Member Use of Social Networks
  - b. 5460.1 R High School Transcripts
  - c. 7101 R Educational Adequacy of Capital Projects
  - d. 7425 Lead Testing of Water in Schools
  - e. 7440 School District Security
  - f. 7440 R School Security
  - g. 7441 Electronic Surveillance in School Buildings and on School Grounds
  - h. 7441 R Electronic Surveillance in School Buildings and on School Grounds
  - i. 8220 R School Closings
  - j. 8507 Breakfast Offer Versus Serve (OVS)
  - k. 9242 Use of Electronic Signatures
7. Gun Control and Mental Health Services to Protect Our Youth Resolution (attached)
8. Job Description for the new position of Assistant Business Administrator (attached)
9. Revised Job Description for the position of Buildings and Grounds Supervisor (attached)
10. District Harassment, Intimidation & Bullying Report for September 1, 2017 through March 13, 2018 (attached)
11. Emergency Preparedness Drill Reports for the month of February 2018 (attached)
12. Revised 2017-2018 Calendars for the following: (attached)
  - a. Secondary
  - b. Postsecondary Health Careers Center

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 Perkins app, revised 17-18 calendars, 2018-2019 calendars, 2018-2019 AES tuition, 3437,4437, 5516.01, resolution, new ABA job description, revised job description B&G super, HIB, EPDR, revised calendars, 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 – Absent	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

10. OLD BUSINESS - None

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)

- C. Audit services of Wiss & Company, LLP (with a Peer Review Rating of Pass) for the school year ending June 30, 2018 per engagement letter dated February 16, 2018 for \$36,950 (11-000-230-332-07-00-2301/7048) (attached)
- D. Resolution approving MCTS to purchase natural gas services through the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System ID#E8801-ACESCPS (attached)
- E. Resolution approving MCTS to purchase electric generation services through the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System ID#E8801-ACESCPS (attached)
- F. Agreement with Duff & Phelps, LLC to provide MCTS with a fixed assets accounting ledger, not to exceed \$1,100 (11-000-251-590-07-00-2510) (attached)
- G. Revised Budget Planning Schedule for the 2018-2019 school year (attached)
- H. Agreement with Cablevision Lightpath, Inc. (Altice Business) to provide VOIP phone and internet services, through Educational Services Commission of New Jersey 65MCESCCPS, effective July 1, 2018 through June 30, 2021 at a cost of \$8,165.20 per month (11-000-xxx-530-xx-xx-xxx) (attached)
- I. Frontline Technologies Group, LLC customer agreement for Frontline Central, online records program, a one-time implementation fee of \$2,500 and a pro-rated annual fee of \$750 effective March 21, 2018 through June 30, 2018 (11-000-251-590-07-00-2510) (attached)
- J. Resolution to approve and submit 2018-2019 School Tentative Budget (handout)
- K. Donation of 2003 Toyota Camry to the Sypek Center from Donna Arons
- L. Accept the Solar Challenge Grant Award of \$10,000
- M. Award of Sypek Science Lab Renovation, DI Group Project Number 17.635 to GPC, Inc., in the amount of \$575,000 (30-000-400-450-00-00-2018)
- N. Resolution to adopt the Maximum Travel Budget for the 2018-2019 school year (attached)
- O. Award Welding Ventilation/Filtration Table Bid 18-06 to Technology International, Inc. for an amount not to exceed \$20,247 (3 tables, \$6,749 per table) (13-629-100-890-04-00-1600-035)
- P. Donation of a 2004 Ford Freestar SE from Princeton Alliance Church to the automotive program at the Sypek Center
- Q. Change Orders #18, 19, 20 and 21 for Rampart Construction Co., Inc. on FVHD 4312/4313 for a total reduction of \$29,002, adjusting contract from \$4,940,258.78 to \$4,911,256.78 (attached)
- R. Closeout documents for Rampart Construction Co, Inc. on the completion of the Additions and Alterations at the Assunpink and Sypek Centers, FVHD Project 4312/4313 (attached)

Ms. Stinger 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, Wiss, ACES gas resolution, ACES electric resolution, Duff & Phelps, revised budget planning schedule, Lightpath, Frontline, tentative budget resolution, max travel resolution, Rampart change orders 18, 19, 20 and 21, Rampart closeout 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 – Absent	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Stinger introduced a motion the meeting be adjourned at 5:24 pm. Mr. Sabo seconded the motion and it was carried by roll call vote.

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

The next regular meeting shall be held on Tuesday, April 17, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson  
Business Administrator/Board Secretary