

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

**MINUTES OF NOVEMBER 27, 2018
RESCHEDULED FROM NOVEMBER 20, 2018**

NOTE: Unsuccessful attempt to contact Tennille McCoy at 4:59 pm.

1. The Board Meeting of November 27, 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 November 12, 2018.

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

	Absent	Present
Hernandez		x
McCoy	x	
Pitman		x
Sabo		x
Stinger	x	
Zoller		x

2. **PLEDGE OF ALLIGANCE** - suspend

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Kelly Denker of Wiss & Co, presented the draft CAFR ending June 2018 to the Board. She thanked the staff for their cooperation, noting no findings. The district received an unmodified opinion. She stated that we are waiting on new GASB required for foot notes; not expected until the new year. That should not change the numbers, just foot note for post-retirement benefits. There were no deficiencies in internal control.

B. EXECUTIVE SESSION – moved to the end

4. **MINUTES OF PREVIOUS MEETINGS**

A. The Reorganization meeting minutes of November 1, 2018 were brought before the Board for approval.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

- B. The regular session meeting minutes of November 1, 2018 were brought before the Board for approval.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

- C. The Executive Session meeting minutes of November 1, 2018 were brought before the Board for approval.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

5. BILLS TO BE APPROVED/TRANSFERS - Handout

Bills totaling \$514,256.59 for November 2018 and budget transfers to date were brought before the Board. 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:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez					x	
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger						x
Zoller	x		x			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending October 2018. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez					x	
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger						x
Zoller	x		x			

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider shared a "thank you" that was sent to her and the Board.

Dr. Schneider announced that the Horticulture and Turf Care Management class will be selling wreaths and poinsettias.

Mr. Sabo shared that NorthStar did the helicopter landing at the Assunpink Center for the Occupational Health classes. It would be nice to send them a thank you card/note.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. New Articulation Agreement between Mercer County Community College (MCCC) and Mercer County Technical Schools (MCTS) for the Wastewater Program (attached)

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

B. PERSONNEL

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

1. Resignation of Bryana Carrea, half-time (.5 FTE) LPN Instructor and part-time (.3 FTE) Manager at the Health Careers Center, effective January 15, 2019 **RESCINDED**
2. Resignation of Sherry Hirth, Lunch Aide at the Sypek Center, effective October 30, 2018
3. Resignation of Kevin Watkins, IT Technician for the district, effective December 19, 2018
4. Jennifer Terepka, Secretary III at the Assunpink Center, as a full-time, 12-month contracted employee in the capacity of Secretary I at the Adult Evening Schools, at an annual salary of \$47,529 (Step 1-Secretary I Guide) prorated, effective November 28, 2018 through June 30, 2019 (13-629-200-105-04-00-2400-035)
5. Revised salary approved on October 16, 2018 for Donald Labowicz, removing longevity, effective retroactive to July 1, 2018 through June 30, 2019 as follows:

Title	Last	First	Step	Salary	Longevity	Stipend
Custodian I	Labowicz	Donald	14	\$56,910		\$750

6. Brenda Jenkins, Secretary III, to be transferred from Admissions to the Assunpink Center, effective November 5, 2018 (11-000-240-105-01-00-2400-030)
7. Maureen Larsen, Spanish Instructor at the Sypek Center, revised Sick Leave as follows:

Start	End	Type
September 24, 2018	October 31, 2018	Using Paid Days
November 1, 2018	June 30, 2019	FMLA/FLA-Unpaid Leave with Benefits

8. Revised end date for Wayne Hummel, Long-term Leave Replacement Spanish Instructor for the district, at a per diem rate of \$274.85 (calculated from Step 2 of the current 10-month Teacher Guide) replacing Maureen Larsen, effective September 26, 2018 through June 30, 2019 (11-310-100-101-00-1950-302)
9. Heather Pyle to serve as a Proctor for the district, on an as needed basis and at an hourly rate of \$32, effective November 28, 2018 through June 30, 2019 (11-310-100-101-01-01-0000)
10. Revised start date and updated salary for Olga Schmid as a full-time, 10-month contracted employee in the capacity of Teacher Assistant at the Sypek Center, pending completion of criminal history background check, at an annual salary of \$28,421 (Step 10 of the Teacher Assistant Guide) prorated, effective December 1, 2018 through June 30, 2019 (11-320-100-106-03-00-1754-040)

11. A stipend in the amount of \$750 for Ranceford Byles, Custodian II at the Assunpink Center, for obtaining his Black Seal license, per the 2017-2020 Agreement with MCVEA, retroactive to October 1, 2018 (11-000-262-110-01-00-2620)

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. The following policy and regulation for first reading: (attached)
 - a. 1550 Equal Employment/Anti-Discrimination Practices
 - b. 1550 R Equal Employment/Anti-Discrimination Practices
2. Revised 2018-2019 Advisory Committee Membership List for the Assunpink Center (attached)
3. Revised Job Description for the position of Secretary I (attached)
4. Revised Job Description for the position of Secretary III (attached)
5. Revised District School Safety and Security Plan (attached)
6. District Harassment, Intimidation & Bullying Report for September 1, 2018 through November 12, 2018 (attached)
7. Emergency Preparedness Drill Reports for the month of October 2018 (attached)

A copy 1550, 1550R, revised 18-19 Advisory Committee, revised Secretary III job description, revised Safety & Security Plan, HIB, EPDR shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Preliminary Budget Planning Schedule for the 2019-2020 school year (attached)
- D. 1098-T Processing Services Agreement with Tab Service Company, not to exceed \$1,200 (attached)
- E. Professional Services Agreement with Robert Wood Johnson University Hospital for basic medical physical examinations and optional testing fees as detailed on the summary sheet for the period January 1 through December 31, 2019 (attached)
- F. Culinary Arts Lab Interior Renovation Resolution for submission to NJ DOE (attached)

- G. Agreement with Jonathan Catherman, 1M LLC, for student character and leadership training on January 11, 2019, rescheduled from October 19, 2018, at a cost not to exceed \$3,600 (attached)
- H. Change Order #3 for GPC, Inc., Science Lab Renovation, to reduce contract sum by unused allowance amount of \$20,552.10 (attached)
- I. Lease agreement with Pitney Bowes for New Connect 1000 postage machine, to include all maintenance, meter subscription, rate changes, training and installation at \$275 per month, billed quarterly at \$825, under NJ State Contract #A75237, January 30, 2019 through January 30, 2020; Year 5 of 5
- J. Continuation of Cooperative Pricing Agreement with The Educational Services Commission of New Jersey 65MCESSCCPS; Year 2 of 5
- K. Continuation of Cooperative Pricing Agreement with Mercer County Special Services School District 103-MCSSSD CPS; Year 2 of 5
- L. Proposal from Susan Lord, M.Ed., LDTC to provide educational testing services, \$450 per evaluation, not to exceed \$5,000
- M. Review, accept and approve the June 30, 2018 preliminary Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2017-2018 Audit Report) as required by N.J.S.A. 18A:23-4
- N. Award Structured Cabling – Fiber & Copper Bid #19-06 to Tricomm Services Corp.
- O. Donation of a variety of carpentry books from Marilyn Bird to the Carpentry programs at Sypek and Assunpink Centers

A copy of travel, field trips, budget planning schedule, Tab Service agreement, RWJ agreement, Culinary Arts resolution, Catherman agreement, GPC change #3 shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

12. EXECUTIVE SESSION

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

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 was made for the Board to enter into Executive Session at 5:13 pm.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller		x	x			

A motion was made for the Board to return to Public Session at 5:41 pm.

A motion was made to adopt the following proposed resolution:

Be it Resolved, that the report and decision in Sypek HIB Case #001 is affirmed, subject to the following:

1. Student must promptly sign Student Behavior Contract as requested or student will face the following potential consequences at the discretion of the Superintendent:
 - a. Return to the Home School District;
 - b. Transfer to the Assunpink Campus (enrolled in either Business Technology or Health Careers)
2. The right of the Parents to request a hearing before this Board within 60 calendar days of October 22, 2018, as advised by the Superintendent's letter of that date, is preserved.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez					X recuse	
McCoy						X
Pitman			X			
Sabo	X		X			
Stinger						X
Zoller		X	X			

13. PUBLIC DISCUSSION

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:43 pm.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			X			
McCoy						X
Pitman			X			
Sabo		X	X			
Stinger						X
Zoller	X		X			

The next meeting shall be held on Tuesday, December 18, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary