

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

MINUTES OF OCTOBER 16, 2018

1. The Board Meeting of October 16, 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 October 9, 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 ALLEGIANCE** – Led by Mr. Pitman

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION - None

B. EXECUTIVE SESSION - None

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of September 25, 2018 were brought before the Board for approval.

Roll call:

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

B. The Executive session meeting minutes of September 25, 2018 were brought before the Board for approval.

Roll call:

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

5. BILLS TO BE APPROVED/TRANSFERS w/ Handout

Bills totaling \$673,749.92 for October 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
Stinger	X		X			
Zoller		X	X			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending September 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
Stinger	X		X			
Zoller		X	X			

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider noted that included with the Board Members' packet is an article from the *Trenton Times* regarding a \$500 million bond referendum which, if voted on favorably, would ultimately help our school district.

Lisa Flynn, Assistant Business Administrator, reminded the Board members of the November 1, 2018 Reorganization meeting, scheduled at 12:00 noon at the Assunpink Center.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Tuition Based Individual Training Agreement (ITA) Contract between Mercer County One-Stop Career Center and Mercer County Technical School District, Contract No. PY 2018 & PY 2019 ITA, valid for period of July 1, 2018 to June 30, 2019 (attached)

Roll call:

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

B. PERSONNEL & ADDENDUM

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

1. Resignation of Marcie Tandy, Business Technology Instructor at the Assunpink Center, effective November 21, 2018
2. Rescind employment offer made on September 25, 2018 to Samantha Jackson as a part-time Lunch Aide for the Sypek Center
3. Personnel at the salaries indicated, retroactive to July 1, 2017 for the 2017-2018 school year, and retroactive to July 1, 2018 for the 2018-2019 school year, per the 2017-2020 Agreement with MCVEA for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attachment)
4. Sherry Hirth as a part-time Lunch Aide for the Sypek Center, pending completion of criminal history background check, three (3) hours per day and not to exceed 29 hours per week, at an hourly rate of \$13, effective October 17, 2018 through June 30, 2019 (11-000-262-107-02-00-2620)
5. Thomas Regan as a Part-time HVAC Instructor for the Adult Evening Schools, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$30, effective October 17, 2018 through June 30, 2019 (13-629-100-101-04-01-1600)
6. Revised end date and per diem rate for Wayne Hummel as a Long-term Leave Replacement Spanish Instructor for the district, at a revised per diem rate of \$274.85 (calculated from Step 2 of the current 10-month Teacher Guide), replacing Maureen Larsen effective through January 23, 2019 (11-310-100-101-01-00-1950-302)
7. Stipend in the amount of \$1,200 for Eric Palm, English Instructor, serving as the Debate Team Advisor at the Sypek Center, to be paid in two (2) payments of \$300 at the end of the first and second semesters retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-02-00-0000-040)
8. Stipend in the amount of \$1,200 for Joseph Washington, Social Studies Instructor, serving as the Student Council Advisor at the Sypek Center, to be paid in two (2) payments of \$600 at the end of the first and second semesters retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-02-00-0000-040)
9. Stipend in the amount of \$1,200 for Jennifer Warshauer, Math Instructor, serving as the National Honor Society Advisor at the Sypek Center, to be paid in two (2) payments of \$600 at the end of the first and second semesters, retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-02-00-0000-040)
10. The following to serve as a Proctor for the district, on an as needed basis and at an hourly rate of \$32, effective October 17, 2018 through June 30, 2019 (11-310-100-101-01-01-0000)
 - a. Rachel Hendrickson, English Instructor
 - b. Jennifer Terepka, Secretary III
11. Gary Mattia, Interim Principal, to serve as the Testing Coordinator and the Anti-Bullying Specialist for the Health Careers Center (Postsecondary) during the 2018-2019 school year, at no cost to the district
12. Laurie DeAngelo, School Nurse at the Assunpink Center, to serve as the Health & Nursing Services Contact for the district during the 2018-2019 school year, at no cost to the district
13. Frank Rizzo 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 \$95, effective October 17, 2018 through June 30, 2019 (11-310-100-101-01-01-1701-030, 11-310-100-101-02-01-1710-040)

Roll call:

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

C. MISCELLANEOUS

Recommend Board approve the following:

1. Policies and regulation for second reading and adoption: (attached)
 - a. 1613 Disclosure and Review of Applicant's Employment History
 - b. 1613 R Disclosure and Review of Applicant's Employment History
 - c. 5512 Harassment, Intimidation, and Bullying
 - 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. 6660 Student Activity Fund
 - g. 8561 Procurement Procedures for School Nutrition Programs
2. 2018-2019 General Advisory Committee Membership List (attached)
3. District Harassment, Intimidation & Bullying Report for September 1, 2018 through October 9, 2018 (attached)
4. Emergency Preparedness Drill Reports for the month of September 2018 (attached)

A copy ITA, salaries, 1613, 1613R, 5512, 5561, 5561R, 6660, 8561, 18-19 Advisory, 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
Stinger		X	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) w/ handout
- C. Approve for submission to the DOE County Office, the 2018-2019 Comprehensive Maintenance Plan (M-1) for District buildings (attached)
- D. Annual Facilities Checklist Health and Safety Evaluation of School Buildings for Assunpink, Health Careers and Sypek Centers for 2018-2019 (attached)
- E. Advertising agreement with NJ Advance Media for online advertising for secondary and post-secondary programs, not to exceed \$4,500 (attached)
- F. Proposal from NJ School Boards Association, to provide consulting services for the development of a Green Program of Study at a rate of \$200 per hour, not exceed 20 hours
- G. Accept Secondary Perkins Grant funds in the amount of \$188,750
- H. Accept Perkins Post-Secondary Grant (State Funds) in the amount of \$107,652
- I. Accept Apprenticeship Coordinator Grant in the amount of \$15,900

- J. Offer additional School Employees Health Benefits Plan (SEHBP) – Horizon Blue Cross Blue Shield NJ Direct Zero during 2019 Open Enrollment, effective January 1, 2019
- K. Proposal and resolution authorizing McManimon, Scotland & Baumann, LLC as special counsel at a rate of \$215 for attorney and \$135 for paralegal, not to exceed \$20,000 (attached)

A copy of travel, field trips, CMP, checklists, NJ Advance, special counsel, 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
Stinger	x		x			
Zoller		x	x			

12. **EXECUTIVE SESSION** - None

13. **PUBLIC DISCUSSION** - None

14. **ADJOURNMENT**

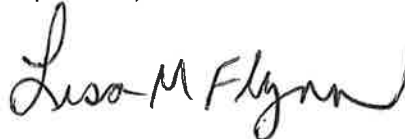
There being no further business to come before the Board, the meeting be adjourned at 5:07 pm.

Roll call:

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

The Reorganization meeting shall be held on Thursday, November 1, 2018 at 12:00 noon at the Assunpink Center.

Respectfully submitted,



Lisa Flynn
Assistant Business Administrator/Board Secretary