

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

**MINUTES OF SEPTEMBER 25, 2018  
Rescheduled from September 18, 2018**

1. The Board Meeting of September 25, 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 September 13, 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** – Led by Mr. Pitman

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Patrick Schroeder, President MCVEA, introduced himself to the Board, noting that he is the Association President for 2018-2019. Mr. Schroeder stated, it was a rocky start, with very few members complaining, even with the moving of classrooms. The needs of staff and students were met. I would like to thank Mr. Hillman (Rick, Manager of IT/B&G) and administration.

Mr. Pitman also thanked Mr. Hillman.

B. EXECUTIVE SESSION – moved to the end

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of August 21, 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 Executive session meeting minutes of August 21, 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 – w/Handout**

Bills totaling \$1,495,947.35 for September 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 August 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 echoed Mr. Schroeder's comments; thank you Rick (Hillman), Debbie (Donnelly) and Dana (Hice DePugh) for getting us through.

**8. COMMITTEE REPORTS - None**

**9. SUPERINTENDENT'S REPORT**

**A. NEW PROGRAMS/SPECIAL PROJECTS**

Recommend the Board approve the following: N/A

**B. PERSONNEL & ADDENDUM**

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

1. Resignation of Deborah Genovese, Secretary I at Adult Evening Schools, effective January 1, 2019, due to retirement

2. Resignation of Mary Carlsson, School Nurse at the Sypek Center, effective September 28, 2018 or sooner if a replacement is secured
3. Resignation of Rosanna Cifelli, Part-Time Lunch-Aide/Hall Monitor, effective September 21, 2018
4. Barbara Venanzi, Secretary I at the Assunpink Center, to take intermittent FMLA/FLA leave with continuation of benefits, as needed, effective retroactive to August 6, 2018 with an end date to be determined
5. Mary Smith-Jones, Principal of Adult Evening Schools and HCC Secondary Programs, continuation of unpaid Sick Leave, effective August 30, 2018 through January 2, 2019
6. Maureen Larsen, Spanish Instructor at the Sypek Center, placed on Sick Leave as follows:

Start	End	Type
September 24, 2018	October 31, 2018	Using Paid Days
November 1, 2018	January 23, 2019	FMLA/FLA-Unpaid Leave with Benefits

7. Gina Feeney as a full-time, 10-month contracted employee in the capacity of School Nurse at the Sypek Center, pending completion of criminal history background check, at an annual salary of \$54,492 (Step 3 of the 10-month Teacher Salary Guide) prorated and pending negotiations, effective September 26, 2018 through June 30, 2019 (11-000-213-104-02-00-2130-040)
8. Maria T. Schwartz as a full-time, 10-month contracted employee in the capacity of Health Occupations Instructor for the district, pending completion of criminal history background check, at an annual salary of \$53,992 (Step 2 of the 10-month Teacher Salary Guide) prorated and pending negotiations, effective September 26, 2018 through June 30, 2019 (11-310-100-101-01-00-1764-030, 13-330-100-101-05-01-1758-037)
9. John Allen as a full-time, 12-month contracted employee in the capacity of Maintenance Technician for the district, pending completion of criminal history background check, at an annual salary of \$54,520 (Step 9 of the Maintenance Technician Guide) prorated, pending the approval of the amendment to Article I of the 2017-2020 MCVEA Agreement (item 9C.2), effective October 22, 2018, through June 30, 2019 (11-000-262-110-07-00-2620)
10. Jermaine Crawford as a full-time, 12-month contracted employee in the capacity of Custodian II at the Sypek Center, pending completion of criminal history background check, at an annual salary of \$34,330 (Step 1 of the Custodian II Salary Guide), plus \$750 Black Seal License stipend, prorated and pending negotiations, effective September 26, 2018 through June 30, 2019 (13-629-200-110-04-00-2620-035)
11. 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 \$28,313 (Step 10 of the Teacher Assistant Guide) prorated and pending negotiations, effective November 26, 2018, unless released from her current district sooner, through June 30, 2019 (11-320-100-106-03-00-1754-040)
12. Dan Toporek as a full-time, 10-month contracted employee in the capacity of Automotive Teacher Assistant at the Sypek Center, pending completion of criminal history background check, at an annual salary of \$23,995 (Step 1 of the Teacher Assistant Salary Guide) prorated and pending negotiations, effective October 15, 2018 through June 30, 2019 (11-320-100-106-03-1711-040)
13. Jennifer Hardwick as a full-time, 12-month contracted employee in the capacity of Secretary III at the Health Careers Center, pending completion of criminal history background check, at an annual salary of \$37,891 (Step 1 of the Secretary III Salary Guide) prorated and pending negotiations, effective October 15, 2018 through June 30, 2019 (13-330-200-105-05-00-2400-037)
14. Wayne Hummel as a Long-term Leave Replacement Spanish Instructor for the district, pending completion of the criminal history background check, at a per diem rate of \$269.96 (calculated from Step 2 of the current 10-month Teacher Guide) pending negotiations, replacing Maureen Larsen effective September 26, 2018 through December 31, 2018 (11-310-100-101-01-00-1950-302)
15. Bong Kim as a Part-time Math/Blueprint Reading Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, retroactive to September 1, 2018 through June 30, 2019 (13-629-100-101-04-01-1314)
16. Mark Johnson as a Part-time Electronic Fundamentals Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, retroactive to September 1, 2018 through June 30, 2019 (13-629-100-101-04-01-1910)
17. Thomas Hendricks as a Part-time Substitute Welding Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, retroactive to September 1, 2018 through June 30, 2019 (13-629-100-101-04-01-1600)

18. Jennifer Van Der Horn in the capacity of part-time LPN Instructor for the Health Careers Center, pending the completion of criminal background check, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, effective September 26, 2018 through June 30, 2019 (13-330-100-101-05-01-1758-037, 13-330-100-101-05-01-1768-037)
19. John Gragilla 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, retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-01-01-1701-030) (11-310-100-101-02-01-1710-040)
20. Sean O'Lone as a Substitute Academic Instructor for the district and as a Substitute Criminalistics Instructor at the Sypek Center, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$95, effective September 26, 2018 through June 30, 2019 (11-310-100-101-01-01-1701-030) (11-310-100-101-02-01-1710-040)
21. Donna Noonan 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 September 26, 2018 through June 30, 2019 (11-310-100-101-01-01-1701-030, 11-310-100-101-02-01-1710-040)
22. Donna Noonan as a Substitute Teacher Assistant for the district, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$75, effective September 26, 2018 through June 30, 2019 (11-310-100-101-01-01-1701-030, 11-310-100-101-02-01-1710-040)
23. Dorothy Johnson as Substitute Secretary for the district, pending the completion of the criminal history background check, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$14, effective September 26, 2018 through June 30, 2019 (11-000-240-105-01-00-2400-030, 11-000-240-105-02-00-2400-040, 13-330-200-105-05-00-2400-037)
24. An adjustment of one additional increment for Eric Palm, English Instructor at the Sypek Center, for attainment of his standard certificate, pending the outcome of negotiations, retroactive to September 1, 2018 in accordance with the 2014-2017 agreement between the Board of Education and MCVEA (11-310-100-101-02-00-1027-040, 11-310-100-101-02-00-1765-300, 11-310-100-101-02-00-1950-302, 11-320-100-101-03-00-1027-040, 11-320-100-101-03-00-1765-300)
25. An adjustment of one additional increment for Hope Nemeth, Pre-Nursing Instructor at the Health Careers Center, for attainment of her standard certificate, pending the outcome of negotiations, retroactive to September 1, 2018 in accordance with the 2014-2017 agreement between the Board of Education and MCVEA (11-320-100-101-03-00-1754-040)
26. Stipend in the amount of \$1,200 for Carolyn Brenner-Perlman, Graphic Arts Instructor, serving as the Yearbook Advisor for 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 (11-310-100-101-01-00-0000-040)
27. Stipend in the amount of \$900 for Bong Kim, Math Instructor, serving as the Math League Advisor at the Sypek Center, to be paid in two (2) payments of \$450 at the end of the first and second semesters, retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-040)
28. Stipends in the amount of \$1,200 each for Samuel Chilkotowsky, Engineering Instructor, for curriculum writing to be completed by December 31, for the following courses, in accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.) (11-310-100-101-01-01-0000-030):
  - a. Introduction to Robotics
  - b. Advanced Robotics
29. Samantha Jackson as a part-time Lunch Aide for the Sypek Center, pending completion of criminal history background check, four (4) hours per day and not to exceed 29 hours per week, at an hourly rate of \$13, effective September 26, 2018 through June 30, 2019 (11-000-262-107-02-00-2620)

Roll call:

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Hernandez					x	
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger						x
Zoller	x		x			

**C. MISCELLANEOUS**

Recommend Board approve the following:

1. Agreement between Board of Education of the Area Vocational-Technical Schools of Mercer County and Mercer County Vocational Education Association, effective retroactive to July 1, 2017 through June 30, 2020 (attached)
2. Approval to amend the Mercer County Vocational Education Association contract (July 1, 2017 to June 30, 2020) Article I, Recognition clause to include a Maintenance Technician position and to add the Maintenance Technician Salary Guide to the contract (attachment)
3. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 2, January 1, 2018 through June 30, 2018 (attached)
4. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report from the NJ DOE Student Safety Data System, for Report Period 2, September 1, 2017 through June 30, 2018 (attached)
5. Semi-Annual Harassment, Intimidation, or Bullying Report for January 1, 2018 through June 30, 2018 (attached)
6. District and School Grade Report from NJ Department of Education, School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, as of June 30, 2018 (attached)
7. Revised 2018-2019 Advisory Committee Membership List for the Assunpink Center (attached)
8. Job Description for the position of Program Assistant for the Adult Evening Schools (attached)
9. Job Description for the Perkins stipend (attached)
10. Revised curriculum for Graphic Arts (available in the Superintendent's office for review)
11. 2018-2019 District/School Safety Team Rosters (attached)
12. District Harassment, Intimidation & Bullying Report for September 1, 2018 through September 25, 2018 (attached)
13. Emergency Preparedness Drill Reports for the month of August 2018 (attached)

A copy MCVEA agreement, MCVEA amended, EVVRS, HIB, Semi-annual HIB-ITP, DOE self-assessment, job descriptions (2), 18-19 safety team rosters, 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 (handout – 3 additional trips)
- C. Donation of HP Latex 260 (HP Designjet L264500) to the Graphics Department at the Sypek Center from an anonymous donor
- D. Accept ESEA Title IA grant funds of \$112,914 and Title IIA grant funds of \$20,125

- E. Continuation of Commercial Monitoring Agreement with Red Hawk Fire & Safety to monitor the fire/sprinkler systems at Assunpink and Sypek Centers, for the 2018-2019 school year, year 2 of 2
- F. Donation of 83 various cook books from the Ewing Branch of the Mercer County Public Library System and 27 from Marilyn Bird to the Culinary program at the Sypek Center
- G. Revise agreement with as special counsel, July 1, 2018 through June 30, 2019 at a rate of \$195 and \$100 for clerks/paralegals, not to exceed \$20,000, originally Board approved on May 15, 2018
- H. Admissions, curriculum and instruction consulting services from Jody P. Gazenbeek-Person not to exceed \$6,000
- I. Reject bid proposals submitted on DI Group Architecture Project No. 18.764, Welding Shop Upgrades - Dust Collection System, as non-responsive
- J. Services of Heidi A. Wolfinger, M.Ed., Educational Audiologist as Teacher of the Deaf for a STEM Academy student, 20 one-hour sessions for the 2018-2019 school year, at a rate of \$150 per hour not to exceed \$3,000 (attached)
- K. Arnold Barlow from Mercer County Special Services School District as a bus driver on an as needed basis for the period September 26, 2018 through June 30, 2019 at an hourly rate of \$19.74 not to exceed \$3,000. Mercer County Technical Schools will pay 100% as per the Inter-local Services Act, N.J.S.A. 40:8A-1 et sq. (Act)

A copy of travel, field trips, Wolfinger agreement, 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 curriculum and program update, as it relates to the Bond Act and facilities upgrades.

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 5:05 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 5:34 pm.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
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 be adjourned at 5:35 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 regular meeting shall be held on Tuesday, October 16, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly  
Business Administrator/Board Secretary

