

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

MINUTES OF JUNE 18, 2013

The Board Meeting of June 18, 2013 was called to order by President Albert Pitman at 5:13 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 June 13, 2013.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger – Yes	
	Mr. Zoller - Absent	Dr. Stewart - Absent	Mr. Pitman – Yes

PUBLIC DISCUSSION

Dr. Kimberly Schneider announced that Dr. Samuel Stewart is retiring as of June 21, 2013. She stated, that on behalf of Dr. Stewart, he would like to say that it has been an honor to serve with such a distinguished and extremely dedicated Board. Dr. Stewart appreciates the Board and has a lot of respect for everyone. Dr. Schneider explained that there are many parties planned for Dr. Stewart, before he relocates to Florida.

MINUTES OF PREVIOUS MEETING

The regular session meeting and Executive session minutes of May 21, 2013 were brought before the Board for approval. Upon reviewing the minutes of May 21, 2013, Mr. Pitman introduced a motion for the Board to approve the minutes. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Mrs. Iszard - Abstain	Ms. Stinger – Yes	
	Mr. Zoller – Absent	Dr. Stewart - Absent	Mr. Pitman - Yes

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$3,184,579.87 for June 2013 were brought before the Board. Upon reviewing the bills presented, Ms. Iszard introduced a motion for the Board to approve the bill list totaling \$3,184,579.87. Ms. Stinger seconded the motion and it was carried by roll call vote. The bills list shall be attached to the original minutes filed in the Board Office as an official document of the Board.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger – Yes	
	Mr. Zoller – Absent	Dr. Stewart - Absent	Mr. Pitman - Yes

Budget transfers for June 2013 were brought before the Board. Upon reviewing the budget transfers presented, Mr. Pitman introduced a motion for the Board to approve the transfers. Ms. Iszard seconded the motion and it was carried by roll call vote. The budget transfers report shall be attached to the original minutes filed in the Board Office as an official document of the Board.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger – Yes	
	Mr. Zoller – Absent	Dr. Stewart - Absent	Mr. Pitman - Yes

BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending May 2013, 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. Ms. Stinger 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: Mrs. Iszard - Yes Ms. Stinger - Yes Mr. Pitman - Yes
Mr. Zoller - Absent Dr. Stewart - Absent

CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider noted a handout of an article that was in Opinion section of The Times on Monday, June 17, 2013, Women can build a career in carpentry. The opinion written by Ridgeley Hutchinson, Executive Director of NJ Carpenters Apprentice Training and Educational Fund, commends former MCTS graduate, Kayla Massenet, for being the first female to be accepted into a carpenters union. Mr. Hutchinson also wrote that there are currently 17 women training to be carpenters and 267 working at the trade.

Dr. Schneider reviewed a letter from Christopher Cerf, Commissioner, Department of Education to Dr. Lawrence Feinsod, Executive Director of NJ School Boards Association, who requested a waiver for overnight lodging to facilitate the hosting of the 2014 and 2015 Annual Workshop. After careful consideration, Commissioner Cerf granted the waiver.

Dr. Schneider announced to the Board that an Open House will be hosted by Willa Spicer in honor of Dr. Stewart on Wednesday, June 19, from 4:00-7:00 pm.

Dr. Schneider read a letter from Nancy Swirsky, Business Administrator/Board Secretary, announcing her retirement effective January 1, 2014. All Board members agreed that Nancy will be greatly missed. Ms. Stinger asked, do we have to accept it? Dr. Schneider said unfortunately, yes.

SUPERINTENDENT'S REPORT

NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. The submission of the FY 2014 No Child Left Behind Act (NCLB) Consolidated Formula Subgrant Application in the amount of \$72,253 as per the following titles: (Special Revenue)
 - Title I, Part A (Basic, Concentration, Targeted & EFIG) - \$65,086
 - Title II, Part A - \$7,167
 - Title III - \$1,031 (declining)
2. Revised Postsecondary amount, \$105,263 (Declining Federal: \$7,445), for submission of grant applications for FY 2014 under the Carl D. Perkins Vocational and Technical Education Act of 1998, originally approved May 21, 2013. (Special Revenue)
3. The submission of FY2014 IDEA -Grant Application in the amount of \$55,723. (Special Revenue)

PERSONNEL & ADDENDUM

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

1. Resignation of Nancy Swirsky, Business Administrator/Board Secretary, effective January 1, 2014, due to retirement.
2. Revised end date for Jalesah Brooks, current full-time temporary leave-replacement for Secretary III at the Assunpink Center, from June 28, 2013 to June 14, 2013 (11-000-240-105-01-00-2400)
3. New position of Human Resource Manager for the district effective July 1, 2013

ITEMS 4-12 WERE TABLED FOR FURTHER REVIEW.

4. 2013-2014 contract for Sean Cavalier, Manager of Buildings and Grounds (11-000-262-104-07-00-2620) (attached) TABLED
5. 2013-2014 contract for Patricia Griffin, Manager of Technology (11-000-252-104-07-00-2520) (attached) TABLED

6. 2013-2014 contract for Judy Huebner, Business Secretary (11-000-251-105-07-00-2510) (attached) TABLED
7. 2013-2014 contract for Joanna Koreyva, Leave-replacement for Business Secretary (11-000-251-105-07-00-2510) (attached) TABLED
8. 2013-2014 contract for Cynthia McKenna, Secretary to the Business Administrator (11-000-251-105-07-00-2510) (attached) TABLED
9. 2013-2014 contract for Patti Michalchuk, Secretary to the Superintendent (11-000-230-105-07-00-2302) (attached) TABLED
10. 2013-2014 contract for Barbara Paskewicz, Business Secretary (11-000-251-105-07-00-2510) (attached) TABLED
11. 2013-2014 contract for Lori Perlow, District Communications Officer (11-000-218-104-07-00-2182) (attached) TABLED
12. 2013-2014 contract for Ashley Peterson, Computer Support Specialist (11-000-252-105-07-00-2520) (attached) TABLED
13. 2013-2014 Salary/Wage Guides for hourly and per diem employees at the Day School, Health Careers Center and Adult Evening Schools, effective July 1, 2013 through June 30, 2014 (attached)
14. Part-time Health Careers Center staff at the hourly rates indicated below, as per the Health Careers Center Salary/Wage Guide, on an as-needed basis and not to exceed 29 hours per week, effective July 1, 2013 through June 30, 2014: (attached)
 - a. Massage Therapy - \$32.00 per hour (13-330-100-101-05-01-1768)
 - b. Medical Assistant & Health Technology - \$32.00 per hour (13-330-100-101-05-01-1755)
 - c. Practical Nurse - \$32.00 per hour (13-330-100-101-05-01-1758)
 - d. Test Administration - \$32.00 per hour (13-330-100-101-05-01-1768)
 - e. Part-time Secretary - \$13.50 per hour (13-330-200-105-05-01-2400)
15. Part-time Adult Evening Staff, on an as-needed basis and not to exceed 29 hours per week, effective July 1, 2013 through June 30, 2014 (attached)
 - a. Program Assistants Level I - \$34 per hour (13-629-100-106-04-00-1900)
 - b. Program Assistants - \$30 per hour (13-629-100-106-04-00-1900)
 - c. Substitute Program Assistants - \$30 per hour (13-629-100-106-04-00-1900)
 - d. Teacher - \$30 per hour (13-629-100-101-04-01-XXXX)
 - e. Substitute Teacher - \$30 per hour (13-629-100-101-04-01-XXXX)
 - f. Secretaries - \$13.50 per hour (13-629-200-105-04-00-2400)
 - g. Substitute Secretaries- \$13.50 per hour (13-629-200-105-04-00-2400)
16. H. Patricia Rhodes, current part-time HR Secretary, as part-time temporary leave-replacement for Secretary III at the Assunpink Center for, at the hourly rate of \$15.25, effective June 17, 2013 through June 28, 2013 (11-000-240-105-01-00-2400)
17. Part-time Bus Drivers, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$16, effective July 1, 2013 through June 30, 2014:
 - a. Howard Eldridge (11-000-262-110-02-02-2620)
 - b. Richard Taylor (11-000-262-110-01-02-2620)
18. Henry Pfeffer, Physics Instructor for the Health Science Academy, to provide home instruction for a homebound Health Science Academy student, on an as-needed basis, four (4) hours per week, at an hourly rate of \$31, not to exceed 18 hours, effective retroactive to May 20, 2013 through June 19, 2013 (11-310-100-101-01-00-1900)
19. Jesse Gatling, as Part-time IT Technician for the district, on an as needed basis and at an hourly rate of \$13.50, not to exceed 29 hours per week, effective July 1, 2013 through June 30, 2014 (11-000-252-105-07-01-2520)
20. Heather Flyge as a part-time Clinical Teacher Assistant with our 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, 2013 through June 30, 2014 (11-310-100-101-01-01-1800)
21. Robbie Edwards as a part-time, 10-month contracted employee, in the capacity of Lunch Aide for the Health Science Academy at the Assunpink Center, on an as-needed basis and not to exceed 29 hours per week, at an hourly rate of \$10.00, effective September 1, 2013 through June 30, 2014 (11-320-100-106-01-00-1900)
22. Janice LaFleur, Baking and Dining Services Instructor for the Sypek Center, to receive one compensatory day and \$82.66 for working two (2) hours and 40 minutes after contracted workday on Board approved activities, at an hourly rate of \$31, in accordance with the Agreement between Board and MCVEA – Article XII.A.3 (11-320-100-101-03-00-1411)
23. Sean Cavalier, Manager of Buildings and Grounds, to be paid for three (3) Compensatory days earned in the 2012-2013 school year, at a per diem rate of \$288, for a total of \$864 (11-000-262-104-07-00-2620)
24. A stipend in the amount of \$700 for Sylvia Kraehenbuehl, Secretary III at the Assunpink Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students at the HOSA National Leadership Conference in Nashville, TN from June 24 through June 30, 2013 (11-310-100-101-01-01-000)
25. 2013-2014 District Substitutes, on an as-needed basis and not to exceed 29 hours per week, effective September 1, 2013 through June 30, 2014, at per diem rates according to the current Salary/Wage Guide (11-310-100-101-01-01-1701 / 11-310-100-101-02-01-1710) (attached)
26. Joseph Chell as Part-time Instructor to teach the culinary program at Katzenbach School for the Deaf, on an as-needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective July 1, 2013 through June 30, 2014 or until Mr. Chell receives notice of employment from the State of New Jersey (11-310-100-101-09-00-9000)

27. A stipend in the amount of \$1,200 for William Gould, Retail Food Marketing Instructor at the Sypek Center, for serving as Career and Technical Student Organizations (CTSO) Advisor for Distributive Education Clubs of America (DECA), effective retroactive to September 1, 2012 through June 30, 2013 (11-310-100-101-02-00-0000)
28. Scott Engle, Culinary Arts Instructor for the Sypek Center, to receive one compensatory day and \$286.75 for working nine and a quarter (9.25) hours after contracted workday on Board approved activities, at an hourly rate of \$31, in accordance with the Agreement between Board and MCVEA – Article XII.A.3 (11-320-100-101-03-00-1765)
29. H. Patricia Rhodes, as Substitute Secretary for the day school, on an as-needed basis and not to exceed 29 hours per week, at the hourly rate of \$15.25, effective July 1, 2013 through June 30, 2014 (11-000-240-104-XX-00-2400)

Ms. Iszard introduced a motion for the Board to approve the aforementioned Superintendent's Report. Ms. Stinger seconded the motion and it was carried by roll call vote, with the exception of items 4 through 12 which were tabled.

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

MISCELLANEOUS

Dr. Schneider recommended the Board approve the following:

1. New Job Description for the position of Human Resource Manager for the district (attached)
2. Sean Cavalier, Manager of Buildings and Grounds, as the Chemical Hygiene Officer for the district effective July 1, 2013 through June 30, 2014
3. Dana Hice DePugh, Supervisor of Secondary Education at Career Prep, to serve as the District Test Coordinator, effective July 1, 2013 through June 30, 2014
4. Scott Brettell, Supervisor of Secondary Education/Instructor, to serve as the Partnership for Assessment of Readiness for College and Careers (PARCC) District Coordinator, effective July 1, 2013 through June 30, 2014
5. Laura Wurtzel, Substitute School Counselor at the Assunpink Center, to serve as Substitute Educational Stability Liaison for the district, on behalf of Megan Ferdetta, School Counselor, effective September 1, 2013 until Ms. Ferdetta returns from Maternity Leave
6. The following instructors to serve on the Intervention and Referral Service (I&RS) team at the Assunpink Center, effective September 1, 2013 through June 30, 2014:
 - a. Madeline Lollo, Cosmetology Instructor
 - b. Henry Pfeffer, Physical Science Instructor
7. District Harassment, Intimidation & Bullying Staff and School Safety Team Roster effective September 1, 2013 through June 30, 2014 (attached)
8. District Evaluation Advisory Committee (DEAC), effective July 1, 2013 through June 30, 2014 (attached)
9. The combination of the Criminal Science and Forensic Science programs into a two year program, "Criminalistics and Criminal Sciences", maintaining the same required instructional endorsement of Criminalistics and Criminal Sciences, CIP Code 430111, effective July 1, 2013
10. The following District curricula: (curricula available for review in the Superintendent's office)
 - a. Architecture and Engineering Design
 - b. Building Maintenance Trades
 - c. Criminalistics and Criminal Sciences
 - d. Culinary Arts
 - e. Graphic Arts Technology
 - f. Health Occupations
11. District Substance Abuse Prevention Program for the 2013-2014 school year (attached)
12. Articulation Agreement between Mercer County Community College and the Mercer County Technical Schools for the Health Science Academy, CIP 51.000 for the 2013-2014 school year (attached)
13. Revised 2013-2014 Calendar for Adult Evening Schools (attached)
14. Board regulation 6150R, Tuition Income, for second reading and adoption (attached)
15. Board regulation 8220R, School Closings, for second reading and adoption (attached)
16. Board policy 9120, Public Relations Program, for second reading and adoption (attached)
17. Board regulation 9120R, Public Information Program, for second reading and adoption (attached)
18. The Harassment, Intimidation & Bullying Report for May 15, 2013 through June 12, 2013 (attached)
19. The Emergency Preparedness Drill Reports for the month of May 2013 (attached)
20. The following District curricula: (curricula available for review)
 - g. Spanish III
 - h. Anatomy and Physiology II
21. The revised Harassment, Intimidation & Bullying Report for May 15, 2013 through June 12, 2013 (attached)

Ms. Iszard 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 employee contracts, 2013-2014 Salary/Wage Guides, 2013-2014 District Substitutes, HR Manager job description, District Harassment, Intimidation & Bullying Staff and School Safety Team Roster, District Evaluation Advisory Committee, District Substance Abuse Prevention Program, Articulation Agreement, Revised 2013-2014 Calendar for Adult Evening Schools, regulation 6150R & 8220R, policy 9120, regulation 9120R, revised HIB report, Emergency Preparedness Drill Reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

OLD BUSINESS

None

NEW BUSINESS

Recommend the Board approve the following:

- IIA. Travel requests - None
- IIB. Field trip requests (attachment).
- IIC. Inter-local resolutions approving the Professional Employment Agreement with Nancy Swirsky, School Business Administrator/Board Secretary and Tanya Dawson as Assistant School Business Administrator (attachments).
- IID. Renewal of the nutrition services from Mercer County Special Services School District through Sodexo for the 2013-2014 school year.
- II E. School policy and regulation services of Strauss Esmay Associates, LLP for the PASS subscription and District online fee for the 2013-2014 school year for the amount of \$4,040 (11-000-230-339-07-02-2301) (attachment).
- II F. Continuation of the cooperative pricing agreements for the 2013-2014 school year with the following:
 Hunterdon County Educational Services Commission
 Middlesex Regional Educational Services Commission
 Mercer County Special Services School District
- II G. Resolution appointing Nancy Swirsky as the Purchasing Agent for the District and the Bid/Quotation Threshold effective July 1, 2013 (attachment).
- II H. Continuation of petty cash funds effective July 1, 2013.

Administration/P. Michalchuk	\$75
Assunpink Center/L. Wright	\$75
Board/C. McKenna	\$150
Bldgs. & Grounds/B. Venanzi	\$225
Evening/P. Frascella	\$75
HCC/S. Nemeth	\$75
Career Prep./A. Hoffman	\$75
Sypek/L. Simon	\$75

- III. Willis of New Jersey Insurance renewal of the public officials bond through Selective Insurance Company for the Business Administrator and Treasurer of Mercer County Technical Schools for the 2013-2014 school year.
- II J. Burlington County Insurance Pool Joint Insurance Fund coverage, including student accident premium for July 1, 2013 through June 30, 2014 for a total cost of \$176,105 (attachment).
- II K. Shared Service reimbursement to Mercer County Special Services School District of \$38,819 (attachment).

- III. Recommend the Board approve the cancellation of attached bill list checks on PNC Bank Account (attachment).
- IIIM. Professional Services Agreement with David Sharlin, DO, FAAP for consultant services as School Medical Director for the 2013-2014 school year for the amount of \$6,850 (7076/11-000-230-895-07-00-2301) (attachment).
- IIIN. Renewal of Systems 3000 software for human resources, personnel, accounting, invoicing and inventory for the 2013-2014 school year in the amount of \$16,870 (11-000-151-340-07-00-2520).
- IIIO. Spiezle Architectural Group for professional architectural and/or engineering services as needed during 2013-2014 per their proposal (attachment).
- IIIP. Library and Educational Goods & Services resolution for the 2013-2014 school year (attachment).
- IIQ. Contract with American Appraisal Associates, Inc., in the amount not to exceed \$945 to update our fixed asset report as of June 2013 (11-000-251-590-07-00-2510) (attachment).
- IIIR. Bid the roof replacement at the Health Careers Center damaged by Super Storm Sandy.
- IIIS. Two year contract with Infosnap, Inc. for hosting a secure, online registration portal for the Adult Evening School for the period July 1, 2013 to June 30, 2015 for a one-time set up fee of \$3,000 and annual service fee of \$6,000 (year 1 of 2) (account 13-629-200-590-04-00-2400/7468) (attachment).
- IIIT. Three year USPS Postage Meter Agreement, governed by Neopost for year 1 of 3 not to exceed \$350 per year (account 13-330-200-530-05-01-2300/7409) (attachment).
- IIIU. Services of Infosnap, Inc. for hosting a secure, student online registration portal period July 1, 2013 to June 30, 2014 for a service fee of \$6,000; year 2 of 2 (11-000-252-340-07-00-2520).
- IIIV. Award the Construction Supplies Bid #14-102 for the period July 1, 2013 through June 30, 2014 to Heath Lumber and Midwest Technology Products and Services (attachment).
- IIW. Contract with Comcast Business Class for internet services to provide additional bandwidth at Sypek Center to support the student Partnership for Assessments for Readiness for Colleges and Careers at \$396.90 per month for year two of three.
- IIIX. Capital Reserve Account Resolution for \$500,000 (attachment).
- IIY. Professional services agreement with Herbert, Van Ness, Cayci & Goodell, PC as special counsel for construction during the 2013-2014 school year at the rate of \$175 per hour for partners and \$150 per hour for associates (11-000-230-331-07-00-2301) (attachment).
- IIZ. Pay Camelot Educational Resources, LLC \$144,394 for the increase in the AES enrollment at the Rubino Academy through May 2013 (attachment).
- IIAA. Resolve the application for 2013-2014 School Development Authority (SDA) Grant for Capital Projects (attachment).
- IIBB. Agreement between MCTS and Camelot Educational Resources, LLC for the 2013-2014 school year, originally Board approved on September 18, 2012, year 2 of 3 (attachment).
- IICC. Professional service agreement with Walter Bliss, Attorney, as special counsel to the Board during the 2013-2014 school year at a rate of \$37,000 11-000-230-331-07-00-2301) (attachment).
- IIDD. Allocation in accordance with P.L. 2009, c.313 in the amount of \$23,979.50 for awarding a contract to Rampart Construction in the amount of \$4,795,900 for the financing of outreach and training programs for minorities and women in the construction trades.
- IIEE. Addendum to the agreement for legal services for labor counsel with Comegno Law Group, P.C., originally approved May 15, 2012 and amended on October 16, 2012 to extend for one (1) year, effective July 1, 2013 through June 30, 2014, not to exceed \$3,000, with all terms and conditions remaining the same (attachment).

Ms. Iszard 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 the field trips, travel requests, Professional Employment Agreements, Strauss Esmay Associates, LLP, Purchasing Agent resolution, Burlington County Insurance Pool Joint Insurance Fund, Camelot adjustment, Sharlin agreement, System 3000, Spiezle Architectural Group, Library and Educational Goods & Services resolution, American Appraisal Associates, Inc., Infosnap, Inc., USPS Postage Meter Agreement, construction supplies bid results, professional services agreement, SDA grant application, Camelot agreement, Walter Bliss agreement, Comegno Law Group PC, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:28 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

The next meetings of the Board shall be Tuesday, July 16, 2013 at 12:00 noon at the Assunpink Center.

Respectfully submitted,

Dr. Kimberly J. Schneider
Superintendent