

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

MINUTES OF AUGUST 21, 2018

1. The Board Meeting of August 21, 2018 was called to order by President Albert Pitman at 12:01 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 August 6, 2018.

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

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

2. **PLEDGE OF ALLIGANCE** – Suspended

3. **PUBLIC DISCUSSION/EXECUTIVE SESSION**

A. PUBLIC DISCUSSION - None

B. EXECUTIVE SESSION

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

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 12:02 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 12:35 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 to approve settlement agreement and release regarding student #13379

Roll call:

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

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of July 17, 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 July 17, 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

Bills totaling \$658,689.39 for August 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 July 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

Dana Hice DePugh, Assistant Superintendent, presented CIE students summary of earnings. She stated, we are all proud of our students and recognize the importance of community partners.

Doug Shunk, Secondary Supervisor, presented 2017-2018 PARCC results. (handout)

8. **COMMITTEE REPORTS** - None

9. **SUPERINTENDENT'S REPORT**

A. **NEW PROGRAMS/SPECIAL PROJECTS**

Recommend the Board approve the following:

1. New program titled Aviation at the Assunpink Center beginning the 2019-2020 school year, pending enrollment (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 Heather Cassidy, School Nurse for the district, effective August 22, 2018
2. Resignation of Silvia Laboy-Villa, part-time LPN Instructor for the Health Careers Center, effective August 30, 2018
3. Rescind the employment offer to Kevin Cine, originally approved on July 17, 2018 as a 12-month, contracted employee in the capacity of Secretary III at the Sypek Center
4. Rescind the employment offer to Anthony Gonzalez, originally approved on July 17, 2018 as a Long-term Leave Replacement Spanish Instructor for the district
5. Marc Rosenthal as a full-time, 12-month unaffiliated employee in the capacity of Network/Systems Manager for the district, pending completion of criminal history background check, at an annual salary of \$90,000 prorated, effective to August 22, 2018 through June 30, 2019 (11-000-252-104-07-00-2520)
6. Bryana Carrea as a half-time (.5 FTE), 12-month contracted employee in the capacity of Licensed Practical Nurse at the Health Careers Center, pending certification and the completion of criminal history background check, at an annual salary of \$30,087 (half the salary of Step 5 of the 12-month Teachers Guide) prorated, pending negotiations, effective August 22, 2018 through June 30, 2019 (13-330-100-101-05-00-1758-037)
7. Bryana Carrea as a part-time (.3 FTE), 12-month unaffiliated employee in the capacity of Manager at the Health Careers Center, pending certification and the completion of criminal history background check, at an annual salary of \$26,400 (Step 5 - 12-month Salary Guide) prorated, effective August 22, 2018 through June 30, 2019 (13-330-200-103-05-00-2400-037)
8. Bryana Carrea as a part-time, hourly Clinical Nurse for the district, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$32, effective August 22, 2018 through June 30, 2019 (13-330-100-101-05-01-1768-037) (13-330-100-101-05-01-1758-037) (11-310-100-101-01-00-1800-030)
9. Brenda Jenkins as a full-time, 12-month contracted employee in the capacity of Secretary III at the Sypek Center, pending completion of criminal history background check, at an annual salary of \$38,141 (Step 2-Secretary III Guide) prorated, pending negotiations, effective August 23, 2018 through June 30, 2019 (11-000-240-105-02-00-2400-040)
10. Taylor Kemp as a full-time, 10-month contracted employee in the capacity of Architecture, Engineering and Design Instructor at the Sypek Center, pending certification in Interactive Media and the completion of criminal history review, at an annual salary of \$53,992 (Step 2 – 10-month Teacher Guide) prorated, pending negotiations, effective September 1, 2018 through June 30, 2019 (11-310-100-101-03-00-1721-040)

11. Lisa Gerstacker as a Part-time Program Assistant – Level 1 at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$34, effective September 1, 2018 through June 30, 2019 (13-629-200-104-04-00-2400-035)
12. Andy Lehneis as a Part-time Industrial Maintenance Mechanic Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective September 1, 2018 through June 30, 2019 (13-629-100-101-04-01-1910)
13. Maria Bevins as a part-time Cosmetology Instructor for the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective September 1, 2018 through June 30, 2019 (13-629-100-101-04-01-1700)
14. Ruth Yu as a part-time, hourly Clinical Nurse for the district, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$32, pending completion of criminal history review, effective August 22, 2018 through June 30, 2019 (13-330-100-101-05-01-1768-037) (13-330-100-101-05-01-1758-037) (11-310-100-101-01-00-1800-030)
15. Kevin Cine as a Substitute Academic Teacher for the district, on an as needed basis, not to exceed 29 hours per week, at a per diem rate of \$95, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-01-1701-030) (11-310-100-101-02-01-1710-040)
16. Revised start date for Angelo DeStefano, Principal of Secondary Education at the Assunpink Center, effective retroactive to August 16, 2018 through June 30, 2019 (11-000-240-103-01-00-2400-030)
17. Lisa Nolan, LPN Instructor at the Health Careers Center, placed on Medical Leave using paid Sick days and continuation of benefits, effective August 24, 2018 through October 5, 2018
18. Elise Lybrand, Health Occupations Instructor at the Health Careers Center, to be transferred to the Assunpink Center, effective August 22, 2018
19. Henry Pfeffer, Physical Science Instructor at the Assunpink Center, to be transferred to the district level, effective August 22, 2018
20. Barbara Venanzi, Secretary I for Buildings & Grounds, to be transferred to the Guidance Office at the Assunpink Center effective August 22, 2018
21. Jessica Warshauer, Math Instructor at the Assunpink Center, to be transferred to the Sypek Center, effective August 22, 2018
22. Marcie Tandy, Business Technology Instructor at the Sypek Center, to be transferred to the Assunpink Center, effective August 22, 2018
23. Joan Hylton, Teacher Assistant at the Sypek Center, to be transferred to the Assunpink Center, effective August 22, 2018
24. Lisa Rubino, Teacher Assistant at the Sypek Center, to be transferred to the Assunpink Center, effective August 22, 2018
25. Amanda McCobb, Social Studies Instructor, to provide home instruction, on an as needed basis, at an hourly rate of \$32, effective to September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-1900)
26. Stipend in the amount of \$1,200 for Amanda McCobb, Social Studies Instructor, serving as the Model UN Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)
27. Stipend in the amount of \$1,200 for Rachel Hendrickson, English Instructor, serving as the Student Council Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)
28. Stipend in the amount of \$1,200 for Julie Trauger, World Language Instructor, serving as the Yearbook Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)
29. Stipend in the amount of \$1,200 for Daniel Sbar, Biological Sciences Instructor, serving as the HOSA: Future Health Professionals Advisor 1, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)
30. Stipend in the amount of \$1,200 for Laura Wurtzel, Secretary I, serving as the HOSA: Future Health Professionals Advisor 2, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)
31. Stipend in the amount of \$1,200 for Laura Wurtzel, Secretary I, serving as the National Honor Society Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)

32. Stipend in the amount of \$900 for Valerie Wallace, Math Instructor, serving as the Math League Advisor, to be paid in two (2) payments of \$450 at the end of the first and second semesters, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)
33. Stipend in the amount of \$900 for Jennifer Terepka, Secretary III, serving as the Prom/Social Advisor, to be paid in two (2) payments of \$450 at the end of the first and second semesters, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-00-0000-030)
34. Stipend in the amount of \$1,200 for Eric Palm, English Instructor, to be paid upon completion for additional curriculum writing to be completed by November 30, 2018, in accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.) (11-310-100-101-02-02-0000-040)
35. The following to serve as Proctors for the district, on an as needed basis and at an hourly rate of \$32, effective September 1, 2018 through June 30, 2019 (11-310-100-101-01-01-0000):
 - a. Doshia Brown, Secretary I at the Health Careers Center
 - b. Amanda McCobb, Social Studies Instructor at the Assunpink Center
 - c. Cynthia McKenna, Administrative Assistant to the Business Administrator
 - d. Laura Wurtzel, Secretary I at the Assunpink Center

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. Location change for the Architectural Engineering Design program from the Assunpink Center to the Sypek Center, effective August 22, 2018
2. Location change for the Business Technology program from the Sypek Center to the Assunpink Center, effective August 22, 2018
3. Location change for the Health Occupations program from the Health Careers Center to the Assunpink Center, effective August 22, 2018
4. Policies and regulation for first reading: (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 (**REVISED HANDOUT**)
 - g. 8561 Procurement Procedures for School Nutrition Programs
5. Abolish regulation 5512, Harassment, Intimidation, or Bullying Investigation Procedure (attached)
6. Revised Senior Internship Agreement (attached)
7. Revised Job Title for the position of Clinical Teacher Assistant, revised to Clinical Nurse, effective August 22, 2018
8. Revised Job Description for the position of Clinical Nurse (attached)
9. 2018-2019 Professional Development Plans for the following: (attached)
 - a. District
 - b. Assunpink Center
 - c. Sypek Center
 - d. Health Careers Center (Postsecondary)
10. 2018-2019 Course and Textbook Lists: (attached)
 - a. Assunpink Center
 - b. Sypek Center
 - c. Health Careers Center (Postsecondary)
 - d. Adult Evening Schools (Postsecondary)

11. 2018-2019 Advisory Committee Membership List: (attached)
 - a. Assunpink Center
 - b. Sypek Center
 - c. Health Careers Center (Postsecondary)
 - d. Adult Evening Schools (Postsecondary)
12. The following curricula for the district: (available for review in the Superintendent's office)
 - a. Chemistry
 - b. English II - Academy of Culinary Arts
 - c. English III - Academy of Culinary Arts
 - d. Graphic Arts
 - e. Health Occupations
 - f. STEM Mechatronics
 - g. Medical Office Assistant
 - h. Organic Chemistry
13. Revised Job Title for the position of Network/Server Technician, revised to Network/Systems Manager, effective August 22, 2018
14. Revised Job Description for the position of Network/Systems Manager (attached)
15. District Mentoring Plan, effective September 1, 2018 through June 30, 2019 (attached)
16. Emergency Preparedness Drill Report updated for the month of June 2018 (attached)
17. Revised 2018-2019 Calendar for Adult Evening Schools (attached)

A copy of Aviation, 1613, 1613R, 5512, 5561, 5561R, 6660, 8561, 5512R, Revised Senior Internship Agreement, revised job description Clinical Nurse., revised 18-19 PD plans, 18-19 course & textbook list, 18-19 advisory committee, revised job description Network/Systems Manager, EPDR, revised 18-19 Adult Evening calendar 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. Agreement with Duff & Phelps, LLC to provide MCTS with a fixed assets accounting ledger for fiscal year ending June 30, 2019, not to exceed \$1,130 (11-000-251-590-07-00-2510) (attached)
- D. Tort Claim Resolution for 2018-2019 (attached)
- E. Agreement with Bayada Home Health Care, Inc., to provide substitute nurses at a rate of \$55 per hour for the 2018-2019 school year, not to exceed \$5,000 (11-000-213-590-01-00-2130 or 11-000-213-590-02-00-2130) (attached)
- F. Reassignment of petty cash funds for 2018-2019:

HCC – D. Brown	\$75
Adult Evening – D. Genovese	\$75

- G. Sale of Solar Renewable Energy Certificates (SREC) from July 2017 to June 2018 as follows: 305 from Assunpink using the services of Flett Exchange Online Auction
- H. Continuation of AFLAC FSA Reimbursement Services Agreement for the 2018-2019 school year
- I. Continuation of service agreement with Alert Solutions for parent notifications, effective August 17, 2018 through August 17, 2019; at a cost of \$1,250 per year; Year 2 of 3 (11-000-252-340-07-00-2520)
- J. Marc Rosenthal, IT Network Consultant, effective August 13 through August 21, 2018 at an hourly rate of \$43.27 not to exceed \$3,300 (11-000-252-590-07-00-2520)
- K. Four year lease purchase through Santander Bank, N.A. for the purchase of a 54 passenger bus, IC Corporation PB 105, for the district at a payment of \$12,185 per year plus interest, at a rate of 3.8% beginning July 15, 2019 (12-000-270-733-00-00-2700)
- L. Donation of 5 Snap-On complete tool boxes, miscellaneous hand tools, etc., to the Sypek Center from Mercedes Benz Corp.
- M. Disposal of the following due to items being obsolete:

EQP0229	1	MAKER PLATE
EQP0235	1	PRESS PRINTING
EQP0232	1	PRESS PRINTING
IT0341	1	PRINTER LASER
EQP0234	1	PRESS PRINTING
IT0343	1	PRINTER LASER
EQP0226	1	ROLLER
EQP0220	1	PRESS DRILL
EQP0218	1	SAW TABLE
EQP0219	1	BAND SAW WOOD
EQP0224	1	MACHINE THERMOGRAPHY
EQP0225	1	FOLDER PAPER

- N. Nottingham High School as the site for the Post-secondary LPN Health Careers Graduation Ceremony on June 21, 2019
- O. Agreement with Delta-T Group to provide substitute registered nurses at a rate of \$43.25 per hour, July 1, 2017 through June 30, 2018, not to exceed \$5,000, pending Attorney review (11-000-213-590-01-00-2130 or 11-000-213-590-02-00-2130) (attached)

A copy of travel, field trips, Duff & Phelps, Tort Claim, Bayada, Delta-T 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** – at the beginning

13. **PUBLIC DISCUSSION** - None

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting be adjourned at 12:49 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, September 18, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary