

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

**MINUTES OF AUGUST 20, 2019**

1. The Board Meeting of August 20, 2019 was called to order by President Albert Pitman at 12:00 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 Times newspaper August 6, 2019. This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer".

|           | <b>Absent</b> | <b>Present</b> |
|-----------|---------------|----------------|
| Hernandez |               | x              |
| McCoy     |               | x (12:10)      |
| Pitman    |               | x              |
| Sabo      |               | x              |
| Stinger   |               | x              |
| Zoller    |               | x              |

2. **PLEDGE OF ALLIGANCE** - Suspended

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Doug Shunk, Secondary Supervisor, presented NJSLA/ELA and Math Assessment. (Handout)

B. EXECUTIVE SESSION - None

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of July 16, 2019 were brought before the Board for approval.

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          |           |                |               |
| Stinger   | x             |               | x          |           |                |               |
| Zoller    |               | x             | x          |           |                |               |

5. **BILLS TO BE APPROVED/TRANSFERS**

Bills totaling \$1,036,294.97 August 2019 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.

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

Roll call:

**6. BOARD SECRETARY/TREASURER'S REPORT**

Review of the financial reports for the period ending July 2019. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

Roll call:

**7. CORRESPONDENCE & COMMUNICATIONS - None**

**8. COMMITTEE REPORTS - None**

**9. SUPERINTENDENT'S REPORT**

**A. NEW PROGRAMS/SPECIAL PROJECTS**

Recommend the Board approve the following: None

**B. PERSONNEL**

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

1. Resignation of Bernadette Reed, English Instructor, effective August 21, 2019
2. Resignation of Kimberlie Gartner, Payroll and Benefits Manager, effective August 18, 2019
3. Resignation of Andy Lehneis, Part-time Industrial Maintenance Instructor at the Adult Evening Schools, retroactive to July 11, 2019
4. Rescind the employment offer to David Hartner as the Electrical Instructor at the Assunpink Center, originally approved on July 16, 2019
5. Jennifer Van Der Horn, as a full-time, 10-month contracted employee in the capacity of Pre-Nursing Instructor at the Assunpink Center, pending certification, at an annual salary of \$55,635 (Step 2 of the 10-month Teacher Salary Guide), effective September 1, 2019 through June 30, 2020
6. Charles Sumners, as a full-time, 10-month contracted employee in the capacity of Half-time English Instructor and Half-time Special Education Instructor at the Sypek Center, pending Special Education certification, at an annual salary of \$56,135 (Step 3 of the 10-month Teacher Salary Guide), effective September 1, 2019 through June 30, 2020
7. William Lewis, as a full-time, 10-month contracted employee in the capacity of English Instructor at the Sypek Center, pending certification, at an annual salary of \$56,135 (Step 3 of the 10-month Teacher Salary Guide), effective September 1, 2019 through June 30, 2020
8. Kristian DesJardin as a full-time, 10-month contracted employee in the capacity of Electrical Instructor at the Assunpink Center, pending certification and criminal background check, at an

annual salary of \$56,635 (Step 4 of the 10-month Teacher Salary Guide), effective September 1, 2019 through June 30, 2020

9. Barbara Dunn 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 1, 2019 through June 30, 2020

10. Employee #4997, revised Sick Leave as follows:

| Start         | End             | Type                            |
|---------------|-----------------|---------------------------------|
| July 1, 2019  | July 19, 2019   | Paid Sick days without benefits |
| July 22, 2019 | January 2, 2020 | Unpaid and without benefits     |

11. Michaela Matthews, Math Instructor, to receive an adjustment of one additional increment for attainment of her standard certificate, effective August 21, 2019 in accordance with Article IX, Item B, of the 2017-2020 Agreement between the Board of Education and MCVEA
12. Stephen Rosinski, Teacher Assistant, to serve as Culinary Camp Instructor for Session II of the 2019 Summer Camp at the Sypek Center, in accordance with the current Salary/Wage Guide, retroactive to July 17, 2019 through July 30, 2019
13. Jeanmarie Kirk, Substitute Culinary Instructor, to serve as Culinary Camp Instructor for Session II of the 2019 Summer Camp at the Sypek Center, in accordance with the current Salary/Wage Guide, retroactive to July 17, 2019 through July 30, 2019
14. James Fazzone, Substitute Principal, to serve as an Interim Principal at the Sypek Center, on an as needed basis and at a per diem rate of \$400, effective August 21, 2019 through June 30, 2020
15. John Allen, Maintenance Technician, as a part-time Machinist Instructor for the Adult Evening Schools, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective August 21, 2019 through June 30, 2020
16. Kenneth Stockton as a part-time Welding Instructor for the Adult Evening Schools, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective August 21, 2019 through June 30, 2020
17. Revised end date for Employee #5257, Summer Work Study Program, extended to August 23, 2019
18. Lori Russo as a full-time, 12-month contracted employee in the capacity of Supervisor of Secondary Education, pending criminal history background check, at an annual salary of \$95,000, prorated, effective October 21, 2019, or sooner if released from current employer, through June 30, 2020
19. Deborah Arvanitis as a full-time, 12-month contracted employee in the capacity of Payroll and Benefits Specialist (Confidential), pending criminal history background check, at an annual salary of \$65,000, prorated, effective October 1, 2019 through June 30, 2020
20. Gary Mattia, current Interim Principal for Adult Evening Schools, to be transferred to the Assunpink Center and Adult Evening Schools
21. Revised additional work days for 10-month Coordinators, originally approved March 19, 2019, for compensation at a per diem rate as indicated:

| Name                             | Dates                                      |
|----------------------------------|--|
| Megan Ferdetta, School Counselor | June 19, 20, 24-26<br>August 22, 23, 26-28 |

Roll call:

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

**C. MISCELLANEOUS**

Recommend Board approve the following:

1. Board Policy 6620 Petty Cash, revised for first reading (attached)

2. 2019-2020 Emergency Preparedness Drill Schedules for the following schools: (attached)
  - a. Assunpink Center
  - b. Sypek Center
  - c. Adult Evening Schools
  - d. Thomas J. Rubino Academy
3. 2019-2020 Courses of Study, Textbook Lists and Textbook Evaluations for the following schools: (attached)
  - a. Assunpink
  - b. Sypek
  - c. Adult Evening
4. 2019-2020 Advisory Committee Lists for the following schools: (attached)
  - a. Assunpink Center
  - b. Sypek Center
  - c. Adult Evening
5. Revised position title for Payroll and Benefit Manager to Payroll and Benefit Specialist (Confidential), effective August 21, 2019
6. Revised Job Description for the position of Payroll and Benefit Specialist (Confidential) (attached)
7. Job Description for the new position of Technology Intern (attached)

A copy 6620, 19-20 drill schedules, 19-20 courses of study, textbooks and evals, 19-20 advisory committees, rev job description Payroll/Benefits Specl, Tech Intern job description, 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      |        | x   |    |         |        |
| Pitman    |        |        | x   |    |         |        |
| Sabo      |        |        | x   |    |         |        |
| Stinger   |        | x      | x   |    |         |        |
| Zoller    |        |        | x   |    |         |        |

**10. OLD BUSINESS - None**

**11. NEW BUSINESS**

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Tort Claim Resolution for 2019-2020 (attached)
- D. Revised Library and Educational Goods & Services resolution for the 2019-2020 school year (attached)
- E. Agreement with Jonathan Catherman, 1M LLC, for student character and leadership training on October 18, 2019, December 6, 2019, February 7, 2020 and April 3, 2020 at a cost not to exceed \$3,600 each training (attached)
- F. Contract with Pro Athletes, Inc. for four (4) full day student seminars on Leadership, Goal Setting, Creating Positive Outcomes and Diversity Workshop on September 27, 2019, October 25, 2019, November 15, 2019 and December 16, 2019 at a cost of \$5,000 each, not to exceed \$20,000 (attached)
- G. Agreement with Capital Health to perform testing: Physical Exam, PPD, Hepatitis B Surf Antibody and Hepatitis B Vaccine Series of 3 (attached)
- H. Continuation of service agreement with Alert Solutions for parent notifications, effective August 17, 2019 through August 17, 2020, \$1,250 per year; year 3 of 3
- I. Proposal from Susan Lord, M.Ed., LDTC to perform Child Study Team Evaluations, \$450 per evaluation, not to exceed \$4,500
- J. Accept ESEA Title IA grant funds of \$114,516, Title IIA grant funds of \$20,321 and Title IV Part A of \$10,000 for the 2019-2020 school year

- K. Accept Pre-Apprenticeship in Career Education (PACE) Grant funds in the amount of \$50,000
- L. Bittings Educational Consulting, LLC to provide support for inclusion and special education best practices to CST and instructional staff at a rate of \$400 per day, not to exceed 29 days (IDEA Grant funds)
- M. Participation in the PEPPM (Pennsylvania Education Purchasing Program for Microcomputers) National Technology Cooperative Purchasing Program
- N. Award Engineer of Record CC 20-04 to Concord Engineering
- O. Award Culinary Equipment – 100% Perkins Federally Funded 20-05 to Todd Devin Food Equipment, Inc., excluding item #2
- P. Continuation of agreement with Magic Touch Construction Co., Inc. for electrical services; year 2 of 3
- Q. Continuation of agreement with Magic Touch Construction Co., Inc. for plumbing services; year 2 of 3
- R. Continuation of agreement with Republic Services of NJ for waste and recycling services; year 2 of 3
- S. Write-off the following invoice deemed uncollectible from 2018-2019 school year:  
 Invoice #19-00008      \$2,625
- T. Scrap the following items from the Sypek Center due to age and being non-repairable:  
 IT0693      Active Board 378 Pro  
 EQP0690      Smart Board

A copy of travel, field trips, Tort Claim Resolution, rev Library resolution, Catherman, Pro Athletes, Capital Health, 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      | x   |    |         |        |
| Zoller    |        |        | x   |    |         |        |

- 12. **EXECUTIVE SESSION** - None
- 13. **PUBLIC DISCUSSION** - None
- 14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 12:13 pm.

Roll call:

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

The next meeting shall be held on Tuesday, September 17, 2019 at 5:00 pm at the Assunpink Center.

Respectfully submitted,  
  
 Deborah Donnelly  
 Business Administrator/Board Secretary