

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

MINUTES OF SEPTEMBER 24, 2019

RESCHEDULED FROM SEPTEMBER 17, 2019

1. The Board Meeting of September 24, 2019 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 Times newspaper September 16, 2019.

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 ALLEGIANCE** -

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

B. EXECUTIVE SESSION

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of August 20, 2019 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 \$825,866.95 September 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.

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 2019. 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 shared with the Board that Mr. David Nash, CIE Coordinator, will be presenting on October 22, 2019 during the NJSBA 2019 Workshop in Atlantic City, about MCTS' partnership with Princeton Plasma Physics funded through the PACE Grant. The presentation will be held at 3:00 pm, Rooms 405/406 of the Convention Center, as well as a session on successful students.

Dr. Schneider discussed two handouts - Advancing Racial Equity in Career and Technical Education Enrollment and Addressing the Skilled Labor Shortage in America.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Submission of the FY20 Apprenticeship Network Coordinator Grant application, in the amount of \$15,900, retroactive to July 1, 2019 through June 30, 2020 (Special Revenue) (attached)
2. A project with Trane Corporation to administer their apprenticeship program test at the Health Careers Center, at no cost to the district, pending enrollment
3. Approval to submit an amendment to the grant application for FY2020 ESEA, Title 1A

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						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. Rescind the 2019-2020 employment offer to Kristian DesJardin for the full-time Electrical Instructor position at the Assunpink Center
2. Employee #4433 to take Sick Leave, using paid sick days, with a continuation of benefits, expected to begin October 9, 2019 and run through November 6, 2019
3. Michael Acquaviva 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 \$55,135 prorated (Step 1 of the 10-month Teacher Salary Guide), effective September 25, 2019 through June 30, 2020
4. Colyn Thomas as a full-time, 12-month contracted employee in the capacity of IT Technician for the district, pending criminal background check, at an annual salary of \$49,000 prorated, effective October 7, 2019 through June 30, 2020
5. Charles Parker as a part-time Plumbing 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, retroactive to September 5, 2019 through June 30, 2020
6. Alexander Micharski as a Technology Intern for the district, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$10, effective September 25, 2019 through June 30, 2020
7. Lori Russo, Supervisor of Secondary Education at the Assunpink Center, revised start date retroactive to September 1, 2019 through June 30, 2020
8. Lisa Flynn, Assistant Business Administrator, to serve as the Project Director for the PACE Grant, receiving a grant-funded stipend in the amount of \$5,000 during the 2019-2020 school year, to be paid 50% on December 15, 2019 and 50% on June 15, 2020
9. Anthony Giovannetti to receive a salary adjustment for attainment of a Bachelor's degree, in accordance with Item 8.e of his 2019-2020 Employment Contract Agreement, revising his salary to \$51,238, retroactive to September 1, 2019 through June 30, 2020
10. Douglas Shunk, Supervisor of Secondary Education at the Assunpink Center to be transferred to the Sypek Center, effective September 25, 2019
11. The following to receive a stipend in the amount of \$1,200 for the completion of Board approved curriculum writing, accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.):
 - a. Christine Cardinale, Cosmetology 2
 - b. Janet Cash, Cosmetology 1
 - c. Rachel Hendrickson, Forensic Speech/Debate
 - d. Rachel Hendrickson, English 3 HSA
 - e. Eric Palm, English 1 STEM
 - f. Eric Palm, English 2 STEM
 - g. Eric Palm, English 3 STEM
 - h. Joseph Ragusa, Global Health
12. County District School (CDS) Information and Appointed Positions for the 2019-2020 school year, at no cost to the district (attached)
13. HIB Roster for the 2019-2020 school year, at no cost to the district (attached)
14. Revised employment contract for Heather Pyle, Manager of Data and Information Systems, with an adjusted annual salary of \$80,000, prorated and retroactive to July 1, 2019 through June 30, 2020
15. Keith James as a Substitute Academic and Substitute CTE Instructor, covering all shop programs, computer graphics and technology for the district, pending criminal history background check and on an as needed basis, at a per diem rate of \$95, effective September 25, 2019 through June 30, 2020

Roll call:

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

C. MISCELLANEOUS

Recommend Board approve the following:

1. Board Policy 6620 Petty Cash, revised for second reading and adoption
2. Board Policy 6470 Payment of Claims, for first reading (attached)
3. 2019-2020 Statement of Assurance Regarding the Use of Paraprofessional Staff (attached)
4. 2019-2020 General Advisory Committee Member List (attached)
5. Revised Job Title for the position of Data Administrator, revised to Manager of Data and Information Systems, retroactive to September 16, 2019
6. Revised Job Description for the position of Manager of Data and Information Systems (attached)
7. The following curricula for the district: *(available for review in the Superintendent's office)*
 - a. Dynamics of Healthcare
 - b. Pre-Nursing Studies
 - c. Physical Education 9-12
 - d. Personal Health and Nutrition
 - e. HSA ENG I
 - f. HSA ENG II
 - g. HSA ENG III
 - h. HSA ENG IV Honors
 - i. STEM ENG I
 - j. STEM ENG II
 - k. STEM Mechatronics
 - l. Health 10 and Driver's Education
 - m. World History
 - n. BIO 113 Lab Biology
 - o. Speech, Debate, Rhetoric and Argumentation
 - p. Electrical Construction and Maintenance
 - q. Financial Literacy
 - r. Geometry
 - s. Global Health
 - t. HVAC and Refrigeration Technology
 - u. Medium and Heavy Truck Technology
 - v. Spanish I
 - w. Spanish II
 - x. Environmental Science
 - y. Cosmetology I
 - z. Cosmetology II
8. District Harassment, Intimidation & Bullying Report for 2019-2020 as of September 17, 2019 (attached)

A copy FY20 Appren Coord Grant app, CDS, HIB roster, 6470, 19-20 SOA Para, 19-20 Gen Advisory, Mgr of Data and Info job description, HIB, 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. Change Order 1 for Levy Construction on the Culinary Arts Lab Renovation at Sypek Center (attached)
- D. Change Order 2 for Levy Construction on the Culinary Arts Lab Renovation at Sypek Center (attached)
- E. Agreement with Matt Bellace Presentations, LLC for motivational student performances on October 7, 2019, November 4, 2019, December 2, 2019 and January 13, 2020 for a total of \$12,000 (all inclusive) (attached)
- F. Award Re-Roof Maintenance Garage – Assumpink Center to Patriot Roofing, Inc.
- G. Proposal from Maria Cram, Educational Consultant, Cramalot, LLC, to assist with and conduct professional development regarding programming and instruction, at a rate of \$50 per hour, not to exceed \$5,000
- H. Arnold Barlow from Mercer County Special Services School District as a bus driver on an as needed basis for the period September 6, 2019 through June 30, 2020 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 seq.
- I. Proposal from Brian Bittings, LDT-C/LLC, Educational Consulting services for yearly learning evaluations, student case management, and consultation, at a rate of \$400 per day not to exceed \$75,000, effective September 6, 2019 through June 30, 2020
- J. Dispose of broken auto lift, EQP0285, from Auto Collision at the Sypek Center
- K. Dispose of broken shelf system, EQP0201, from Culinary at the Sypek Center
- L. Dispose of Hobart Buffalo Meat Chopper, SFS511/SAD511, from Culinary at the Sypek Center
- M. Sole source resolution for the purchase of an EEAC330A Polartek ECO Machine from Snap On Tools (attached)

A copy of travel, field trips, Levy Change Order 1, Levy Change Order 2, Bellace agreement, sole source resolution, 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** - None

13. **PUBLIC DISCUSSION** - None

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:07 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 meeting shall be held on Tuesday, October 15, 2019 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Lisa Flynn
Assistant Business Administrator/Board Secretary