

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

MINUTES OF AUGUST 19, 2014

The Board Meeting of August 19, 2014 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 Trenton Times newspaper on June 25, 2014.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Ms. Iszard – Present	Ms. Stinger – Absent	Dr. Morana - Absent
	Mr. Zoller – Present	Mr. Murphy - Present	Mr. Pitman - Present

PUBLIC DISCUSSION

Sam Bell, Instructor for Electrical Construction, stated he was at the meeting representing MCVEA. Mr. Bell said the Association wanted to know if the Board was in receipt of the letters mailed to them and if there was a response from the Board regarding the Association’s request.

Mr. Pitman said, yes, the Board members received the letter and the request will be discussed in Executive Session.

Mr. Murphy stated that he informed the Board that the request would be discussed in Executive Session.

The Board recessed to Executive Session at 12:03 pm on a motion made by Ms. Iszard and seconded by Mr. Murphy and carried by roll call vote.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman – Yes

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of discussing legal/student issue and negotiations 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.

Ms. Iszard introduced a motion to adjourn Executive Session and return to public regular meeting at 12:54 pm. Mr. Murphy seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman – Yes

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of July 15, 2014 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of July 15, 2014. Mr. Zoller introduced a motion for the Board to approve the minutes. Mr. Murphy seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Absent Dr. Morana – Absent
Mr. Zoller – Yes Mr. Murphy – Yes Mr. Pitman – Yes

The Executive minutes of July 15, 2014 were brought before the Board for approval. Upon reviewing the Executive minutes of July 15, 2014, Mr. Zoller introduced a motion for the Board to approve the minutes. Mr. Murphy seconded the motion and it was carried by roll call vote. Approval of Executive minutes of July 15, 2014 is for content, not for release. Release to be determined when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Absent Dr. Morana – Absent
Mr. Zoller – Yes Mr. Murphy – Yes Mr. Pitman – Yes

BILLS TO BE APPROVED/TRANSFERS & HANDOUT

Bills totaling \$688,765.66 for August 2014 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Zoller introduced a motion for the Board to approve the bill list totaling \$688,765.66. Mr. Murphy seconded the motion and it was carried by roll call vote. 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: Ms. Iszard – Yes Ms. Stinger – Absent Dr. Morana – Absent
Mr. Zoller – Yes Mr. Murphy – Yes Mr. Pitman – Yes

BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending July 2014, Mr. Zoller 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. Iszard 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: Ms. Iszard – Yes Ms. Stinger – Absent Dr. Morana – Absent
Mr. Zoller – Yes Mr. Murphy – Yes Mr. Pitman – Yes

CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider presented a brief summary of the MCTS 2014 graduates of various programs:

35 HCC
73 Adult Evening
19 HSA

SUPERINTENDENT’S REPORT

NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend Board approve the following:

1. Submission of grant application for FY2015 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Postsecondary in the amount of \$109,499 (Special Revenue)
2. Articulation Agreements between Mercer County Technical Schools (MCTS) and Mercer County Community College (MCCC) for the 2014-2015 school year for the following programs:
 - a. Architectural Engineering & Design (attached)
 - b. Automotive Technology Fundamentals (attached)
 - c. Automotive Technology (attached)
 - d. Baking and Dining Services (attached)
 - e. Business Office Applications & Technology (attached)
 - f. Criminalistics and Criminal Science (attached)
 - g. Culinary Arts (attached)
 - h. Diesel Technology (attached)
 - i. Graphic Arts Technology (attached)

- j. Health and Child Care (attached)
 - k. Health Occupations (attached)
 - l. Heating, Ventilating, Air Conditioning and Refrigeration (attached)
 - m. Landscape Maintenance and Design (attached)
3. Articulation Agreement between MCCC and MCTS for the Career Prep Program for the 2014-2015 school year (attached)
 4. Articulation Agreements between MCTS and MCCC for the 2014-2015 school year for the following Career Prep Programs:
 - a. Business Studies (attached)
 - b. Criminal Justice (attached)
 - c. Dance (attached)
 - d. Exercise Science (attached)
 - e. Fire Science Technology (attached)
 - f. Information Technology (attached)
 - g. Culinary and Pastry Arts (attached)
 - h. Hospitality Management (attached)
 - i. Radio and Television Production (attached)
 - j. Theatre (attached)
 - k. Pre-Engineering (attached)
 5. Submission of FY 2015 County Apprenticeship Coordinator Grant application in the amount of \$19,000, effective retroactive to July 1, 2014 through June 30, 2015 (Special Revenue)

PERSONNEL & ADDENDUM

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

1. Termination of Paula Djemilev, Secretary III at the Sypek Center, effective end of business day September 22, 2014
2. Rescind employment offer for Ann Marie Bette, Secretary I at the Assunpink Center, originally approved on June 17, 2014 and a revised start date approved on July 15, 2014
3. Anne Benoit as a full-time, 12-month, contracted employee in the capacity of Supervisor of Secondary Education at the Assunpink Center, pending the completion of criminal background check, at an annual salary of \$95,000 prorated, effective August 25, 2014 through June 30, 2015 (11-000-221-102-01-00)
4. Daniel Sbar as a full-time, 10-month, contracted employee in the capacity of Biological Science Instructor at the Assunpink Center, pending the completion of criminal background check, at an annual salary of \$52,857 (Step 1 – 10-month Teacher Guide), pending the outcome of negotiations, effective September 1, 2014 through June 30, 2015 (11-310-100-101-01-00-1900)
5. Laura Wurtzel, current Secretary III at the Assunpink Center, to be hired as a full-time, 12-month contracted employee in the capacity of Secretary I at the Assunpink Center, at an annual salary of \$45,162 prorated (Step 5 – Secretary I Guide), pending outcome of negotiations, effective August 20, 2014 through June 30, 2015 (11-000-240-105-01-00-2400)
6. Jackie Dzbenski as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Sypek Center, pending the completion of criminal background check, at an annual salary of \$36,557 prorated (Step 1 – Secretary III Guide), pending the outcome of negotiations, effective August 20, 2014 through June 30, 2015 (11-000-240-105-02-00-2400)
7. Olivia Vance, as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Assunpink Center, pending the completion of criminal background check, at an annual salary of \$36,557 prorated (Step 1 – Secretary III Guide), pending the outcome of negotiations, effective September 8, 2014 through June 30, 2015 (11-000-240-105-01-00-2400)
8. Katrina Daniels as a full-time, 12-month, contracted employee in the capacity of Secretary I at the Sypek Center, at an annual salary of \$44,412 prorated (Step 2 – Secretary I Guide), pending the outcome of negotiations, effective August 26, 2014 through June 30, 2015 (11-000-240-105-02-00-2400)
9. Raymond Menchaca as a part-time 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, effective August 20, 2014 through June 30, 2015 (13-629-100-101-04-01-1700)
10. Revision of status for Rachel Matushoneck, originally Board approved on April 22, 2014, in the capacity of Mathematics Instructor (half-time) at the Assunpink Center, to be hired as a Mathematics Instructor (.63 FTE) at an annual salary of \$33,300 (Step 1-10-month Teacher Guide), pending the outcome of negotiations, effective September 1, 2014 through June 30, 2015 (11-310-100-101-01-00-1900)
11. Peter Frascella, Principal of the Adult Evening Schools, to take leave of absence with pay and continuation of benefits using sick days, effective September 16, 2014 and will return to work upon authorization from his physician and in accordance with the conditions specified in the contractual agreement

12. Alice Curry-Sheret, Supervisor of Secondary Education at the Sypek Center, change of leave status from Administrative Leave to leave of absence with pay and continuation of benefits using sick days, effective September 1, 2014 through January 5, 2015
13. Revised funding source for Sharon Nemeth, current Principal of the Health Careers Center, to be hired as a full-time, 12-month, contracted employee in the capacity of Principal of the Assunpink and Health Careers Centers, at an annual salary of \$134,000 prorated, effective September 1, 2014 through June 30, 2015, previously approved on May 20, 2014 at 100% account (11-000-240-103-01-00-2400) changed to 70% account (11-000-240-103-01-00-2400) and 30% account (13-330-200-103-05-00-2400)
14. 2014-2015 District Substitutes (revised), on an as-needed basis, not to exceed 29 hours per week, effective September 1, 2014 through June 30, 2015, at per diem rate according to the current Salary/Wage Guide (11-310-100-101-01-01-1701 / 11-310-100-101-02-01-1710) (attached)
15. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53, pending outcome of negotiations, for a total of 20.5 hours, for work due to a water main break at the Sypek Center on July 5 and July 12, 2014 (11-000-262-104-07-01-2620)
16. A stipend in the amount of \$300.00 for Sharon Nemeth, Principal of the Assunpink Center, for chaperoning HOSA students at the Washington Leadership Academy (WLA) in McLean, Virginia from September 20, 2014 to September 23, 2014 (four (4) days and three (3) nights) at a rate of \$100 per night (11-000-240-103-01-00-2400) (13-330-200-103-05-00-2400)
17. Revised 2014-2015 Part-time Instructor List for Adult Evening Schools, effective July 1, 2014 through June 30, 2015 (13-629-100-101-04-01-1910) (13-629-100-101-04-01-1314) (13-629-100-101-04-01-1600) (13-629-100-101-04-01-1700) (attached)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Mr. Murphy seconded the motion and it was carried by roll call vote. A copy Articulation Agreements (24 listed above), 2014-2015 District Substitutes list, Revised 2014-2015 Part-time Instructor List for Adult Evening Schools, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Student name change for the following certificates issued to Jorge Sanchez, to be reissued to Marco Falcon-Barrionuevo:
 - HVAC Certificate – Assunpink Day School
 - Black Seal Certificate – Adult Evening Schools
 - Plumbing Certificate – Adult Evening Schools
2. Uniform State Memorandum of Agreement (MOA) between MCTS and the following police departments for the 2014-2015 school year (blanket MOA attached):
 - a. Ewing Township
 - b. Hopewell Township
 - c. Lawrence Township
 - d. West Windsor Township
3. Curricula and Courses of Study, List of Textbooks for the 2014-2015 school year for the Adult Evening Schools (attached)
4. Advisory Committee Member Lists for the 2014-2015 school year for the following schools:
 - a. Assunpink Center (attached)
 - b. Adult Evening Schools (attached)
5. Board policies and regulations for first reading:
 - a. 1230 Superintendent’s Duties (attached)
 - b. 1522 School-level Planning (attached)
 - c. 2132 School District Goals and Objectives (attached)
 - d. 3232 Tutoring Services (attached)
 - e. 3232R Tutoring Services (attached)
 - f. 3240 Professional Development for Teachers and School Leaders (attached)
 - g. 3240R Professional Development for Teachers and School Leaders (attached)
 - h. 3281 Inappropriate (Teaching) Staff Conduct (attached)
 - i. 3281R Inappropriate (Teaching) Staff Conduct (attached)
 - j. 4281 Inappropriate (Support) Staff Conduct (attached)
 - k. 4281R Inappropriate (Support) Staff Conduct (attached)

- l. 5350 Pupil Suicide Prevention (attached)
- m. 7434 Smoking on School Grounds (attached)
- n. 8462 Reporting Potentially Missing or Abused Children (attached)
- o. 8462R Reporting Potentially Missing or Abused Children (attached)
6. Board policies for second reading and adoption:
 - a. 3283 Electronic Communications between Teaching Staff Members and Students (attached)
 - b. 4283 Electronic Communications between Support Staff Members and Students (attached)
7. Board Policy 5512, Harassment, Intimidation and Bullying, approved on November 19, 2013, for the 2014-2015 school year (attached)
8. Emergency Preparedness Drill Schedules for the 2014-2015 school year (attached)
9. Emergency Preparedness Drill Report for the month of July 2014 (attached)
10. Professional Development Plans, at district and school level, for July 1, 2014 through June 30, 2015 (attached)
11. New job description for Manager – Health Careers Center (attached)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Mr. Murphy seconded the motion and it was carried by roll call vote. A copy MOA (4), List of Textbooks, Advisory Committee list, Policies/Regulations 1230, 1522, 2132, 3232, 3232R, 3240, 3240R, 3281, 3281R, 4281, 4281R, 5350, 7434, 8462, 8462R, 3283, 4283, 5512, Drill Schedule, EPDR July 2014, PDP, Job Description for Manager HCC, 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 – Absent	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

OLD BUSINESS - None

NEW BUSINESS & ADDENDUM

Ms. Dawson recommended the Board approve the following:

- .IA. Travel requests (attached)
- IIA. Field trip requests (attached)
- IIC. Accept donation to MCTS Diesel Program in memory of Tyler J. Hettel from Mr. & Mrs. Matthew Harris
- IID. Contract with Stronge & Associates Educational Consulting, LLC for a one (1) day of full training on Tuesday, August 26, 2014 not to exceed \$3,000 (11-000-223-320-01-00-2230 \$1,500 & 11-000-223-320-02-00-2230 \$1,500) (attached)
- IIE. Alternative Micrographics, Inc. to convert student records from microfilm and paper to digital per County Coop Resolution 212-369, at an estimated cost not to exceed \$697.50 (11-000-251-590-07-00-2510/7104) (attached)
- IIF. Change Order No. 3 for DuMont Mechanical, Inc. due to an unforeseen condition to re-pipe waste and vent four water coolers in Buildings B&C at Assunpink Center in the amount of \$14,720, adjusting contract from \$346,826 to \$361,546 (attached)
- IIG. Tort Claim Resolution for 2014-2015 (attached)
- IIH. Monthly rental payments of \$30,000 from September 2014 to June 2015 (total \$300,000) pass through Camelot Educational Resources, LLC to Mercer County Special Services School District for the use of the Alfred Reed School in Ewing, NJ from Enterprise Fund
- III. 2014-2015 dues to the New Jersey Council of County Vocational-Technical Schools for \$9,036 (11-000-230-590-07-00-2302)
- IV. AFLAC FSA Reimbursement Services Agreement for the 2014-2015 school year
- IIK. Change Order No. 4 for DuMont Mechanical, Inc. for a credit of \$1,600 due to the deletion of slab cutting and removal work from the plumbing contract in order to have it performed by the general contractor (attached)

- 11L. Renewal of Guides4Learning.com for curriculum and lesson planning for the 2014-2015 school year for \$1,500 (11-000-223-600-01-00-2230 \$750 / 11-000-223-600-02-00-2230 \$750)
- 11M. Closeout of J. V. Palmonari, Inc., Fraytak Veisz Hopkins Duthie, PC FVHD project 4312/4313 site improvements for Assunpink and Sypek Centers (attached)
- 11N. Change Orders No. 8, 9 and 10 for Rampart Construction Co., Inc. to add concrete ramp and railing, install concrete entry pads and walkway and demolish and remove concrete slabs in A Building, respectively, for a total of \$14,401, adjusting contract from \$4,839,839 to \$4,854,240 (attached)
- 11O. Tuition write off for the 2011-2012 and 2012-2013 school years for a total of \$8,375
- 11P. IMX Medical Management Services Fit for Duty Exams for the 2014-2015 school year at a rate not to exceed \$2,500 (11-000-291-290-07-07-2901)
- 11Q. Change Order No. 5 for DuMont Mechanical, Inc. to re-pipe cold water to existing drinking fountain at Assunpink Center for a total of \$1,702, adjusting contract from \$359,946 to \$361,648 (attached)
- 11R. Consulting services of John Ketterer as supervisory support for the district from August 26, 2014 through June 30, 2015 at a rate of \$400 per day not to exceed four (4) days per week (11-000-218-590-09-00-2182 \$10,000; 11-000-223-590-02-2230 \$9,000; 13-330-200-590-05-00-2400 \$12,000; 11-000-221-590-09-00-2400 \$10,000)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Mr. Murphy seconded the motion and it was carried by roll call vote. A copy of travel, field trips, Stronge, Alternative Micrographics, Change Order #3, Tort Claim Resolution, Change Order #4, Change Order #5, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

PUBLIC DISCUSSION

Mr. Murphy stated that he had a Sodexo question, asking, are Sodexo employees required to get finger printed and is it shared with the District? Is that a requirement in the bid?

Ms. Dawson said yes, that is a requirement for any person working in our schools. Ms. Dawson further stated that she will make it a requirement if, in fact, that language is currently not in the bid.

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 1:05 pm. Mr. Murphy seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

The next meeting of the Board shall be Tuesday, September 16, 2014 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary