

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

MINUTES OF FEBRUARY 16, 2016

1. The Board Meeting of February 16, 2016 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 Trenton Times newspaper on February 5, 2016.
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 via phone Ms. Stinger – Present Dr. Morana - Present
Mr. Zoller – Absent Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

- A. Executive Session moved to end of meeting.
- B. PUBLIC DISCUSSION

Sharon Nemeth, Principal at Assunpink Center, shared exciting student information:

- Sanjanna Duggirala – was elected President of the NJ Association of Student Council
- Hinal Shah – Young Woman Achievement Award by the Mercer County Commission on the Status of Women
- Smirti Moorjani awarded the 2016 "Make A Difference" Youth Award by the Plainsboro Human Relations Council

Also, congratulations to Physical Science Instructor, Henry Pfeffer on being named the 2016 STEM Teacher of the Year by the Professional Engineers Society of Mercer County.

Dana Hice DePugh, Assistant Superintendent, reviewed a handout highlighting the student achievements of Tanishq Sai Goribidanur, who will be awarded a \$1,000 scholarship from the Professional Engineers Society of Mercer County, Angeli Sharma for outstanding leadership ability and Rohan Yadav for his athletic achievement. We are very proud of the accomplishments of these exceptional Health Science Academy students.

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of January 19, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of January 19, 2016, Ms. Stinger introduced a motion for the Board to approve the minutes. Dr. Morana seconded the motion and it was carried by roll call vote.

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

- B. The Executive session meeting minutes of January 19, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of January 19, 2016, Ms. Stinger introduced a motion for the Board to approve the minutes. Dr. Morana seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$522,577.57 for February 2016 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Dr. Morana introduced a motion for the Board to approve the bill list totaling \$522,577.57. Ms. Stinger 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 – Yes Dr. Morana - Yes
Mr. Zoller – Absent Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending January 2016, Dr. Moran 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: Ms. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Yes
Mr. Zoller – Absent Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh announced that Sharon Nemeth will attend the Mercer County Commission on the Status of Women for a Volunteer Awards Reception on March 15, 2016 for which Health Science Academy senior Hinal Shah is a finalist to receive the Woman of Achievement Award.

Dana also thanked Board member, Yolanda Stinger, for assisting with the participation of the Culinary Arts Program at Sypek Center in the Rotary Club of Hamilton Township's Soup 4 You Soup Cook-Off, February 29, 2016 at Steinert High School. This event is attended by hundreds of residents and will showcase the Culinary Program.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

1. Recommend the Board approve the following: Revised FY 2015 County Apprenticeship Coordinator Grant application, originally approved August 19, 2014, to be increased to \$38,000 and extended until June 30, 2016 (attached)
2. Submission of grant application for additional funding as part of the current FY16 Secondary Perkins grant in the amount of \$26,358 (Special Revenue)

B. PERSONNEL & ADDENDUM

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

1. Patricia McDougall, as a full-time, 12-month, contracted employee in the capacity of Licensed Practical Nursing Instructor, pending the completion of criminal history background check, at an annual salary of \$62,422 prorated (Step 8 of the 12-month Teacher guide) effective March 1, 2016 through June 30, 2016 (13-330-100-101-05-00-1758)
2. Janice LaFleur, Baking and Dining Services Instructor for the Sypek Center, to receive one compensatory day and 22 hours additional pay for working after contracted workday hours on Board approved activities during the 2014-2015 school year, 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)
3. Scott Engle, Culinary Arts Instructor for the Sypek Center, to receive one compensatory day and 24 hours additional pay working after contracted workday hours on Board approved activities during the 2014-2015 school year, 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)
4. Resignation of Alice Curry-Sheret, Supervisor at the Sypek Center, effective end of the business day January 31, 2015, due to retirement

5. Nicholas Mariano, as a full-time, 12-month, contracted employee in the capacity of Manager of Technology for the District, pending the completion of criminal history background check, at an annual salary of \$70,000 prorated, effective March 15, 2016 through June 30, 2016 (11-000-252-104-07-00-2520)
6. A stipend in the amount of \$7,500 for Patti Michalchuk, Administrative Assistant to the Superintendent, for services to be rendered as secretarial support for District scheduling during the 2015-2016 school year to be paid semi-monthly, effective February 16, 2016 through June 30, 2016 (11-000-252-110-07-00-2520)
7. A stipend for the following in the amount of \$150 each for chaperoning HOSA students to the NJHOSA State Leadership Conference event held at Gloucester County Institute of Technology on Saturday, March 5, 2016 and Sunday, March 6, 2016 (11-310-100-101-01-01-0000)
 - a. Daniel Sbar, Biological Sciences Instructor
 - b. Laura Wurtzel, Secretary I at the Assunpink Center
8. A stipend for Sharon Nemeth in the amount of \$150 for chaperoning HOSA students to the NJHOSA State Leadership Conference event held at Gloucester County Institute of Technology on Saturday, March 5, 2016 (11-310-100-101-01-01-0000)
9. A stipend for Anne Benoit in the amount of \$150 for chaperoning HOSA students to the NJHOSA State Leadership Conference event held at Gloucester County Institute of Technology on Sunday, March 6, 2016 (11-310-100-101-01-01-0000)

C. MISCELLANEOUS

Recommend Board approve the following:

1. Board policies for second reading and adoption: *(copies available in the Superintendent's office for review)*
 - a. 2312 Class Size
 - b. 5337 Service Animals
 - c. 5516 Use of Electronic Communication and Recording Devices (ECRD)
 - d. 7444 Use of Metal Detectors
2. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period 1, September 1, 2015 through December 31, 2015 (attached)
3. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 1, September 1, 2015 through December 31, 2015 (attached)
4. District and School Grade Report from NJ Department of Education, School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, as of December 31, 2015 (attached)
5. Semi-Annual Harassment, Intimidation, or Bullying Report for July 1, 2015 through December 31, 2015 (attached)
6. District Harassment, Intimidation & Bullying Report for September 1, 2015 through February 10, 2016 (attached)
7. Emergency Preparedness Drill Report for the month of January 2016 (attached)

Dr. Morana 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 Apprenticeship Coordinator Grant, HIB-ITP, EVVRS, grade report, semi-annual HIB, HIB, EPDR 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 – Yes	Dr. Morana – Yes (Abstain from 9B)
	Mr. Zoller – Absent	Mr. Pitman – Yes	

10. OLD BUSINESS

None

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Revised Preliminary Budget Planning Schedule for the 2016-2017 school year (attached)
- D. Contract with Regalena Melrose, PhD, for training and professional development services on April 8, 2016 not to exceed \$5,000 (IDEA 20-250-100-320-00-16-250) (attached)

- E. Robbinsville High School as the site for the Sypek Center's Graduation Ceremony on June 15, 2016 for an amount not to exceed \$300 (11-000-218-590-02-00-2180)
- F. Donate four (4) Dell computers with keyboards, outdated and no longer useful, from Assunpink Center to the Mercer Street Friends Digital Initiative; IT0261, IT0270, IT0264, IT0272
- G. Accept donation of an Upright Hammond Model 9970 piano from O'Mara Meehan Piano Moving Inc.

Ms. Stinger asked what will this piano be used for at Sypek?
Dana Hice DePugh responded, Mr. Ketterer will play the piano during social events.
- H. Donation of 2002 Honda Accord from Princeton Alliance Church to the Sypek Center.
- I. Fredrick Hillman from the Mercer County Special Services School District as Buildings & Grounds Consultant on an as needed basis through June 30, 2016 at an hourly rate of \$100 not to exceed \$45,000. Mercer County Technical Schools will pay 100% as per the Inter-local Services Act, N.J.S.A. 40:8A-1 et seq. (11-000-262-590-00-00-2620)
- J. Award Bid 16-107 Culinary Supplies and Equipment to Singer Equipment Company, Inc., in the amount of \$26,300 (20-361-100-610-16-04-361; 20-361-100-610-16-13-361; 20-361-400-731-16-01-361; 20-361-400-731-16-05-361)
- K. Award Bid 16-108 Educational Medication Dispensing System to Pocket Nurse Enterprises, Inc., in the amount of \$22,445 (20-362-400-731-16-04-362)
- L. Write off the balance of a cosmetology kit in the amount of \$160 for Cosmetology student at Assunpink Center
- M. Proposal from New Jersey School Boards Association for three (3) days of STEM Development Program for staff not to exceed \$3,600 (IDEA 20-250-200-320-00-16-250) (attached)
- N. Proposal from PARS Environmental Inc., for air monitoring services at Sypek Center, B Building, necessary for ROD Grant construction in the amount of \$3,400 (30-000-400-450-02-00-ROD) (attached)
- O. Proposal from Shade Environmental for asbestos abatement of floor tiles at Sypek Center, B Building, necessary for ROD Grant construction in the amount of \$5,150 30-000-400-450-02-00-ROD) (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Dr. Morana seconded the motion and it was carried by roll call vote. A copy of travel, field trips, revised budget schedule, Melrose contract, NJSBA proposal, PARS proposal, Shade proposal, 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 – Yes	Dr. Morana - Yes
	Mr. Zoller – Absent	Mr. Pitman – Yes	

12. EXECUTIVE SESSION

The Board recessed to Executive Session at 5:10 pm on a motion made by Ms. Stinger and seconded by Dr. Morana and carried by roll call vote.

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

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. Stinger introduced a motion to adjourn Executive Session and return to public regular meeting at 5:15 pm Dr. Morana seconded the motion and it was carried by roll call vote.

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

13. PUBLIC DISCUSSION


14. ADJOURNMENT

There being no further business to come before the Board, Ms. Stinger introduced a motion the meeting be adjourned at 5:15 pm. Dr. Morana seconded the motion and it was carried by roll call vote.

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

The next Regular Meeting shall be held on Tuesday, March 22, 2016 at 5:00 pm at the Assunpink Center; Rescheduled from March 15, 2016.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary

