

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

MINUTES OF JANUARY 31, 2014

(Rescheduled from January 21, 2014 due to inclement weather and January 30, 2014 due to lack of a quorum)

The Board Meeting of January 31, 2014 was called to order by President Albert Pitman at 8:03 am. 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 was originally scheduled for January 21, 2014 and advertised in the Trenton Times newspaper on January 16, 2014. Due to inclement weather, the meeting was cancelled, rescheduled for January 30, 2014 and advertised in the Trenton Times newspaper on January 24, 2014. The meeting scheduled for January 30, 2014 was cancelled and rescheduled to January 31, 2014 due to an insufficient quorum. This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer".

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Arrived at 8:06	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Yes	Mr. Pitman - Yes

PUBLIC DISCUSSION

Mrs. Iszard notified the Board that she would be unable to attend the next meeting on February 18, 2014.

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of December 17, 2013 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of December 17, 2013, Mrs. Iszard 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:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Yes	Mr. Pitman - Yes

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,995,489.84 for January 2014 and budget transfers to date, were brought before the Board. Upon reviewing the bills and budget transfers presented, Mrs. Iszard introduced a motion for the Board to approve the bill list totaling \$1,995,489.84. 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:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Yes	Mr. Pitman - Yes

BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending December 2013, Mrs. Iszard 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. Dr. Morana 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:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Yes	Mr. Pitman - Yes

CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider noted that HOSA students managed a Northern Regional Conference on January 30, 2014. Lucille Jones, Principal of Assunpink Center said it was the first time to manage an external conference. Ms. Jones also stated that HOSA students received \$1,000 from U Got Brains Champion Schools Program for their report on No Texting and Driving.

Ms. Swirsky presented the MCTS Preliminary Budget information for 2014-2015 school year. Regarding enrollment, Ms. Swirsky noted the shared-time and full-time student increase. Ms. Swirsky explained that the Evening School and Health Career enrollments are not included in the ASSA count, therefore, MCTS does not receive any State funding for those students. Ms. Swirsky reviewed the current year update page and noted the Health Science Academy graduation in June 2014.

Ms. Lucille Jones, Principal of Assunpink Center, stated the graduation date is June 20, 2014, 2:00 pm at the Kelsey Theater and that Board members will receive invitations.

Ms. Stinger asked, what is the maximum number of students planned?

Dr. Schneider stated it was conservatively projected at 25 per grade.

Ms. Swirsky continued with the Background Information noting that the Governor's Address is expected on February 25, 2014 and State aid is released 24 hours later. Ms. Swirsky further stated that she felt the fact that there has been discussion about a delay in the budget approvals as late as April 20, is a concern that the amount of aid may be flat or even reduced. Reviewing Budget Factors, Ms. Swirsky pointed out that MCTS and Assistant Superintendent Dana Hice DePugh worked together to estimate the enrollment numbers.

Mr. Murphy said he noticed a projected increase for the PERS pension cost, but listed a reduction.

Ms. Swirsky explained that the reduction was unexpected and unusual. It may have been that the district had less PERS salaries, but DOE has informed us of the potential increase of 12.5% and we have to budget that amount.

Ms. Swirsky stated, with Tanya, a sale of 712 SREC's is scheduled and was hoping for a sale price of \$175 for revenue.

The Capital Projects were discussed. Dr. Schneider noted that the work will continue for approximately five (5) more years.

Ms. Swirsky noted that the district's capital reserve is currently \$905,841. Tanya Dawson explained that there was a deposit of \$500,000 at June, 30, 2013, however, \$200,000 has been withdrawn for this year's projects.

Ms. Swirsky explained that the district has to match 60% or \$2,537,394, of the approved ROD Grant of \$4,228,990. This can be done with capital reserve and any shortfall can be made up with a five (5) year equipment lease. After discussion with Sean Cavalier, Manager of Buildings and Grounds, it was determined to start ROD projects in the 2015-2016 school year.

Ms. Dawson stated that she and Ms. Swirsky will be attending a training on ROD Grants at the end of February 2014.

Dr. Schneider noted that DOE had taken some of the district's funding in the past and that was a concern.

Mr. Murphy asked, what if the district has to have a longer day and a longer school year, where's the funding?

Ms. Dawson explained that the State came out with a new formula based on attendance that required a 96% attendance rate. MCTS came in around 94% and lost some funding. Ms. Dawson explained that was something we were not aware of before it happened.

Ms. Swirsky explained that districts have no way to save any expenses for students that are out ill and probably have additional costs for home instruction.

Dr. Morana noted that could be discussed at the Superintendent's Roundtable.

Mr. Pitman asked the Board members if they wanted to be notified in the event of the district being closed due to an emergency or inclement weather by the automated message system. A sign up list was passed around for Board members to insert their preferred contact number.

Dr. Schneider stated the contact list could also be used should the school be closed, but a Board meeting may not be cancelled due to time sensitive items on the agenda.

SUPERINTENDENT'S REPORT

NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM:

Yolanda Stinger noted Dr. Schneider's signature was missing on some attachments. Dr. Schneider explained that she should have signed all attachments requiring a signature after the meeting and stopped signing after she realized that she had signed some of them.

Dr. Schneider recommended the Board approve the following:

1. Revised Articulation Agreements between Mercer County Technical Schools (MCTS) and Mercer County Community College (MCCC) for the following programs during the 2013-2014 school year:
 - a. Business Studies (attached)
 - b. Exercise Science (attached)
 - c. Hospitality Management (attached)
 - d. Fire Science Technology (attached)
2. Articulation Agreements between MCTS and MCCC for the following programs during the 2013-2014 school year:
 - a. Business Office Applications & Technology (attached)
 - b. Criminalistics and Criminal Science (attached)
 - c. Health and Child Care (attached)
 - d. Health Occupations (attached)
3. New Student Placement Agreement between Mercer County Technical Schools and Mercer County Special Services School District for the Health and Child Care program (attached)

PERSONNEL & ADDENDUM

Dr. Schneider recommended Board approve the following personnel in the job categories, salary/wage rates, time periods specified:

1. Resignation of Ashley Peterson, Computer Support Specialist, effective the end of the business day February 5, 2014
2. Anticipated resignation of Corey Buchko, Custodian II, effective the end of the business day January 17, 2014
3. Revised resignation date for Shefali Kumar, School Nurse at the Sypek Center, from January 24, 2014, effective the end of the business day January 3, 2014
4. Annette Hoffman, Secretary I at Career Prep, to take leave of absence with pay and continuation of benefits, using sick days, effective January 22, 2014 and will return to work upon authorization from her physician and in accordance with the conditions specified in the contractual agreement
5. Faith Davies in the capacity of Temporary Long-Term Substitute Secretary at Career Prep, at a per diem rate of \$169.86, pending completion of the criminal history background check, effective retroactive to January 16, 2014 until the return of Annette Hoffman (11-000-221-105-09-00-2400)
6. Revised leave of absence end date for Corinna Green, Health, Physical Education and Driver's Education Instructor at the Sypek Center, from January 6, 2014 to the end of the business day January 10, 2014
7. Revised leave of absence end date for Megan Ferdetta, School Counselor for the Assunpink Center, from March 5, 2014 to the end of the business day March 31, 2014
8. Revised end date for Maria Louisa Jones, Temporary Long-term Leave Replacement School Counselor for the Assunpink Center, replacing Megan Ferdetta, from March 5, 2014 to the end of the business day March 31, 2014 (11-000-218-104-01-00-2180)
9. A salary correction for James Walker, HVACR Instructor at the Assunpink Center, from \$52,857 (Step 1) to \$54,857 (Step 5) on the 2013-14 Teacher salary guide, effective retroactive to September 1, 2013 through June 30, 2014, Mr. Walker provided proof of six years of "active" military service after initial hiring and is entitled to four years step credit on the teacher's guide as indicated in NJ Statutes-Title18A:29-11 (11-310-100-101-01-00-1701)
10. Sean Cavalier, Manager of Buildings & Grounds, to be paid an hourly overtime rate of \$55.53 for a total of 19 work hours on December 14, December 24 and December 26, 2013, when the district was closed (11-000-262-104-07-01-2620)
11. Ashley Peterson, Computer Support Specialist, to be paid an hourly overtime rate of \$33.29 for a total of seven (7) work hours from December 9, 2013 through December 16, 2013 to complete the ASSA report (11-000-252-105-07-00-2520)
12. Revised resignation date for Corey Buchko, Custodian II, effective the end of the business day January 24, 2014
13. Dennis Juliano as a full-time, 12-month, contracted employee in the capacity of Custodian II, at an annual salary of \$30,020 (Step 2 on the current Custodian II guide) and annual Black Seal License stipend of \$750, prorated, pending

completion of the criminal history background check, effective February 18, 2014 through June 30, 2014 (13-629-200-110-04-00-2620)

14. Revised amount for Daniel M. Swirsky, part-time Human Resources Consultant for the district, to work half-days on an as-needed basis, at a per diem rate of \$300, from the originally approved amount of \$10,000 to an amount not to exceed \$17,000, effective January 31, 2014 through June 30, 2014 (11-000-230-104-07-00-2302)
15. Patricia Griffin, Manager of Technology, to be paid an additional \$100 per day for performing additional responsibilities of the vacant position of Computer Database Support Specialist (Confidential), effective February 6, 2014 until the position is filled (11-000-252-104-07-00-2520)
16. Dr. Frankie Nicholson as a Substitute Business Office Applications & Technology Instructor at the Sypek Center, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, pending completion of the criminal history background check, effective January 31, 2014 through June 30, 2014 (11-310-100-101-02-01-1710)
17. The following to serve as Proctors for the Health Science Academy at the Assunpink Center, on an as-needed basis and at an hourly rate of \$32, effective January 31, 2014 through June 30, 2014 (11-310-100-101-01-01-0000):
 - a. Rachel Hendrickson, English Instructor for the Health Science Academy
 - b. Hope Costa, Half-time English Instructor for the Health Science Academy
 - c. Patricia Rhodes, Part-time Substitute Secretary for the district

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Mr. Murphy seconded the motion and it was carried by roll call vote.

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

MISCELLANEOUS & ADDENDUM

Dr. Schneider recommended the Board approve the following:

1. 2014-2015 Tuition Fee Schedule for the Health Careers Center (attached)
2. Job Description for Computer Database Support Specialist (Confidential) (attached)
3. Title change - from Computer Support Specialist (Confidential) to Computer Database Support Specialist (Confidential)
4. Revised 2013-2014 Health Careers Center Calendar, February 7 and April 21 are now working days to compensate school closings due to inclement weather (attached)
5. Board Policy 4124 - Employment Contract for second reading and adoption (attached)
6. The following Board Policies and Regulations for first reading:
 - a. 1240 Evaluation of Superintendent (policy and regulation attached)
 - b. 3142 Nonrenewal of Non-tenured Teaching Staff Member (policy and regulation attached)
 - c. 3144 Certification of Tenure Charges (policy and regulation attached)
 - d. 3221 Evaluation of Teachers (policy and regulation attached)
 - e. 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (policy and regulation attached)
 - f. 3223 Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (policy and regulation attached)
 - g. 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (policy and regulation attached)
 - h. 4146 Nonrenewal of Non-tenured Support Staff Member (policy and regulation attached)
 - i. 8420 Emergency and Crisis Situations (attached)
 - j. R 8420 Emergency and Non-Fire Evacuation Plan (attached)
 - k. R 8420.1 Fire and Fire Drills (attached)
 - l. R 8420.2 Bomb Threats (attached)
 - m. R 8420.7 Lockdown Procedures (attached)
 - n. R 8420.10 Active Shooter (attached)
7. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period #1, September 1, 2013 through December 31, 2013 (attached)
8. District Harassment, Intimidation & Bullying Report for December 12, 2013 through January 14, 2014 (attached)
9. Emergency Preparedness Drill Reports for the month of December 2013 (attached)
10. Revised 2014-2015 Tuition Fee Schedule for the Health Careers Center (attached)

11. Rachel Hendrickson, English Instructor for the Health Science Academy, to participate in the Special Education "On the Job" Practicum through The College of New Jersey beginning January 2014 through May 2014; Dana Hice DePugh, Assistant Superintendent, will serve as her Cooperating Teacher and observe her in the classroom, at no cost to the district (attached)
12. Revised 2013-2014 Secondary Calendar, revisions are a result of the four (4) school closings due to inclement weather (attached)
13. Revised 2013-2014 Health Career Centers Calendar, revisions are a result of the four (4) school closings due to inclement weather (attached)
14. The following Introduction to the Bylaw, Policy and Regulation Manual for first reading:
 - a. 0000.02 Introduction (attached)

Ms. Stinger 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 2014-2015 Tuition Fee Schedule for HCC, Job Description for Computer Database Support Specialist (Confidential), Revised 2013-2014 HCC calendar, Polies 4124, 1240, 3142, 3144, 3221, 3222, 3223, 3224, 4146, 8420, Regulations 8420, 8420.1, 8420.2, 8420.7, 8420.10, HIB-ITP, HIB and Emergency Preparedness Drill Reports, revised HCC tuition schedule, Hendrickson/Hice DePugh Coop, revised HCC calendar, Bylaw, Policy and Regulation Manual 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 - Yes	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Yes	Mr. Pitman - Yes

NEW BUSINESS

Mrs. Swirsky recommended the Board approve the following:

- IIA. Travel requests (attached)
- II B. Field trip requests (attached)
- II C. Accept a stipend of \$1,000 from U Got Brains Champion Schools Program on behalf of the Brain Injury Alliance of New Jersey to the Health Science Academy, Assunpink Center (attached)
- II D. Revised Budget Planning Schedule for 2014-2015 (attached)
- II E. First Amendment to Performance Contract with Johnson Controls Inc. dated October 6, 2011 for the ESIP Solar System Warranty as a result of the original company, Satcon, filing for bankruptcy (attached)
- II F. Close out payments on PO 12-00892 to Johnson Controls Inc. for \$94,573 for change order #2 and lease balance held at PNC final amount of \$148,352.98.
- II G. Resolution accepting the preliminary eligible cost (PEC) of project documents for mechanical, electrical and security alterations at Assunpink Center to the NJ Department of Education (attached)
- II H. Resolution accepting the preliminary eligible cost (PEC) of project documents for mechanical, electrical and security alterations at Sypek Center to the NJ Department of Education (attached)
- III. Systems 3000 on-site training in February/March 2014 for an amount not to exceed \$750 (11-000-230-590-07-00-2301)
- II J. Affiliation Agreement with Eye of the Tiger, LLC for the training of our health occupation trades for the period February 1, 2014 through December 31, 2015 (attached)
- II K. Rick Bus Company route AMC1 to transport Health Science Academy students between Assunpink Center and Mercer County Community College for the period January through May 2014 for \$5,157.36 (11-000-270-512-01-00-2700)

Mr. Murphy emailed the Business Office asking for information regarding contracting with outside agencies to provide services, such as Rick Bus Company, for our students. Ms. Swirsky telephoned Mr. Murphy, providing answers to his questions regarding

background checks and safety reports of drivers and buses. Ms. Swirsky provided Mr. Murphy with a handout at the Board meeting of our bus driver abstract and our bus maintenance report.

- III. Transfer \$52,221.12 from Agency Account (Women and Minority Training Program Fund) to the General Fund as a result of Johnson Controls Inc. ESIP closeout
- IM. Contract with Elizabeth Garcia, Esq., Parker McCay P.A., as the Board attorney for labor and/or contract negotiations, January 22, 2014 through December 31, 2014 at a rate of \$165 and \$75 for clerks/paralegals, not to exceed \$5,000 (11-000-230-331-07-00-2301) (attached)
- IIN. Request for Proposal for the development Career and Technical Education curriculum in specific career pathways

Mrs. Iszard 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 travel, field trips, stipend, Revised Budget Planning Schedule, First Amendment to Performance Contract with JCI, PEC for Assunpink, PEC for Sypek, affiliation agreement, contract with Elizabeth Garcia, Esq., 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 - Yes	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Yes	Mr. Pitman - Yes

Ms. Stinger informed the Board that the MCTS Culinary Program will be preparing specialty breads and rolls for the Rotary Club of Hamilton's Annual "Soup 4 You Cook Off" on February 24, 2014.

There being no further business to come before the Board, Mrs. Iszard introduced a motion the meeting be adjourned at 8:35 am. Dr. Morana seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be Tuesday, February 18, 2014 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Nancy R. Swirsky
School Business Administrator/Board Secretary