

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

MINUTES OF JANUARY 20, 2015

The Board Meeting of January 20, 2015 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 January 12, 2015.

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 – Present	Dr. Morana - Absent
	Mr. Zoller – Present	Mr. Murphy - Present	Mr. Pitman - Present

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of December 16, 2014 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of December 16, 2014, Mr. Murphy introduced a motion for the Board to approve the minutes. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$2,129,368.70 for January 2015 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 \$2,129,368.70. 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 – Yes	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 December 2014, Mr. Murphy 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. Mr. Zoller 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 - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman – Yes

CORRESPONDENCE & COMMUNICATIONS

Business Administrator, Tanya Dawson, presented the 2015-2016 preliminary budget information. Ms. Dawson reviewed the 2014-2015 ASSA student enrollment, reported to the State in October 2014. Also discussed were updates to the 2014-2015 budget, to include Health Science Academy program enrollment, PERS finance, medical benefits, fund balance appropriation and capital reserve

support. General background information was presented for the 2105-2016 budget, to include NJDOE budget guidelines to be released the end of January 2015. The Governor's budget address is scheduled for February 25, 2015, followed by the release of State school aid notices. Budget submission to the County DOE Office is March 9, 2015. Ms. Dawson said she is going to send an email to Board members asking their availability for a special Board meeting the first week of March in order to approve the 2015-2016 budget. Tuition rates for 2015-2016 that were approved in December 2014 were also presented, along with other budget factors and parameters.

Ms. Dawson updated the Board on the status of capital projects at Assunpink and Sypek Centers. Construction work is currently 95% complete, anticipating 100% completion by June 30, 2015. MCTS is looking to move ahead with the ROD grant during the 2015-2016 school year to include upgrading security at Assunpink and Sypek campuses and to identify potential concerns relating to the 2015-2016 budget.

Anne Benoit, Supervisor of Secondary Education, referred to the memo on Harassment, Intimidation or Bullying (HIB) Report sent to Board members. Ms. Benoit reviewed highlights of HIB Case 004-14/15 and HIB Board of Education Training. Ms. Benoit explained HIB refers to gestures, any written, verbal or physical act or electronic communication, whether it be a single incident or a series of incidents. Ms. Benoit is the District Coordinator and each site has a specialist. Ms. Benoit explained that twice a year the district reports on these cases and what corrective measures are taken to prevent HIB, noting preventative activities with students.

Mr. Murphy asked, who does this apply to; can it be student to teacher.

Ms. Benoit said yes, mainly student to student.

Mr. Murphy asked, how about staff to staff?

Ms. Benoit stated, I think we follow the same process, but I'm not sure if HIB applies to staff to staff.

Sharon Nemeth, Principal of Assunpink Center stated, we have a different process for staff to staff.

Mr. Murphy stated, so there is another process for staff to staff.

Ms. Nemeth said, yes, that would go through our affirmative action officer.

Mr. Murphy asked, do we have one and who is it?

Ms. Nemeth said, yes, his name is Lance Simek.

Ms. Stinger asked why Sypek has more cases compared to Assunpink.

Ms. Benoit said it could depend on the group of students in that year.

Dr. Schneider said, another reason is that we have about 60% special education students at Sypek as compared to 20% at Assunpink. Student interactions may be different.

Ms. Benoit wanted to share some good news; 91% of students surveyed said they felt safe in our schools.

Ms. Nemeth spoke briefly about the article from New Jersey Association of Student Councils highlighting one of our HSA students, Sneha Rangu.

SUPERINTENDENT'S REPORT NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. New Photography program at Career Prep beginning the 2015-2016 school year, where students will earn a total of 12 college credits, through an agreement with Mercer County Community College, pending enrollment
2. Submission of grant application to the International Academy of Science for the Angel Donor Grant for Special Education in the amount of \$3,300 (Special Revenue)
3. Submission of grant application for additional funding as part of the current FY15 Secondary Perkins grant in the amount of \$24,299 (Special Revenue)

PERSONNEL

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

1. The resignation of John Felip, Applied Academics Instructor at the Sypek Center, effective the end of business day June 30, 2015, due to retirement
2. The resignation of Lafayette Brown, Custodian II at the Sypek Center, effective the end of business day June 30, 2015, due to retirement
3. The resignation of Sue Gorish, Custodian III at the Sypek Center, effective the end of business day June 30, 2015, due to retirement
4. The resignation of Andrea Ogitis, part-time LPN Instructor at Health Careers Center, retroactive to the end of business day January 5, 2015
5. John Haines, Teacher Assistant at the Sypek Center, to take leave of absence with pay and continuation of benefits using sick days, retroactive to November 22, 2014 and will return to work upon authorization from his physician and in accordance with the conditions specified in the contractual agreement (11-320-100-106-03-00-1727) (11-320-100-106-03-00-1728)
6. Barbara Jeanne Mimmo as a Substitute Cosmetology Instructor for the District, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective January 21, 2015 through June 30, 2015 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
7. Hope Costa, English Instructor and HOSA Advisor, a stipend in the amount of \$75 for chaperoning HOSA students to the HOSA Northern Regional Conference event to be held on at Passaic County Technology Institute on January 24, 2015 (11-310-100-101-01-01-0000)
8. Hope Costa, English Instructor and HOSA Advisor, a stipend in the amount of \$75 for chaperoning HOSA students to the HOSA Southern Regional Conference event to be held on at Monmouth County Academy of Allied Health on February 7, 2015 (11-310-100-101-01-01-0000)
9. Megan Ferdetta, School Counselor at the Assunpink Center, to receive a stipend in the amount of \$1,500 for services to be rendered as the Student 504 Coordinator for the district during the 2014-2015 school year, effective retroactive to September 1, 2014 through June 30, 2015 (11-000-218-104-01-00-2180)
10. Karen Ratti as a Substitute Cosmetology Instructor for the District, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective January 21, 2015 through June 30, 2015 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)

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

Mr. Murphy asked, can we go back to Correspondence; if there is correspondence being sent to a government agency from administration, shouldn't the Board be notified of that correspondence.

Walter Bliss, Board Attorney, said yes, the Board should know about it.

Mr. Murphy said, well then why don't I have a copy of the ULP correspondence. I can't vote for something I don't know about. I feel like I can't do my job if I don't know what's going on. I want to know who authorized the ULP?

Mr. Bliss said, there are some matters that are to be discussed in executive session as this may be pending litigation.

Mr. Murphy stated, this is something I should know about as it does not pertain to negotiations.

Mr. Bliss stated, Mr. Murphy I ask you not to do this in public. I ask that you adhere to the sentiment of the Board. When the Board has confidential matters, public pronouncement is not recommended.

Mr. Murphy stated, I just want to be on record as saying February will be my last Board meeting as I am resigning as a Board member after that. If I can't do my job as a Board member, than I resign.

Mr. Bliss said, again, this is not ethical to be discussing this subject in public.

Mr. Pitman stated, let's move on; seeing no other discussion, roll call.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy – No	Mr. Pitman – Yes

MISCELLANEOUS

Recommend the Board approve the following:

1. Memorandum of Understanding between Mercer County Technical Schools and Rutgers School of Health Related Professionals, effective December 22, 2014 through August 28, 2015 (attached)
2. Board bylaws, policies and regulations for second reading and adoption (copies available in Superintendent's office for review, unless otherwise noted)
 - a. 0132 Executive Authority
 - b. 0141 Board Member Number and Term
 - c. 0143 Board Member Election and Appointment
 - d. 0151 Organization Meeting
 - e. 0153 Annual Appointments
 - f. 0167 Public Participation in Board Meetings
 - g. 2417 Student Intervention and Referral Services
 - h. 2417R Student Intervention and Referral Services
 - i. 2464R Gifted and Talented Pupils
 - j. 2468 Independent Educational Evaluations
 - k. 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
 - l. 2481R Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
 - m. 2622 Pupil Assessment
 - n. 3230R Outside Activities
 - o. 4230R Outside Activities
 - p. 5111 Eligibility of Resident/Nonresident Pupils
 - q. 5111R Eligibility of Resident/Nonresident Pupils
 - r. 5200 Attendance
 - s. 5200R Attendance
 - t. 5305 Health Services Personnel
 - u. 5308 Student Health Records
 - v. 5308R Student Health Records
 - w. 5310 Health Services
 - x. 5310R Health Services
 - y. 5410 Promotion and Retention
 - z. 5410R Promotion and Retention
 - aa. 5460 High School Graduation
 - bb. 5466 Graduation and Yearbook Fees
 - cc. 5530 Substance Abuse (attached)
 - dd. 5530R Substance Abuse
 - ee. 5600 Student Discipline/Code of Conduct
 - ff. 5600R Student Discipline/Code of Conduct
 - gg. 5610 Suspension
 - hh. 5610R Suspension
 - ii. 5756 Transgender Students
 - jj. 5810 Pupil Participation in School Governance
 - kk. 6113 E-Rate
 - ll. 6220 Budget Preparation
 - mm. 6311 Contracts for Goods or Services Funded by Federal Grants
 - nn. 6424 Emergency Contracts
 - oo. 6470 Payment of Claims
 - pp. 6470R Payment of Claims
 - qq. 6480 Purchase of Food Supplies
 - rr. 6820 Financial Reports
 - ss. 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods
 - tt. 9270 Home Schooling and Equivalent Education Outside the Schools
 - uu. 9270R Home Schooling and Equivalent Education Outside the Schools
3. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period I, September 1, 2014 through December 31, 2014 (attached)

4. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 1, September 1, 2014 through December 31, 2014 (attached)
 5. 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 16, 2014 (attached)
 6. District Harassment, Intimidation & Bullying Report for September 1, 2014 through January 5, 2015 (attached)
- Emergency Preparedness Drill Report for the month of December 2014 (attached)

Mr. Zoller 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 HIB-ITP, EVVRS, Grade Report, HIB, 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 - Absent
	Mr. Zoller – Yes	Mr. Murphy - No	Mr. Pitman – Yes

OLD BUSINESS

None

NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- IIA. Travel requests (attached) - REVISED HANDOUT
- IIB. Field trip requests (attached)
- IIC. Certificate of Substantial Completion for Rampart Construction Company, Inc. (attached)
- IID. Special Education Medicaid Initiative (SEMI) Program Waiver Resolution for the 2015-2016 school year (attached)
- IIE. Closeout documents for Estock Piping Co. on the completion of the Health Careers Center Chiller Replacement, Spiegle Architectural Group Project 12K113 (attached)
- IIF. Change Order No. 5 for Gabe Sganga, Inc., for material and labor associated with plumbing work for the conversion of existing Storage Room AC 155 to faculty dining and storage in the amount of \$16,000, adjusting contract from \$394,035.44 to \$410,035.44 (attached)
- IIG. Proposal from Interstate Outdoor Advertising for the display of two (2) 12 x 25 billboards promoting MCTS for 12 weeks at a cost of \$4,680 (11-310-100-320-09-00-1760) (attached)
- IIH. Revised Preliminary Budget Planning Schedule for the 2015-2016 school year (attached)
- III. Change Order No. 14 for Rampart Construction Co., Inc. in the amount of \$11,848 for labor and materials to modify Storage Room AC155 into faculty lounge, adjusting contract from \$4,864,294 to \$4,876,142 (attached)
- IIJ. Change Order No. 15 for Rampart Construction Co., Inc. in the amount of \$4,340 for material and labor to repaint canopy lettering at Assunpink and Sypek Centers, adjusting contract from \$4,876,142 to \$4,880,482 (attached)
- IIK. Accept \$2,000 from Burlington County Joint Insurance Fund for Safety Basic Award and Outstanding Performance in Claims Management
- III. Supplement #3 to InfoSnap Services Agreement for hosting a secure, online registration portal for the period July 1, 2014 to June 30, 2015 (year 1 of 2) for \$6,300 (11-000-252-340-0700-2520)
- IIM. Supplement #4 to InfoSnap for initial set-up of online student registration of Shared Time, HCC and Career Prep for a one-time fee of \$3,000 in preparation of implementation for the 2015-2016 school year

IIN. Change Order No. 2 for Performance Mechanical Corp., for material and labor to perform HVAC modifications to convert Storage Room AC 155 to faculty dining and storage in the amount of \$8,200, adjusting contract from \$878,841.05 to \$887,041.05 (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Mr. Zoller seconded the motion and it was carried by roll call vote. A copy of travel, field trips, Cert of Sub Compl Rampart, SEMI resolution, Estock closeout docs, Change Order #5 for Sganga, billboard proposal, revised budget schedule, Change Order #14, Change Order #15, Change Order #2, 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 - Absent
Mr. Zoller – Yes Mr. Murphy - Yes Mr. Pitman – Yes

The Board recessed to Executive Session at 5:39 pm on a motion made by Ms. Iszard and seconded by Mr. Zoller and carried by roll call vote.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Yes 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 student settlement agreement 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 6:13 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Absent
Mr. Zoller – Yes Mr. Murphy – Absent (left meeting at 5:50 pm) Mr. Pitman – Yes

Ms. Iszard introduced a motion to approve agreement in public and add item to the agenda. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

Resolve the settlement agreement and general release between J. G., Hamilton Township Board of Education and Mercer County Technical Schools Board of Education signed January 9, 2015 is hereby approved and ratified. Ms. Iszard introduced a motion to approve settlement agreement. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

PUBLIC DISCUSSION (none)

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 6:15 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard – Yes
Mr. Zoller – Yes

Ms. Stinger – Yes
Mr. Murphy – Absent

Dr. Morana – Absent
Mr. Pitman – Yes

The next meeting of the Board shall be held on Tuesday, February 17, 2015 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson
Business Administrator/Board Secretary