

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

MINUTES OF APRIL 19, 2016

1. The Board Meeting of April 19, 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 April 8, 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	Ms. Stinger – Present	Dr. Morana - Absent
	Mr. Zoller – Present	Mr. Pitman – Present	

The Board held a moment of silence for Dr. Steven Mayer, Superintendent of Robbinsville School District who suddenly passed away this morning. Dr. Mayer was one of the first superintendents to partner with MCTS on CTE. The Robbinsville Board of Education has been very supportive of MCTS and our programs.

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Brad Shutack addressed the Board giving reason as to why the Board should renew his contact. Brad gave supporting statements as to what he has contributed during his tenure with the district, despite some of the mistakes made.

John Baldino stated. I’m here to support Brad. Once again, I have concerns with how people are RICE’d in this district, as I don’t think they get enough notice. Brad is a good employee. In fact, we just completed PARCC testing and thanks to Brad it was a successful process noting no issues.

B. The Board recessed to Executive Session at 5:12 pm on a motion made by Mr. Zoller and seconded by Ms. Stinger and carried by roll call vote.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana - Absent
	Mr. Zoller – 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 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. Iszard introduced a motion to adjourn Executive Session and return to public regular meeting at 5:26 pm 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. Pitman – Yes	

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of March 22, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of March 22, 2016, Ms. Iszard introduced a motion for the Board to approve the minutes. 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. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS - HANDOUT

Bills totaling \$624,738.68 for April 2016 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Iszard introduced a motion for the Board to approve the bill list totaling \$624,738.68. Mr. Zoller 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. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending March 2016, 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. 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 - Absent
Mr. Zoller – Yes Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider congratulated David Nash for being selected as State Advisor of the Year through SkillsUSA. Dave has done an exemplary job and will present winners at the May board meeting.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Submission of grant application for additional funding as part of the current FY16 Postsecondary Perkins grant in the amount of \$10,069 (Special Revenue) (attached)
2. Articulation Agreements between Mercer County Community College and Mercer County Technical School for the 2016-2017 school year for the following programs: (attached)
 - a. STEM Academy
 - b. Architectural Engineering & Design
 - c. Automotive Technology
 - d. Baking

- e. Business Office Applications & Technology
 - f. Criminalistics and Criminal Science
 - g. Culinary Arts
 - h. Diesel Technology
 - i. Digital Media Arts
 - j. Health and Child Care
 - k. Health Occupations
 - l. Heating, Ventilating, Air Conditioning and Refrigeration
 - m. Landscape Maintenance and Design
 - n. Medical Office Assistant (HCC)
 - o. Career Prep
 - p. Advertising & Design
 - q. Business Studies
 - r. Communication
 - s. Culinary
 - t. Criminal Justice
 - u. Dance
 - v. Entertainment Technology: Music Technology
 - w. Entertainment Technology: Technical Theater
 - x. Exercise Science
 - y. Fashion/Apparel Design
 - z. Fashion Merchandising
 - aa. Fire Science Technology
 - bb. Gaming
 - cc. Hospitality Management
 - dd. Information Technology
 - ee. New Media & Journalism
 - ff. Photography
 - gg. Pre-Engineering
 - hh. Radio and Television Production
 - ii. Theatre
 - jj. Visual Arts
3. Approval of new Classification of Instructional Programs (CIP) Code, CIP 14.4201, Mechatronics, Robotics and Automation Engineering (attached)

B. PERSONNEL

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

1. Marcie Tandy, current Guidance Counselor at STEM Academy and Career Prep, as a full-time, 12-month, contracted employee in the capacity of Supervisor of Secondary Education at STEM Academy and Career Prep, at an annual salary of \$85,000, effective July 1, 2016 through June 30, 2017 (11-000-221-102-01-00-2400)
2. Erik Silverman as a half-time, 10-month, contracted employee in the capacity of Culinary Arts Instructor at the Sypek Center, pending the completion of a criminal background check, at an annual salary of \$26,996 (Step 2-10 month Teacher Guide), effective September 1, 2016 through June 30, 2017 (11-310-100-101-02-00-1765)
3. Amy Nemeth as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Assunpink Center, pending the completion of a criminal background check, at an annual salary of \$37,454 (Step 1-Secretary III Guide), effective May 1, 2016 through June 30, 2016 (11-000-240-105-01-00-2400)
4. Amy Nemeth, in the capacity of hourly Secretary, pending the completion of criminal background check, on an as needed basis at an hourly rate of \$19.50, not to exceed 29 hours, to facilitate the transition to Secretary III, effective April 20, 2016 through April 30, 2016 (11-000-240-105-01-00-2400)
5. A prorated stipend amount of \$2,500, originally approved at \$3,000 on November 17, 2015, for Sylvia Kraehenbuehl, Secretary III at the Assunpink Center, for services as secretarial support for the Perkins Grant Program during the 2015-2016 school year, retroactive to September 1, 2015 through April 26, 2016 (11-310-100-101-01-00-0000)
6. A stipend in the amount of \$500 for Amy Nemeth, Secretary III at the Assunpink Center, for services as secretarial support for the Perkins Grant Program during the 2015-2016 school year, effective May 1, 2016 through June 30, 2016 (11-310-100-101-01-00-0000)
7. Anne Conyers-Hom, in the capacity of part-time LPN Instructor for the Health Careers Center, pending the completion of criminal background check, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, effective April 20, 2016 through June 30, 2016 (13-330-100-101-05-01-1758)
8. Personnel at the salaries indicated for the 2016-2017 school year, for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attached)

9. A stipend in the amount of \$75 each, for chaperoning students' activities at the Southern NJ SkillsUSA Competition in Sewell, NJ on March 12, 2016 (11-310-100-101-02-02-0000):
 - a. Janice LaFleur, Baking and Dining Instructor
 - b. David Nash, CIE Coordinator
 - c. Richard Furda, Criminalistics Instructor
10. A stipend for Patrick Schroeder, Diesel Instructor, in the amount of \$75 for chaperoning students to the SkillsUSA Diesel Competition event held in South Plainfield, NJ on Saturday, March 19, 2016 (11-310-100-101-01-01-0000)
11. A stipend in the amount of \$200 each, for chaperoning students' activities at the SkillsUSA Competition in Somerset, NJ from April 15, 2016 through April 16, 2016 (11-310-100-101-02-02-0000) (11-310-100-101-01-01-0000)
 - a. Janice LaFleur, Baking and Dining Instructor
 - b. Marcie Tandy, Guidance Counselor
 - c. Scott Engle, Culinary Arts Instructor
12. A stipend in the amount of \$75 each, for chaperoning students' activities at the Skills USA Competition in in Somerset, NJ on April 16, 2016 (11-310-100-101-02-02-0000) (11-310-100-101-01-01-0000):
 - a. Joseph Franchino, Teacher Assistant
 - b. David Nash, CIE Coordinator
 - c. James Walker, HVAC Instructor
 - d. Matthew Wiest, Architectural Engineering and Design Instructor
 - e. Robert Wurm, Business Office Applications and Technology Instructor
13. In alignment with the NJDOE County District School Information System (CDS), the following staff to serve in the listed capacity, at no cost to the district, effective April 20, 2016 through June 30, 2016:

Employee Name, Title	Level	Designated Responsibility
Dana Hice DePugh, Assistant Superintendent	District	<ul style="list-style-type: none"> • District Special Education Coordinator • District NCLB Coordinator • District State Testing Coordinator
Sharon Nemeth, Principal	District	<ul style="list-style-type: none"> • District Bilingual/ESL Point of Contact
	037 – MCVS Health Careers Center	<ul style="list-style-type: none"> • School Testing Coordinator • Anti-Bullying Specialist
Mary Smith-Jones, Principal	035 – MCVS Evening School	<ul style="list-style-type: none"> • School Testing Coordinator • Anti-Bullying Specialist • School Health
Anne Benoit, Supervisor of Secondary Education	District	<ul style="list-style-type: none"> • District Anti-Bullying Coordinator (ABC) • LEA PARCC Coordinator
Megan Ferdetta, Guidance Counselor	District	<ul style="list-style-type: none"> • District Educational Stability Liaison • McKinney-Vento Homeless Education Liaison, District Homeless Liaison
	030 – MCVS Assumpink Center Shared-time/ Rubino	<ul style="list-style-type: none"> • School Testing Coordinator • Anti-Bullying Specialist
	301 – Academy/ Full-time Programs	<ul style="list-style-type: none"> • School Testing Coordinator • Anti-Bullying Specialist
Lance Simek, Social Worker Coordinator	040 – MCVS Sypek Center	<ul style="list-style-type: none"> • School Testing Coordinator • Anti-Bullying Specialist
Katherine Posch, School Nurse	District	<ul style="list-style-type: none"> • School Health and Nursing Services Contact
Nicholas Mariano, IT Manager	District	<ul style="list-style-type: none"> • LEA PARCC IT Contact

14. Revised list of personnel at the salaries indicated for the 2016-2017 school year, for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff with a revised salary for Susan Walker, Secretary III, from \$57,832 to \$38,141 (attached)
15. A stipend in the amount of \$75 each, for chaperoning students' activities at the SkillsUSA competition in Somerset, NJ on April 16, 2016 (11-310-100-101-02-02-0000):
 - a. James Bryde, Teacher Assistant
 - b. Thomas O'Brien, Building Maintenance Trades Instructor

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Revised 2016-2017 Secondary School Calendar (attached)
2. Revised 2016-2017 Health Careers Center Calendar (attached)
3. Revised 2016-2017 Adult Evening Schools Calendar (attached)
4. Revised 2016-2017 12-month Employee Calendar (attached)
5. District Harassment, Intimidation & Bullying Report for September 1, 2015 through April 13, 2016 (attached)
6. Emergency Preparedness Drill Report for the month of March 2016 (attached)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote. A copy of grant application, articulation agreements, CIP, revised calendars, 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 - Absent
Mr. Zoller – Yes Mr. Pitman – Yes

10. OLD BUSINESS

None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Contract with Johnson Controls for preventative maintenance services July 1, 2016 through June 30, 2017 for \$6,154 (11-000-262-420-01-00-2620 \$3,077; 11-000-262-420-02-00-2620 \$3,077) (attached) PULLED
- D. Agreement with Blackboard for parent notification service effective July 1, 2016 at a cost of \$1,692 (11-000-252-340-07-00-2520) (attached)
- E. Renew annual subscription with Frontline Technologies, LLC for MLP Oasys Instructional Users and MLP Oasys Stronge effective February 1, 2016 through January 31, 2017 at a total of \$1,776 (11-000-223-590-0X-00-2230)
- F. Continuation of contract with Infosnap, Inc. for hosting a secure, online registration portal for the Adult Evening School for the period July 1, 2016 to June 30, 2017 for an annual service fee of \$6,300 (year 2 of 2) (13-629-200-590-04-00-2400)
- G. Award of CC 17-01 RFP Audit Services to Wiss & Company, LLP
- H. Reject HVAC Bid 16-105 due to vendor's proposal exceeding budgeted funds available
- I. Joanna Koreyva, former Payroll and Accounting Specialist, to be paid an hourly rate of \$23.09 on an as-needed basis and not to exceed \$2,500, through June 30, 2016 (11-000-251-590-07-00-2510)

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, JCI contract, Blackboard agreement, 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. Pitman – Yes

12. EXECUTIVE SESSION – moved to beginning

13. PUBLIC DISCUSSION

John Baldino, PE instructor, stated he still has concerns with supplies for staff. It doesn't help us if we don't know how much to spend. Mr. Baldino further stated another issue is with HOSA students. There are a number of students who are not able to attend the HOSA Conference because of funds. Only a few are able to attend.

Sharon Nemeth, Principal at Assunpink Center, announced that on February 29th Henry Pfeffer was awarded 2016 STEM Teacher of the Year. I know Mrs. Jones (retired Assunpink principal) was excited about Mr. Pfeffer and Mr. Nash receiving their awards. As far as HOSA, we have five students attending with a stipend and one who is paying and traveling with a parent.

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:38 pm. Ms. Iszard 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. Pitman – Yes	

The next Regular Meeting shall be held on Tuesday, May 17, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary