

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

MINUTES OF APRIL 21, 2015

The Board Meeting of April 21, 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 April 17, 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 - Present
 Mr. Zoller – Present Mr. Pitman – Present

PUBLIC

None

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of March 31, 2015 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of March 31, 2015, Mr. Zoller 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 - Yes
 Mr. Zoller – Yes Mr. Pitman –Abstain

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,159,664.25 April 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 \$1,159,664.25. Dr. Morana 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 – Yes Mr. Pitman – Yes

BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending March 2015, Dr. Morana 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 – Yes Dr. Morana - Yes
 Mr. Zoller – Yes Mr. Pitman – Yes

CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider referenced the green handout, stating MCTS received a \$300,000 grant from the NJDOE for the STEM program. This is the most exciting news and the most money we have ever received in the county, said Dr. Schneider. She further stated, I credit Dave Nash (CIE Coordinator) and Dana (Hice DePugh, Asst. Superintendent) who went into the community and partnered with six (6) business partners that support this program. Trenton is the city that makes.

Dana Hice DePugh said, there are jobs to fill in this field; it's a big deal.

SUPERINTENDENT'S REPORT NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. New Visual Arts program at Career Prep beginning the 2015-2016 school year, through an agreement with Mercer County Community College, pending enrollment
2. New Jersey Department of Education Waiver Application N.J.A.C. 6A:5 (attached)

PERSONNEL & ADDENDUM

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

1. The resignation of Frank Deliman, part-time Auto Technology Instructor at the Adult Evening School, effective end of business day April 1, 2015
2. The resignation of Antoinette Dubaniewicz, part-time Secretary at the Adult Evening School, effective the end of business day May 1, 2015
3. James Parker as a Substitute Academic 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 April 22, 2015 through June 30, 2015 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
4. Personnel at the salaries indicated for the 2015-2016 school year, pending the outcome of negotiations, for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attached)
5. The following staff to serve on the Option II Committee, at no cost to the district, effective April 22, 2015 through June 30, 2015:
 - a. Sharon Nemeth, Principal at Assunpink Center
 - b. Anne Benoit, Supervisor at Assunpink Center
 - c. Megan Ferdetta, Guidance Counselor at Assunpink Center
 - d. David Lugo, Social Studies Instructor at Assunpink Center
6. Hope Costa, English Instructor and HOSA Advisor, a stipend in the amount of \$600 for chaperoning HOSA students to the HOSA National Conference event to be held in Anaheim, California on June 23, 2015 through June 28, 2015 (11-310-100-101-01-01-0000)
7. A stipend, in the amount of \$75 each, for the following employees for chaperoning Skills USA students to the State Competition held in Sewell, NJ on the April 18, 2015 (11-310-100-101-02-02-0000)
 - a. David Nash, CIE Coordinator for the District
 - b. Janice LaFleur, Baking and Dining Services Instructor at the Sypek Center

MISCELLANEOUS

Recommend Board approve the following:

1. Board policies and regulations for second reading and adoption: *(copies available in the Superintendent's office for review unless otherwise noted)*
 - a. 0152 Board Officers
 - b. 2622 Student Assessments
 - c. 3212 Attendance (Teaching Staff) (attached)
 - d. 3218 R Substance Abuse (Teaching Staff)
 - e. 4212 Attendance (Support Staff)
 - f. 4218 Substance Abuse (Support Staff)

- g. 4218 R Substance Abuse (Support Staff)
 - h. 5200 Attendance (Student) (attached)
 - i. 5460 High School Graduation
 - j. 5465 Early Graduation
 - k. 5600 R Student Discipline/Code of Conduct
 - l. 8630 Bus Driver/Bus Aide Responsibility
 - m. 8630 R Emergency School Bus Procedures
2. Proposed 2015-2016 Calendars for the following: (attached)
 - a. Secondary Schools
 - b. Health Careers Center – 12-month Teachers
 - c. Adult Evening Schools
 - d. District 12-month Employees (Certificated and Non-certificated)
 3. District Harassment, Intimidation & Bullying Report for September 1, 2014 through April 14, 2015 (attached)
 4. Emergency Preparedness Drill Report for the month of March 2015 (attached) (Revised handout 9c.8)

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 3212, 5200, 2015-2016 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 – Yes (abstain on Personnel
	Mr. Zoller – Yes	Mr. Pitman – Yes	and NJDOE Waiver App)

OLD BUSINESS

None

NEW BUSINESS

Recommend the Board approve the following:

- IIA. Travel requests (attached)
- IIB. Field trip requests (attached)
- IIC. Final payment to J.V. Palmonari, Inc. for Alterations and Additions Project FVHD #4312 at Assunpink Center in the amount of \$15,084.25 (30-000-400-450-40-00-1002) (attached)
- IID. Accept the Johnson Controls, Inc. Performance Contracting Value Report for year two (2) of the ESIP (attached)
- IIE. American Appraisal to provide MCTS with an updated fixed assets accounting ledger, not to exceed \$995 (11-000-251-590-07-00-2510) (attached)
- IIF. Services of Comcast Spotlight to showcase the Health Careers for \$2,296 (13-330-200-590-05-00-2400) and Adult Evening (13-629-200-590-04-00-2400) programs for \$2,212 for a total of \$4,508 (attached)
- IIG. Contract with Infosnap, Inc. for hosting a secure, online registration portal for the Adult Evening School for the period July 1, 2015 to June 30, 2016 for an annual service fee of \$6,300 (year 1 of 2) (13-629-200-590-04-00-2400)(attached)
- IIH. Final payment to Zsenak Electric Co., Inc. for Alterations and Additions Project FVHD #4312 at Assunpink Center in the amount of \$26,866.08 (30-000-400-450-40-00-1002) (attached)
- III. Change Order #16 in the amount of \$58,803.78 for excavation and repair work and Change Order #17 in the amount of \$973 to replace door for phone equipment air flow, totaling \$59,776.78 for Rampart Construction Co., Inc., adjusting contract from \$4,880,482 to \$4,940,258.78 (attached)
- IIJ. MCTS IT Asset Disposal Listing (attached)

- 11K. Contract with Johnson Controls for preventative maintenance services July 1, 2015 through June 30, 2016 for \$5,974 800 (11-000-262-420-01-00-2620 \$2,987; 11-000-262-420-02-00-2620 \$2,987) (attached)
- 11L. Final payment to Gabe Sganga, Inc. for Alterations and Additions Project FVHD #4312/4313 at Assunpink and Sypek Centers in the amount of \$35,701.77 (30-000-400-450-40-00-1002) (attached)
- .1M. Resolution to withdrawal from Capital Reserve account an amount of \$60,000 (attached)
- 11N. Agreement with Nethemia, LLC for the one time implementation support and training of online hiring and recruiting for a fee of \$500 and a pro-rated fee of \$100 effective May 1, 2015 to June 30, 2015 (11-000-251-590-07-00-2510) (attached)
- 11O. Fredrick Hillman from the Mercer County Special Services School District as Buildings & Grounds Consultant on an as needed basis for the period April 22, 2015 through June 30, 2015 at an hourly rate of \$100 not to exceed \$5,000. Mercer County Technical Schools will pay 100% as per the Inter-local Services Act, N.J.S.A. 40:8A-1 et sq. (11-000-251-104-07-00-2510)

Ms. Iszard asked for clarification on 11O. Ms. Dawson explained that the current Manager of Buildings and Grounds is out on a workers' comp injury, so in the meantime Mr. Hillman will be assisting with some of the technical parts of the job on an as needed basis.

- 11P. Adjustment to 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 for \$15,000 (11-000-218-590-09-00-2182)

Dr. Morana stated that she had a question about travel (11A); what is the cost to the district for John Ketterer? What is his role? Ms. Dawson stated this is a grant funded position, so there is no cost to the district. His role supports the special education students. We currently have a supervisor on leave and Mr. Ketterer is helping in that position, supporting the principal. We didn't think we would need him this long, but this is an ongoing matter with the supervisor out on leave.

- 11Q. Advertise Notice to Bidders for Culinary Equipment and Supplies for the 2015-2016 school year
- 11R. Award of Culinary Supplies and Equipment Bid 15-103 to Singer Equipment Co., Inc. and Johnson Restaurant Equipment (pending attorney review) (handout)
- 11S. Accept donation of a new refrigeration condensing unit/compressor to HVAC program at Assunpink Center by Abco through Krohn Refrigeration Inc.

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, JV Palmonari final payment, JCI report, American Appraisal, Comcast Spotlight, Infosnap, Zsenak final payment, change orders 16 & 17, IT disposal list, JCI agreement, Sganga final payment, Capital reserve resolution, Nethemia 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 – Yes (abstain on 11P)
 Mr. Zoller – Yes Mr. Pitman – Yes

The Board recessed to Executive Session at 5:22 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 - Yes
 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 and negotiations.

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 6:10 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 6:11 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be held on Tuesday, May 19, 2015 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary