

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

MINUTES OF AUGUST 18, 2015

1. The Board Meeting of August 18, 2015 was called to order by President Albert Pitman at 12:02 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 August 5, 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 – Absent Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE - None

3. PUBLIC DISCUSSION

Pat Schroeder, Diesel Instructor at Assunpink Center, said, on behalf of the Union, we are looking forward to a successful year and settling the contract.

4. MINUTES OF PREVIOUS MEETING

A. The regular session meeting minutes of July 21, 2015 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of July 21, 2015, Dr. Morana 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 – Absent Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS – Revised handout

Bills totaling \$817,599.72 August 2015 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 \$817,599.72. 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 – Absent Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT – Revised handout for June and July 2015

Upon review of the financial reports for the period ending July 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 – Absent Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider, Superintendent, said we are looking at school codes and QSAC with Dr. Morana. The county office has been helpful. We would like to prepare you with some good news. The state may be looking at a second round of grants that we could apply for and can be used towards a full time academy at Sypek Center. You may be hearing more about that soon.

Dana Hice DePugh, Assistant Superintendent, said congratulations to Lori Perlow on a letter she received from Timothy McCorkell, NJCCVTS President and Superintendent of Monmouth County Vocational School District. Mr. McCorkell wrote that he was "impressed with your insights into the issues and challenges involved with 21st century communications about county vocational-technical schools, and your expertise in addressing these matters". (Handout) Also noted was an article about an upcoming student to the STEM Academy who is hearing impaired. (Hand out)

Admissions Update: Dr. Schneider gave an admissions update and stated she is happy to announce that all seats are full and there is a waiting list for all of our programs. If a student does not report on the first day of class, we will move on to the waiting list to fill open seats.

Dana Hice DePugh reported that there was a great meeting last week with some of our business partners. We are listening to their needs and developing ideas on how we can respond to the individual needs of industries.

STEM Update: Dr. Schneider shared that the college has given MCTS space and there are 23 students currently enrolled beginning in September. Maximum capacity is 25 and it is nice to see females interested in STEM, as there are many girls applying.

Dr. Morana stated, as it relates to the QSAC process, the Board should be proud of the scores the district received, as the district has done well in many areas. The improvement plan addresses only one area. Dr. Morana stated that she reached out to the QSAC office, informing them that she was in receipt of the District Improvement Plan and that the district has some questions. She is waiting to hear back from them. In regards to CDS, we are looking to resolve this issue as well. The packet of information was helpful as it gives historical facts. It should not takes years to resolve, so hopefully, I will have something in a few months regarding school codes.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. New apprentice programs at the Adult Evening Schools beginning the 2015-2016 school year, pending enrollment (attached)
 - a. Instrumentation Technician (4 year program)
 - b. Quality Control Inspector (3 year program)
 - c. Precision Inspector (2 year program)
2. An additional full-time LPN Program Spring Cohort to begin in the spring 2016 at the Health Careers Center to allow greater flexibility for students to enroll, at no cost to the district
3. Tuition Based Individual Training Agreement (ITA) Contract between Mercer County One-Stop Career Center and Mercer County Technical School District, Contract No. PY 2015-335 (attached)

B. PERSONNEL & ADDENDUM

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

1. Administrators and Supervisors at the salaries indicated, retroactive to July 1, 2015 through June 30, 2016, as per the Agreement approved on July 22, 2015 (attached)
2. Doshia Brown, current Secretary III at the Sypek Center, to be hired as a full-time, 12-month contracted employee in the capacity of Secretary I at the Health Careers Center, at an annual salary of \$44,162 prorated (Step 1 –Secretary I Guide), pending outcome of negotiations, effective September 1, 2015 through June 30, 2016 (13-330-200-105-05-00-2400)
3. Nicholas Ludlow, as a part-time Substitute Machinist Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 19, 2015 through June 30, 2016 (13-629-100-101-04-01-1910)
4. Glenn Northey, current Substitute Industrial Maintenance Instructor at the Adult Evening Schools, as a part-time Machinist Instructor at the Adult Evening School on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 19, 2015 through June 30, 2016 (13-629-100-101-04-01-1910)

5. Douglas Baluh, as a part-time Machinist Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 19, 2015 through June 30, 2016 (13-629-100-101-04-01-1910)
6. Michael Cramer, Instructor of Automotive Fundamentals at the Sypek Center, to also be hired in the capacity of part-time Automotive Technology Instructor at the Adult Evening School on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 19, 2015 through June 30, 2016 (13-629-100-101-04-01-1700)
7. Dolores Hopkins, as a part-time Secretary at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$13.50, effective August 19, 2015 through June 30, 2016 (13-629-100-101-04-01-2400)
8. The following revised staff to serve on the Affirmative Action Team, originally approved on June 21, 2015, per State regulations, to be chaired by Lance Simek, Affirmative Action Officer, effective July 1, 2015 through June 30, 2016 at no cost to the district:
 - a. Sharon Nemeth, Principal
 - b. Mary Smith-Jones, Principal
 - c. Joan Hylton, Teacher Assistant
 - d. Kimberlie Gartner, Human Resources Manager
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 2015-2016 school year, effective retroactive to September 1, 2015 through June 30, 2016 (11-000-218-104-01-00-2180)
10. Mary Smith-Jones, Principal of Adult Evening School, to serve as the Principal liaison to the Thomas J. Rubino Academy, at no cost to the district, retroactive to July 1, 2015 through June 30, 2016
11. A stipend in the amount of \$1,200 for Rachel Hendrickson, English Instructor at the Assunpink Center, for services to be rendered as the Student Council Advisor for the Health Science Academy with Shared-Time Representatives during the 2015-2016 school year, effective September 1, 2015 through June 30, 2016, to be paid in two equal payments of \$600 at the end of the first and second semesters (11-310-100-101-01-01-0000)
12. A stipend in the amount of \$1,200 for Julie Trauger, Spanish Instructor at the Assunpink Center, for services to be rendered as the Yearbook Advisor at the Assunpink Center during the 2015-2016 school year, effective September 1, 2015 through June 30, 2016, to be paid in two payments of \$600 at the end of the first and second semesters (11-310-100-101-01-01-0000)
13. A stipend in the amount of \$1,200 for Daniel Sbar, Biological Sciences Instructor at the Assunpink Center, for services to be rendered as the HOSA Advisor during the 2015-2016 school year, effective September 1, 2015 through June 30, 2016, to be paid in two payments of \$600 at the end of the first and second semesters (11-310-100-101-01-01-0000)
14. A stipend in the amount of \$1,200 for William Gould, Retail Food Marketing Instructor at the Sypek Center, for services to be rendered as the DECA Advisor during the 2015-2016 school year, effective September 1, 2015 through June 30, 2016, to be paid in two payments of \$600 at the end of the first and second semesters (11-310-100-101-02-00-0000)
15. A stipend in the amount of \$600 for Rachel Matushoneck, Mathematics Instructor at the Assunpink Center, for services to be rendered as the Math League Advisor during the 2015-2016 school year, effective September 1, 2015 through June 30, 2016, to be paid in one payment of \$600 at the end of the Spring semester (11-310-100-101-01-01-0000)
16. A stipend in the amount of \$600 for Rachel Hendrickson, English Instructor at the Assunpink Center, for services to be rendered as the Debate Team Advisor during the 2015-2016 school year, effective September 1, 2015 through June 30, 2016, to be paid in one payment of \$600 at the end of the Fall semester (11-310-100-101-01-01-0000)
17. The following to serve on the New Jersey Quality Single Accountability Continuum (QSAC) District Improvement Plan In-district Team at no cost to the district:
 - a. Dr. Kimberly J. Schneider, Superintendent
 - b. Tanya Dawson, Business Administrator
 - c. Mr. Albert Pitman, Board of Education President
 - d. Sharon Nemeth, Principal
 - e. Rachel Hendrickson, English Instructor and member of local collective bargaining unit
 - f. Kimberlie Gartner, Human Resource Manager
 - g. Patti Michalchuk, Administrative Assistant to Superintendent
18. Katherine Posch, as a full-time, 10-month, contracted employee in the capacity of School Nurse at the Assunpink Center, pending the completion of criminal history review, at an annual salary of \$52,857 prorated (Step 1-10 month Teacher Guide), pending the outcome of negotiations, effective October 1, 2015 through June 30, 2016 (11-000-213-104-01-00-2130)
19. Susan Walker as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Sypek Center, pending the completion of criminal background check, at an annual salary of \$36,557 prorated (Step 1 –Secretary III Guide), pending the outcome of negotiations, effective September 1, 2015 through June 30, 2016 (11-000-240-105-02-00-2400)
20. James Bryde as a full-time, 10-month contracted employee in the capacity of Teacher Assistant at the Sypek Center, pending the completion of criminal background check, at an annual salary of \$24,449 (Step 1 of the Teacher Assistant Guide), pending the outcome of negotiations, effective September 1, 2015 through June 30, 2016 (11-320-100-106-03-00-1439)

21. Stephanie Mabin, 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, August 19, 2015 through June 30, 2016 (13-330-100-101-05-01-1758)
22. Susan Gower 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 \$57,357 prorated (Step 1 of the 12-month Teacher guide) pending the outcome of negotiations, effective September 1, 2015 through June 30, 2016 (13-330-100-101-05-00-1758)
23. Timothy Hagar, as a part-time Welding Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 19, 2015 through June 30, 2016 (13-629-100-101-04-01-1910)
24. Revised hours for Scott Engle, Culinary Instructor at the Sypek Center, to work over the summer at an hourly rate of \$32, originally approved on June 22, 2015 not to exceed 50 hours, to be increased to 53 hours to include required training, in accordance with the agreement with the New Jersey Justice Commission (11-310-100-101-02-02-0000)
25. Sean Cavalier, Manager of Buildings & Grounds for the District, placed on Sick Leave with pay and continuation of benefits retroactive to July 1, 2015
26. Cynthia Carmichael, Custodian III at the Assunpink Center, placed on Sick Leave

Start	End	Type
July 7, 2015	July 16, 2015	Using Sick Days
July 17, 2015	July 31, 2015	Unpaid Leave with benefits
End of business day July 31, 2015		Retirement

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Board regulations for second reading and adoption (*available in the Superintendent's office*):
 - a. 3218 R Substance Abuse
 - b. 4218 R Substance Abuse
2. QSAC Placement Results (attached)
3. QSAC District Improvement Plan (DIP) (attached)
4. Professional Development Plans for the 2015-2016 school year for the following:
 - a. District (attached)
 - b. Assunpink Center (attached)
 - c. Sypek Center (attached)
5. Advisory Committee Member Lists for the 2015-2016 school year for the following:
 - a. Assunpink Center (attached)
 - b. Sypek Center (attached)
 - c. Health Careers Center (attached)
 - d. Adult Evening Schools (attached)
6. Curriculum, Course of Study, Textbook Lists for the 2015-2016 school year for the following:
 - a. Assunpink Center (attached)
 - b. Sypek Center (attached)
 - c. Health Careers Center (attached)
 - d. Adult Evening Schools (attached)
7. School Preparedness & Emergency Planning Notification of Upcoming Drills for the following:
 - a. Assunpink Center (attached)
 - b. Sypek Center (attached)
 - c. Health Careers Center (attached)
 - d. Adult Evening Schools (attached)
8. A program name change from Machine Tool and Die, to Machinist I, II, III and IV at the Adult Evening Schools
9. New curricula for the following programs: (copies available in the Superintendent's office for review)
 - a. Machinist
 - b. STEM/Mechatronics
10. Revised curricula for the following programs: (copies available in the Superintendent's office for review)
 - a. Auto Collision
 - b. Auto Technology
 - c. Auto Technology Fundamentals
 - d. Culinary Arts
 - e. Diesel/Medium and Heavy Truck Technology
11. Board policies and regulations for first reading:
 - a. 5330 Administration of Medication (attached)
 - b. 5330 R Administration of Medication (attached)

Ms. Stinger 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 AES apprentice programs, ITA, admin/supv salaries, QSAC Placement results, QSAC DIP, PDPs, Advisory member lists, Textbook lists, emergency drill lists, 5330, 5330R 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 9B)
Mr. Zoller – Absent 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. Tort Claim Resolution for 2015-2016 (attached)
- D. Contract with Regalena Melrose, PhD, for training and professional development services on September 11, 2015 not to exceed \$5,000 per agreement (NCLB 20-231-100-320-00-15-231) (attached)
- E. Accept No Child Left Behind Grant funds in the amount of \$103,118
- F. Renewal of Guides4Learning.com for curriculum and lesson planning for the 2015-2016 school year for \$1,500 (11-000-223-600-01-00-2230 \$750 / 11-000-223-600-02-00-2230 \$750)
- G. Continuation of AFLAC FSA Reimbursement Services Agreement for the 2015-2016 school year
- H. Agreement with FranklinCovey Client Sales, Inc. for four (4) “7 Habits of Highly Effective Teens” Workshops on September 15, 2015; November 20, 2015; February 12, 2016 and May 13, 2016 not to exceed \$16,136 (IDEA 20-250-100-320-00-15-250) (attached)
- I. Agreement with FranklinCovey Client Sales, Inc. for two (2) Leadership Day – Custom workshops on September 3 and September 8, 2015 for staff, not to exceed \$9,340 (IDEA 20-250-100-320-00-15-250) (attached)
- J. Shared services agreement between Mercer County Special Services School District (MCSSSD) and Mercer County Technical School (MCTS) District for Paulette Bearer, Teacher of the Deaf, on an as needed basis for the period August 19, 2015 through June 30, 2016. MCTS District shall pay up to \$2,500 to MCSSSD for services rendered under this agreement (attached)
- K. Consulting services of John Ketterer as supervisory support for the Sypek Center for the 2015-2016 school year at a rate of \$400 a day, not to exceed 4 days a week, effective July 1, 2015 through June 30, 2016 (11-000-240-103-02-00-2400)
- L. 2015-2016 dues to the New Jersey Council of County Vocational-Technical Schools for \$9,036 (11-000-230-590-07-00-2302)
- M. 2015-2016 Purchasing Manual (attached)
- N. Alternative Micrographics, Inc. to convert student records from microfilm and paper to digital per County Coop Resolution 212-369, at an estimated cost not to exceed \$722.50 (11-000-251-590-07-00-2510/7104)
- O. Rejection of all bids opened on Tuesday, August 18, 2015 at 10:00 am in relation to the Renovations/Alterations Bid FVHD 4524/4525. All bids received were over budget. Projects will be re-advertised. (attached)

Tanya Dawson, Business Administrator, expanded on item 11.0, noting that she met with the architects to review the bid specifications again to see if something can be worded differently so when we go out to re-bid the project numbers can come in under budget. The main reason we are rejecting the bids on the agenda was because all bids exceeded the budget for each project.

Ms. 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 requests, field trips, tort claim resolution, Melrose contract, FranklinCovey contracts (2), shared services agreement, purchasing manual, bid results, 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 12:17 pm on a motion made by Ms. Iszard and seconded by Ms. Stinger and carried by roll call vote.

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

Mr. Pitman, Dr. Morana and Debbie Donnelly, Assistant BA, were excused from Executive Session at 12:18 pm.

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 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 12:45 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 - None

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 12:45 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 meeting of the Board shall be held on Tuesday, September 15, 2015 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary