

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

MINUTES OF NOVEMBER 19, 2013

The Board Meeting of November 19, 2013 was called to order by President Albert Pitman at 5:03 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 November 13, 2013.
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 – Yes	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

PUBLIC DISCUSSION

Mr. Pitman welcomed new Board members Mr. Joseph Murphy and Dr. Laura Morana, former Superintendent of Red Bank School District and current Interim Executive County Superintendent. Mr. Pitman asked the Board and staff to introduce themselves.

Mr. Pitman asked the auditors to present the audit.

Mr. Michael Andriola and Mr. Anthony Braco introduced themselves as auditors from Wiss and Company. Mr. Andriola presented the audit findings and began by thanking the Board for the opportunity to present the results of the audit. He stated he was pleased to report the district received an unmodified opinion, a clean opinion, which is the best you can get. There were no significant deficiencies or material weaknesses in internal control and no reportable instances of non-compliance with respect to any of the Federal or State programs. Mr. Andriola added there were no findings in the single audit. The district fund balance at year end was \$3,095,903, of which \$1,105,649 is in a capital reserve. The prior year surplus for this year includes the district’s full 6% fund balance as permitted by regulation. Currently there is over \$4,000,000 in assets and \$1,200,000 in liabilities. This means the district is in a good position and could pay all its liabilities if it was no longer operating. There were no prior year findings so there is no corrective action plan required. Mr. Andriola stated that the audit produced a finding of one student being counted on the ASSA that should not have been added, but that was one student out of 800 and it is not a significant issue. He thanked Nancy Swirsky, Tanya Dawson and all the staff for the good job the district is doing in keeping accurate records and having to make minimal number changes in order to prepare this report. Mr. Andriola asked if there were any questions.

Mr. Murphy noted he would have wanted to receive the audit in advance to review, to know if he had any questions.

Mr. Andriola noted Mr. Murphy’s request.

Ms. Swirsky said it was important to note that our balance sheet has improved due to the ESIP project increasing our assets.

Mr. Andriola said it gave the district a positive net asset balance.

The Board thanked the auditors and Mrs. Iszard thanked Ms. Swirsky and Ms. Dawson for the good report.

Lucille Jones, Principal of Assunpink Center, presented the Harassment, Intimidation and Bullying (HIB) report. Ms. Jones noted that the handout explains the law and that the actions in school and events off school property can be considered HIB. Ms. Jones also discussed the 10 day process, how a determination follows the law. Ms. Jones stated at both Assunpink and Sypek Centers, the principals treat all cases as HIB; even if it is not a HIB, there are consequences for the students’ behavior. Ms. Jones announced in the Fall the schools have “Week of Respect” and in the Spring “Acts of Kindness Week”. Ms. Jones said that teachers have lesson plans for the students to understand the meaning of respect. Ms. Jones noted that the number of incidents has decreased and the district will be receiving a report card and a grade from the State.

MINUTES OF PREVIOUS MEETING

The Reorganization minutes and the regular session meeting minutes of November 1, 2013 were brought before the Board for approval. Upon reviewing the Reorganization minutes and the regular session meeting minutes of November 1, 2013, Mrs. Iszard 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: Mrs. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Abstain
 Mr. Zoller – Yes Mr. Murphy - Abstain Mr. Pitman - Yes

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,759,405.86 for November 2013 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 \$1,759,405.86. Mrs. Iszard 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 – Yes Dr. Morana - Yes
 Mr. Zoller – Yes Mr. Murphy - Yes Mr. Pitman - Yes

BOARD SECRETARY/TREASURER’S REPORT

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

CORRESPONDENCE & COMMUNICATIONS

None

SUPERINTENDENT’S REPORT

NEW PROGRAMS/SPECIAL PROJECTS:

Recommend Board approve the following:

1. Student Placement Agreement between Mercer County Technical Schools and Fordham University Concerning Student Internship (attached)
2. Student Placement Agreement between Mercer County Technical Schools and Mercer County Special Services School District Concerning Student in the Technical School’s Health Science Academy (attached)
3. Nominate MCTS Instructor Scott Engle to the National Restaurant Association for Cambro ProStart Equipment Support (attached)

Mr. Bliss noted that there were blank spaces on the attachment for item #2 above. Ms. Swirsky explained that the date on top will be changed to the current Board date of November 19, 2013. Ms. Hice DePugh said that the space should list “for the 2013/2014 school year”.

NEW BUSINESS

Mrs. Swirsky recommended the Board approve the following:

- IIA. Travel requests (attached)
- IIB. Field trip requests (attached)
- IIC. Acceptance of the County Apprenticeship Coordinator grant in the amount of \$15,000 for the 2013-2014 school year
- IID. Membership renewal for SchoolDude.com, Inc., Maintenance Direct Service January 1 through December 31, 2014, in the amount of \$1,177.70 (11-000-262-490-07-00-2620) (attached)
- IIE. Award of the Heating and Air-Conditioning Maintenance Services Bid 14-104 to contract with Devine Brothers Inc. for a total annual cost of \$29,920 and various hourly rates for miscellaneous and emergency service work for the period December 1, 2013 to November 30, 2014 (11-000-261-420-xx-00-2610 and 11-000-262-420-xx-00-2610) (handout)

Ms. Swirsky noted the handout for the HVAC bid, which had only three bidders, even though 12 vendors requested a copy of the bid. Ms. Swirsky asked Mr. Walter Bliss, Board Attorney, to discuss the bids.

Mr. Bliss said that the lowest bidder did not meet the specifications to have the qualifications to manage the system installed by Johnson Controls, Inc. (JCI), therefore, that bidder was non-responsive to the bid. The next lowest bidder is Devine Brothers, Inc., who is the current vendor. Ms. Swirsky stated that Devine Brothers, Inc. had been awarded the bid last year and the new bid includes a potential two year renewal.

Mr. Murphy asked, who prepared the specifications?

Ms. Swirsky said, Sean Cavalier, Buildings and Grounds Manager and Tanya Dawson, Assistant Business Administrator.

Mr. Murphy asked, why not our staff (to maintain the system)?

Ms. Swirsky explained that it was a requirement of the Energy Savings Improvement Plan (ESIP) entered into with JCI for the maintenance of the \$10M+ project of solar panels on all school roofs and new HVAC systems. In accordance with the agreement, MCTS is required to use an outside company to provide maintenance, because the systems are measured and tested.

Mr. Murphy stated that he felt MCTS should train our staff to maintain the system.

Dr. Schneider, Superintendent, explained that the ESIP is in legislation and we had to bid the HVAC work and the custodial staff assist, but to maintain the system requires a specialist. For the 15 year ESIP, we had to contract with architects to create this partnership. The MCTS staff did as much as they could, but did not have the experience required to service and maintain the system. JCI needs specialists to maintain the system. Dr. Schneider noted that all HVAC have been refurbished, all new equipment and the maintenance of the systems exceeds the level of the staff. Dr. Schneider stated if we propose on Energy Academy and if we become one of the schools that can develop a partnership to be in that position, we would be lucky to have JCI.

Peter Frascella, Principal of Adult Evening School, explained that there is a new license requirement in NJ, passed in 2009, requiring all HVAC contractors for homes and construction to be licensed.

Dr. Schneider asked Ms. Swirsky, how much did we save in the first year?

Ms. Swirsky said, about \$300,000.

Mr. Murphy noted that a \$29,000 expense was reasonable.

- IIF. MTG IT Professionals in the amount of \$6,948 for wireless installation services (11-000-252-600-07-00-2520) (attached)
- IIG. MTG IT Professionals for the services of an on-site Systems Engineer as needed basis for ten days at the rate of \$1,200 per day not to exceed \$12,000 (11-000-252-590-07-000-2520) (attached)

- IIH. Change Order No. 1 for DuMont Mechanical, Inc., credit of \$3,044 for storm piping labor and material deleted from the contract in Construction Bulletin 3B, adjusted contract of \$346,190 to \$343,146 on PO 13-01327 (attached)
- III. Resolution binding MCTS to purchase natural gas services through the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System ID#E8801-ACESCPS (attached)
- IIJ. Resolution binding MCTS to purchase electric generation services through the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System ID#E8801-ACESCPS (attached)
- IIK. 1098-T Processing Services Agreement with Tab Service Company, not to exceed \$1,200 (11-000-251-590-07-00-2903/7167) (attached)
- II L. Contract with MTB LLC per the AIA Document A101-2007 for the roof replacement at Health Careers Center per bid 12K114 for \$168,564 (30-000-400-450-30-00-1002/7511) (attached)
- II M. Change Order No. 3 for Black Rock Enterprises LLC in the amount of \$14,225.36 (additional curb replacement, DGA replacement, sidewalk and apron replacement at Sypek Center for \$18,365.63 and credits totaling \$4,140.27 at Assunpink Center for unfinished work) from a total of \$1,323,638.80 to \$1,336,704.34 (attached)
- II N. License Agreement Granting Use of Power Reading Online (PRO) program and NRSI license for the 2013-2014 school year for 50 students for \$2,000 (NCLB Title IA 20-231-100-610-00-14-231)
- II O. Revision of micro-filming services with Alternative Micrographics, Inc. originally Board approved on August 20, 2013 for \$2,500 to \$5,500 to digitize additional student records (11-000-251-590-07-00-2510)
- II P. Preliminary Budget Planning Schedule for the 2012-2013 school year (attached).
- II Q. Scrap Guardian wig dryer at the Assunpink Center due to item being non-repairable
- II R. Scrap Toledo scale and cash register at the Sypek Center due to items being non-repairable
- II S. Accept the June 30, 2013 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2013 Audit Report) as required by N.J.S.A. 18A:23-4

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 of travel, field trips, SchoolDude, MTG IT, MTG IT, Change Order #1 for DuMont, ACES gas resolution, ACES electric resolution Tab Service Company, MTB LLC contract, Change Order #3 for Black Rock Enterprises LLC, Preliminary Budget Schedule 14-15, Comprehensive Annual Financial Report, 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 – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

PUBLIC DISCUSSION

Mrs. Rossano, parent of a graduating student, raised a question about Project Graduation, which is done in other schools. Mrs. Rossano asked, is there anything planned for graduation night?

Ms. Jones said nothing is planned and it is family time.

There being no further business to come before the Board, Mrs. Iszard introduced a motion the meeting be adjourned at 5:40 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be Tuesday, December 17, 2013 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky
School Business Administrator/Board Secretary