

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

MINUTES OF DECEMBER 17, 2013

The Board Meeting of December 17, 2013 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 December 11, 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, Board President, and the Board members thanked Ms. Swirsky for extending her retirement to April 1, 2014.

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of November 19, 2013 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of November 19, 2013, Mrs. Iszard introduced a motion for the Board to approve the minutes. Mr. Murphy 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

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,823,848.27 for December 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 \$1,823,848.27. Ms. Stinger 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 November 2013, 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. 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

Dr. Kimberly Schneider, Superintendent, asked Sharon Nemeth, Principal of Health Careers Center to update the Board on the Annual Report from the Council on Occupational Education (COE) Certification. Ms. Nemeth noted that the report on COE accreditation was for massage therapy and all bench marks were satisfied. Ms. Nemeth explained the one low grade was because it is a two year program and some students will graduate next year.

Mr. Murphy asked, why were there blanks under the explanations? Is there part of the data missing?

Ms. Nemeth explained due to the very stringent regulations of COE, the information is in the software program, but does not appear when printed.

Ms. Swirsky presented her memo to the Board regarding acceptance of the ROD Grant (hand out).

SUPERINTENDENT'S REPORT

NEW PROGRAMS/SPECIAL PROJECTS:

Dr. Schneider recommended the Board approve the following:

1. A new Career Prep, Pre-Engineering Program to be held at Mercer County Community College (MCCC), beginning the 2014-2015 school year, through an agreement between MCTS and MCCC, pending enrollment

PERSONNEL & ADDENDUM

Dr. Schneider recommended Board approve the following personnel in the job categories, salary/wage rates, time periods specified:

1. Revised resignation date for Lauren Tavares, Human Resources Manager, from December 6, 2013 to December 13, 2013
2. Revised resignation date for Ann Guarino, Part-time Secretary for Adult Evening Schools, from October 16, 2013 to November 11, 2013
3. Resignation of Shefali Kumar, School Nurse at the Sypek Center, effective the end of the business day January 24, 2014
4. Antoinette Dubaniewicz as a Part-time Secretary for the Adult Evening Schools, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$13.50, effective December 18, 2013 through June 30, 2014 (13-629-200-105-04-01-2400)
5. Tara Larsen, a current student enrolled at Fordham University, as an unpaid intern according to the Student Placement Agreement between MCTS and Fordham University, effective December 18, 2013 through May 31, 2014
6. Sean Cavalier, Manager of Buildings & Grounds, to be paid an hourly overtime rate of \$55.53 for nine (9) hours of work in the Boiler room and to work with the contractors from Rampart on the addition project on October 14, 2013 (11-000-262-104-07-01-2620)
7. Sean Cavalier, Manager of Buildings & Grounds, to be paid an hourly overtime rate of \$55.53 for 39.5 hours of work on painting, carpentry, building maintenance and roof removal at HCC, from November 23, 2013 through December 7, 2013 (11-000-262-104-07-01-2620)
8. Revised end date for a stipend in the amount of \$1,500, prorated to \$450, for Laura Wurtzel, former full-time Temporary Leave-replacement School Counselor at the Assunpink Center, for services to be rendered as the Student 504 Coordinator for the district during the 2013-2014 school year, effective August 26, 2013 through November 19, 2013 for a total of \$450 (11-000-218-104-01-00-2180)
9. A stipend in the amount of \$1,500, prorated to \$495, for Maria Louisa Jones, full-time Temporary Leave-replacement School Counselor at the Assunpink Center, for services to be rendered as the Student 504 Coordinator for the district during the 2013-2014 school year, effective retroactive to November 20, 2013 through March 5, 2014 (11-000-218-104-01-00-2180)
10. Natalie Aulicino, half-time Science Instructor at the Sypek Center, as a Substitute Academic Instructor for the district, on an as needed basis and at a per diem rate of \$90, effective December 18, 2013 through June 30, 2014 (11-310-100-101-02-01-1710, 11-320-100-101-03-01-1027, 11-310-100-101-01-01-1701)
11. Addendum to Professional Employment Agreement between the Board of Education of Mercer County Technical School District and Dana Hice DePugh, Assistant Superintendent for Curriculum and Instruction, shared with Mercer County Special Services School District, effective December 17, 2013 through June 30, 2014 (attached) - **PULLED**

12. Cynthia Taylor-Greaves as a full-time, 12-month, contracted employee in the capacity of Human Resources Manager for the district, at an annual salary of \$75,000, prorated, pending completion of the criminal history background check, effective February 3, 2014 through June 30, 2014 (11-000-230-104-07-00-2302)

Mrs. Iszard introduced a motion for the Board to approve the aforementioned. 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

MISCELLANEOUS & ADDENDUM

Dr. Schneider recommended the Board approve the following:

1. New job description for Accounting Assistant (Confidential) (attached)
2. Policy 4124 – Employment Contract, for first reading (attached)
3. The following policies for second reading and adoption: (attached)
 - a. 2415 No Child Left Behind Programs
 - b. 2415.04 Title I – District-Wide Parental Involvement
4. Nancy Swirsky, School Business Administrator/Board Secretary to serve as Public Agency Compliance Officer (P.A.C.O) for the district, effective January 1, 2014 through March 31, 2014
5. Maria Louisa Jones, Temporary Long-term Leave Replacement School Counselor to serve as Educational Stability Liaison for the district and School Safety Team Specialist at the Assunpink Center effective retroactive to November 20, 2013 through March 5, 2014
6. 2014-2015 Tuition Fee Schedules for the following: (attached)
 - a. Day School Programs – Assunpink, Sypek, Career Prep and Thomas J. Rubino Academy
 - b. Adult Evening Schools
7. Curriculum for Health Education IV for the Health Science Academy (*a copy is available in the Superintendent's office for review*)
8. Revision to the 2013-2014 Health Science Academy Advisory Council Member listing to include Robin Rapport, parent of HSA student
9. District Harassment, Intimidation & Bullying Report for November 14, 2013 through December 11, 2013 (attached) (REVISED HANDOUT)
10. October 2013 Bus Evacuation Drill Report for the Assunpink Center (attached)
11. Emergency Preparedness Drill Reports for the month of November 2013 (attached)

Mr. Murphy asked about bomb threat drills; are the doors and windows closed?

Ms. Mary Smith-Jones, Principal of Sypek Center, said no. Students get out as soon as possible.

Dr. Schneider stated that Ms. Lucille Jones, Principal of Assunpink and District Safety Officer will meet next October and can answer his questions on security.

Mr. Murphy said it was a good drill and his question was answered. Mr. Murphy further stated that he is serious about safe schools.

Mr. Pitman said, we all are+.

Mrs. 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 Accounting Assistant (Confidential) job description, Policies 4124, 2415, 2415.04, 2014-2015 Tuition Fee Schedules, HIB report, Bus Evacuation Drill report, Emergency Preparedness Drill 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

NEW BUSINESS & ADDENDUM

Mrs. Swirsky recommended the Board approve the following:

- IIA. Travel requests (attached)
- IIB. Field trip requests (attached) (Revised hand out)
- IIC. Special Education Medicaid Initiative (SEMI) Program Waiver Resolution for the 2104-2015 school year (attached)
- IID. Professional service agreement with Robert Wood Johnson University Hospital for basic medical physical examinations and optional testing fees as detailed on the attached summary sheet for the period January 1, 2014 through December 31, 2014 (attached)
- IIE. Construction Change Directive No. 001 of a lump sum decrease of \$12,836.96 to the Plumbing, Drainage & Gas Fitting Work contract of DuMont Mechanical, Inc. (attached)
- IIF. Contract with Easycoast Productions, Brad Shutack, for professional services to edit the Adult Evening video per attached project proposal 2013-14 not to exceed \$860 (13-629-200-590-04-00-2400/7468) (attached)
- IIG. Affiliation Agreement between Robert Wood Johnson University Hospital at Hamilton and Mercer County Technical School District for the training of Health Occupations trade, January 1, 2014 – December 31, 2014 (attached)
- IIH. Affiliation Agreement between St. Francis Medical Center and Mercer County Technical School District for the training of Health Occupations trades, January 1, 2014 – December 31, 2014, with a one (1) possible extension (attached)
- III. Contract with Regalena Melrose, PhD, for training and professional development services on March 28, 2014 for \$5,000 per agreement (NCLB 20-231-100-320-00-14-231) (attached).
- IIJ. Accept \$2,500 from Burlington County Insurance Pool Joint Insurance Fund for recognition of outstanding performance in claims management and for maintaining a loss ratio below 50% (attached)

Ms. Swirsky explained that this was the second year MCTS was recognized, receiving \$1,000 for last school year.

- IIK. Services of Comcast Spotlight to showcase the Health Science Academy for \$2,509, Career Prep program at Mercer County Community College for \$2,499 and Shared Time programs for \$2,513 for a total of \$7,521 (11-310-100-320-09-00-1760) (attached)
- IIJ. Vendors Adam Safeguard and Certified Background to perform Health Careers Center student criminal background investigations at no cost to the district
- IIM. Contract with Interactive Educational Services, Inc. (IES) for Cyberschool Web Hosting beginning January 1, 2014 through December 31, 2014 for a development fee of \$7,012 and a monthly support charge of \$285 (11-310-100-320-09-00-1760 \$7,012; 11-000-252-590-07-00-2520 for monthly fee of \$285) (attached)
- IIN. Affiliation Agreement between Kuser Pediatrics, LLC and Mercer County Technical School District for the training of Health Occupations trades, January 1, 2014 – December 31, 2015 (attached)
- IIO. Upgrade of the phone equipment with Broadview Networks for a monthly charge of \$1,040, less E-rate credits for the period January 2014 – June 2014 (11-000-251-530-07-00-2300) (attached)
- IIP. Acceptance of First Amendment to Performance Contract with Johnson Controls, Inc. (JCI) for the Solar System Extended Warranty (Exhibit A) and Notice of Evidence of Unconditional Transfer (Exhibit B) pending MCTS Board Attorney approval (attached)

IIQ. Obtain quote for bus transportation from Assunpink Center to Mercer County Community College for second semester Health Science Academy students (attached)

Mr. Murphy introduced a motion for the Board to approve the aforementioned. Dr. Morana seconded the motion and it was carried by roll call vote. A copy of travel, field trips, SEMI, RWJ summary sheet, DuMont change directive #1, Shutack proposal 2013-14, affiliation agreement with RWJ, Melrose contract BCIPJIF check, Comcast agreements for HSA, Career Prep and Shared Time, affiliation agreement with Kuser Pediatrics LLC, Broadview Networks, JCI amendment, transportation dates, 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 (Abstain on IIC)
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

There being no further business to come before the Board, Mrs. Iszard introduced a motion the meeting be adjourned at 5:17 pm. Ms. Stinger 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, January 21, 2014 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky
School Business Administrator/Board Secretary