

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

MINUTES OF APRIL 22, 2014

The Board Meeting of April 22, 2014 was called to order by President Albert Pitman at 5:01 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, 2014.
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

A moment of silence was led by Dr. Kimberly J. Schneider, Superintendent, for the recent death of Tyler Hettel, Diesel student at the Assunpink Center. Dr. Schneider noted that the family would like to establish a memorial fund for the Diesel Program.

The Board recessed to Executive Session at 5:03 pm on a motion made by Mr. Zoller and seconded by Mrs. Iszard and carried by roll call vote.

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of discussing the Superintendent’s renewal for shared services, Item 11Q on the New Business agenda.

BE IT FURTHER RESOLVED, that the discussion of such subject matter in closed session will be disclosed to the public when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

Mr. Zoller introduced a motion to reconvene the regular meeting at 5:14 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

PUBLIC DISCUSSION

None

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of March 18, were brought before the Board for approval. Upon reviewing the regular session meeting minutes of March 18, Mr. Zoller 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

The regular session meeting minutes of March 25, were brought before the Board for approval. Upon reviewing the regular session meeting minutes of March 25, Mr. Zoller 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 – Abstain
	Mr. Zoller – Yes	Mr. Murphy - Abstain	Mr. Pitman - Yes

The Executive minutes of March 18, 2014 were brought before the Board for approval. Upon reviewing the Executive minutes of March 18, 2014, Mr. Zoller introduced a motion for the Board to approve the minutes. Mr. Murphy seconded the motion and it was carried by roll call vote. Approval of Executive minutes of March 18, 2014 is for content, not for release. Release to be determined when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

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 \$1,957,974.20 for April 2014 and budget transfers to date, were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Murphy introduced a motion for the Board to approve the bill list totaling \$1,957,974.20. 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:	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 March 2014, Mrs. Iszard 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. Mr. Zoller 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. Schneider noted that she will speak with the parents of Tyler Hettel to consider a Diesel Program Scholarship from donations that the district has received.

SUPERINTENDENT’S REPORT NEW PROGRAMS/SPECIAL PROJECTS

Recommend Board approve the following:

1. Application for Pathway Grant to support Financial Literacy curriculum in the amount of \$7,990 (Special Revenue)
2. Application for Video Insights, Inc. Grant to fund security equipment to be installed as a classroom project for students in the amount up to \$250,000 (Special Revenue)

PERSONNEL & ADDENDUM

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

1. Termination of James Walker, Heating, Ventilation, Air Conditioning and Refrigeration Technology Instructor at the Assunpink Center, effective March 27, 2014, pursuant to N.J.S.A. 18A:27-2, the employment contract must cease when the Board of Education receives notification that the employee is no longer eligible for an appropriate certificate
2. Angelo Trapani, holder of NJ Substitute Teacher's Credentials in the area of Building and Maintenance Trades, as a Temporary Long-term Heating, Ventilation, Air Conditioning and Refrigeration Technology Substitute at the Assunpink Center, on an as needed basis, at a per diem rate of \$264.29 effective retroactive to March 28, 2014 through June 30, 2014 or until a full-time instructor is hired (11-310-100-101-01-00-1701)
3. Linda Wright, Secretary I at the Assunpink Center, to resign effective the end of the business day on June 30, 2014 due to retirement
4. Stephen Heringes, Architectural Engineering Design Instructor at the Assunpink Center, to take leave of absence with pay and continuation of benefits, using sick days, effective April 3, 2014 and will return to work upon authorization from his physician and in accordance with the conditions specified in the contractual agreement
5. Joseph Vannozi, holder of NJ Substitute Teacher's Credentials in the area of Drafting and Design Technology, as a Temporary Long-term Architectural Engineering Design Substitute at the Assunpink Center, on an as needed basis, at a per diem rate of \$264.29 effective May 12, 2014 through June 30, 2014 (11-310-100-101-01-00-1721)
6. Tanya Dawson as a full-time, 12-month, contracted employee in the capacity of School Business Administrator/Board Secretary, shared with Mercer County Special Services School District, at an annual salary of \$130,000, pending approval from the County Superintendent and approval of the Shared Services Agreement with Mercer County Technical School, effective July 1, 2014 through June 30, 2015 (11-000-251-104-07-00-2510)
7. Dana Hice DePugh, as a full-time, 12-month, contracted employee in the capacity of Assistant Superintendent for Curriculum and Instruction, shared with Mercer County Special Services School District, at an annual salary of \$140,000, pending approval from the County Superintendent and approval of the Shared Services Agreement with Mercer County Technical School, effective July 1, 2014 through June 30, 2015 (11-000-221-102-09-00-2230)
8. Patricia Griffin, Manager of Technology, to be paid an additional \$100 per day for performing additional responsibilities of training the Computer Data and Technical Support Specialist, effective retroactive to March 24, 2014 through June 30, 2014 as needed (11-000-252-104-07-00-2520)
9. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53 for a total of 12 hours work repairing and painting walls in Media Center and classroom at the Sypek Center on March 17 and March 24, 2014 (11-000-262-104-07-01-2620)
10. Megan Ferdetta, School Counselor at the Assunpink Center, to receive revised stipend amount of \$1,500, prorated to \$405, for services to be rendered as the Student 504 Coordinator for the district during the 2013-2014 school year, effective retroactive to April 1, 2014 through June 30, 2014 (11-000-218-104-01-00-2180)
11. Julie Trauger to receive revised stipend as Yearbook Advisor for the 2013-2014 school year, originally approved for \$600 on September 17, 2013, adjusted to \$1,200, effective retroactive to September 1, 2014 through June 30, 2014 (11-310-100-101-01-01-000)
12. David Lugo, Social Studies Instructor for the Health Science Academy at the Assunpink Center, to receive a stipend in the amount of \$600 in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students overnight at the HOSA National Leadership Conference in Orlando, FL, a total of six (6) days from June 23 through June 28, 2014 (11-310-100-101-01-01-000)
13. A stipend in the amount of \$150 each for the following Health Science Academy Instructors:
 - Seth Knoll, Temporary Leave-replacement Math Instructor
 - Mary Sirangelo, Biology InstructorIn accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students at the HOSA State Competition, \$75 per day on March 22 and March 23, 2014 (11-310-100-101-01-01-000)
14. John Bradley Shutack as a Substitute Graphic Arts Technology Instructor at the Sypek Center, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, pending the completion of the criminal history background check, effective April 23, 2014 through June 30, 2014 (11-310-100-101-02-01-1710)
15. Eric Palm as a full-time, 10-month, contracted employee in the capacity of English Instructor at the Sypek Center, at an annual salary of \$52,857 prorated, pending the completion of the criminal history background check, effective April 23, 2014 through June 30, 2014 (11-310-100-101-02-00-1027)
16. Paula Djemilev as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Sypek Center, at an annual salary of \$36,557 prorated, pending the completion of the criminal history background check, effective April 23, 2014 through June 30, 2014 (11-000-240-105-02-00-2400)
17. Personnel at the salaries indicated for the 2014-2015 school year, pending the outcome of negotiations, for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attached)

18. Kimberlie A. Gartner as a full-time, 12-month, contracted employee in the capacity of Human Resources Manager, at an annual salary of \$75,000 prorated, pending the completion of the criminal history background check, effective May 5, 2014 through June 30, 2014 (11-000-230-104-07-00-2302)
19. Dana Halecka as a full-time, 12-month, contracted employee in the capacity of Licensed Practical Nursing Instructor, at an annual salary of \$57,857 prorated (Step 2 of the 12-month Teacher guide), pending the completion of the criminal history background check, effective May 19, 2014 through June 30, 2014 (13-330-100-101-05-00-1758)
20. Gargyee Roy, to observe the classroom of Thomas Agans, Graphic Arts Instructor at the Sypek Center, on April 23 and April 24, 2014 as part of his requirements for the 24 Hour Alternate Route Teaching Program, at no cost to the district

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.

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

MISCELLANEOUS

Dr. Schneider recommended the Board approve the following:

1. Megan Ferdetta, School Counselor at the Assunpink Center, to serve as Educational Stability Liaison for the district and Harassment, Intimidation or Bullying School Safety Team Specialist at the Assunpink Center, effective April 1, 2014 through June 30, 2014 at no cost to the district
2. Board policies for first reading:
 - a. 5200 Attendance (attached)
 - b. 6362 Contributions to Board Members and Contract Awards (attached)
3. District Harassment, Intimidation & Bullying Report for September 1, 2013 through April 11, 2014 (attached)
4. Emergency Preparedness Drill Report for the month of March 2014 (attached)

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 policies 5200 & 6362, HIB and EPD 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

OLD BUSINESS

Ms. Swirsky gave a brief report on the Board of School Estimate meeting held on April 8, 2014. Mr. Pitman thanked Mrs. Swirsky for all her hard work in preparing the budget for presentation to the Board of School Estimate.

NEW BUSINESS

Mrs. Swirsky recommended the Board approve the following:

- IIA. Travel requests (attached)
- IIB. Field trip requests (attached)
- IIC. Accept the Johnson Controls, Inc. Performance Contracting Value Report for year one (1) of the ESIP (attached)
- IID. Revise amount for IMX Medical Management Services Fit for Duty Exams for the 2013-2014 school from \$800 to an amount not to exceed \$3,500 due to varied rates (11-000-291-290-07-07-2901)

- II.E. Rosa's Banquets and Catering services deposit of \$1,000 for Evening School Graduation on May 23, 2014 at the Nottingham Ball Room (13-629-200-890-04-01-2400)
- II.F. American Appraisal to provide MCTS with an updated fixed assets accounting ledger, not to exceed \$975 (11-000-251-590-07-00-2510) (attached)
- II.G. Privacy/security agreement with Brown & Brown Benefit Advisors as required by HIPAA (attached)
- II.H. Change Order #1 for Gabe Sganga, Inc. of \$6,296.96 from \$377,300 to \$383,596.96 on the Sypek Center Alterations and Additions FVF #4313 (attached)
- III. Renewal of the student tracking software contract with Naviance (Hobsons) in the amount of \$2,406.67 for June 1, 2014 through May 31, 2015 (11-310-100-320-09-00-1413) (attached)
- II.J. Accept \$2,500 reimbursement from Burlington County Insurance Pool Joint Insurance Fund 2012-2013 Safety Incentive Program (attached)
- II.K. Scrap Epson Stylus C62 printer at Sypek Center due to irreparable condition
- III. Resolution accepting the final eligible cost (FEC) of project documents for mechanical, electrical and security alterations at Assunpink Center to the NJ Department of Education (attached)
- II.M. Resolution accepting the final eligible cost (FEC) of project documents for mechanical, electrical and security alterations at Sypek Center to the NJ Department of Education (attached)
- II.N. Extend Konica Minolta copier lease under State Contract A64044/T734C at Health Careers Center and Adult Evening School from May 27, 2014 to June 30, 2014 at the monthly pro-rated rate of \$420 and per copy charge of \$.007 (13-330-200-440-05-00-2400 & 13-629-200-440-04-00-2400)
- II.O. Sixty month lease with _____ for a new copier under State of New Jersey Copier Contract T2075 for the period July 1, 2014 through June 30, 2019 at a base rate of \$ _____ per month plus a per copy charge of \$ _____ at Health Careers Center and Adult Evening School (13-330-200-440-05-00-2400 & 13-629-200-440-04-00-2400) **PULLED**
- II.P. Extend maintenance and support contract with Solid Technologies Inc., for Zprinter 310 located at Assunpink Center to June 30, 2014 for \$1,500 (11-310-100-340-01-00-1721)
- II.Q. Resolve the shared services agreement for Dr. Kimberly J. Schneider with Mercer County Special Services School District for the 2014-2015 school year (attached)

Mrs. 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, field trips JCI report, American Appraisal, Brown & Brown agreement, Change Order for Sganga, Naviance agreement, BCIPJIF, FEC resolution for Assunpink, FEC resolution for Sypek, resolution for Dr. Schneider, 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 IIQ)
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

The Board recessed to Executive Session at 5:22 pm on a motion made by Mr. Zoller and seconded by Mr. Murphy and carried by roll call vote.

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 discussion of such subject matter in closed session will be disclosed to the public when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

Mrs. Iszard introduced a motion to reconvene the regular meeting at 6:38 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

Mr. Pitman called for a motion that Mr. Bliss read as follows:

BE IT RESOLVED that the Mercer County Vocational-Technical Board of Education hereby approves the directive of the Superintendent pertaining to personnel; and

BE IT FURTHER RESOLVED that the Board affirms the action taken at its meeting on March 25, 2014 providing that Timothy M. Keating, Instructor of English at the Sypek Center, is suspended with pay and continuation of benefits effective March 24, 2014 until termination effective May 24, 2014.

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.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Yes	Dr. Morana - Abstain
	Mr. Zoller - Yes	Mr. Murphy - No	Mr. Pitman - Yes

There being no further business to come before the Board, Mr. Murphy introduced a motion the meeting be adjourned at 6:42 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, May 20, 2014 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy Swirsky
Business Administrator/Board Secretary