

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

MINUTES OF NOVEMBER 17, 2015

1. The Board Meeting of November 17, 2015 was called to order by President Albert Pitman at 5:46 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 12, 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 – Absent Ms. Stinger – Present Dr. Morana - Present
 Mr. Zoller – Present Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

The Board held a moment of silence in recognition of student Amber Mohr, Sypek student who was recently killed in a car accident.

Dr. Schneider read a letter from the Debate Team. (Handout)

B. The Board recessed to Executive Session at 5:49 pm on a motion made by Mr. Zoller and seconded by Dr. Morana and carried by roll call vote.

Roll Call: Ms. Iszard – Absent 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 legal matter.

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.

Mr. Zoller introduced a motion to adjourn Executive Session and return to public regular meeting at 6:27 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of October 20, 2015 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of October 20, 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 – Absent Ms. Stinger – Yes Dr. Morana - Abstain
 Mr. Zoller – Yes Mr. Pitman – Yes

- B. The Executive session meeting minutes of October 20, 2015 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of October 20, 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 - Absent Ms. Stinger - Yes Dr. Morana - Abstain
Mr. Zoller - Yes Mr. Pitman - Yes

- C. The Reorganization meeting minutes of November 5, 2015 were brought before the Board for approval. Upon reviewing the Reorganization meeting minutes of November 5, 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 - Absent Ms. Stinger - Yes Dr. Morana - Abstain
Mr. Zoller - Yes Mr. Pitman - Yes

- D. The Special meeting minutes of November 5, 2015 were brought before the Board for approval. Upon reviewing the Special meeting minutes of November 5, 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 - Absent Ms. Stinger - Yes Dr. Morana - Abstain
Mr. Zoller - Yes Mr. Pitman - Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$684,001.07 November 2015 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Dr. Morana introduced a motion for the Board to approve the bill list totaling \$684,001.07. Mr. Zoller 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 - Absent Ms. Stinger - Yes Dr. Morana - Yes
Mr. Zoller - Yes Mr. Pitman - Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending October 2015, 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. 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: Ms. Iszard - Absent Ms. Stinger - Yes Dr. Morana - Yes
Mr. Zoller - Yes Mr. Pitman - Yes

7. CORRESPONDENCE & COMMUNICATIONS

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT & ADDENDUM

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Application for a State House Express award in the amount of \$300 for the STEM Academy (attached)
2. New Nurse Aide in Long-term Care Facilities Training and Competency Evaluation Program (NATCEP) at the Health Careers Center beginning Spring 2016, pending approval from State Department of Health and Human Services (attached)

B. PERSONNEL

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

1. Termination of Susan Gower, LPN Instructor at the Health Careers Center, effective end of the business day January 15, 2016
2. Mohammad Shahrokh 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 November 18, 2015 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
3. Mark Wetherbee 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 November 18, 2015 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
4. A stipend in the amount of \$600 for Scott Engle, Culinary Arts Instructor at the Sypek Center, for services to be rendered as the ProStart Advisor during the 2015-2016 school year, retroactive to September 1, 2015 through June 30, 2016, to be paid in two (2) payments of \$300 at the end of the first and second semesters (11-310-100-101-02-00-0000)
5. A stipend in the amount of \$600 for Edward Birdsall, Landscaping Maintenance and Design Instructor at the Sypek Center, for services to be rendered as the Future Farmers of America (FFA) Advisor during the 2015-2016 school year, retroactive to September 1, 2015 through June 30, 2016, to be paid in two (2) payments of \$300 at the end of the first and second semesters (11-310-100-101-02-00-0000)
6. A revised stipend amount of \$900 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, retroactive to September 1, 2015 through June 30, 2016, to be paid in two (2) payments of \$450 at the end of the first and second semesters (11-310-100-101-01-00-0000)
7. Personnel at the salaries indicated, retroactive to July 1, 2014 for the 2014-2015 school year per the 2014-2017 Agreement with MCVEA for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attached)
8. Personnel at the salaries indicated, retroactive to July 1, 2015 for the 2015-2016 school year per the 2014-2017 Agreement with MCVEA for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attached)
9. A stipend in the amount of \$1,200 for Laura Wurtzel, Secretary I at the Assunpink Center, for services to be rendered as the National Honor Society Advisor during the 2015-2016 school year, retroactive to September 1, 2015 through June 30, 2016, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-00-0000)
10. A stipend in the amount of \$450 for Olivia Vance, Secretary III at the Assunpink Center, for services to be rendered as the Prom/Social Co-Advisor during the 2015-2016 school year, retroactive to September 1, 2015 through June 30, 2016, to be paid in two (2) payments of \$225 at the end of the first and second semesters (11-310-100-101-01-00-0000)
11. A stipend in the amount of \$450 for Rachel Matushoneck, Math Instructor at the Assunpink Center, for services to be rendered as the Prom/Social Co-Advisor during the 2015-2016 school year, retroactive to September 1, 2015 through June 30, 2016, to be paid in two (2) payments of \$225 at the end of the first and second semesters (11-310-100-101-01-00-0000)
12. A stipend in the amount of \$3,000 for Sylvia Kraehenbuehl, Secretary III at the Assunpink Center, for services to be rendered as secretarial support for the Perkins Grant Program during the 2015-2016 school year, retroactive to September 1, 2015 through June 30, 2016, to be paid in two (2) payments of \$1,500 at the end of the first and second semesters (11-310-100-101-01-00-0000)
13. Anneese McRae as a Substitute Academic and Health Occupations 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 November 18, 2015 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
14. Anneese McRae as a Substitute Nurse for the district, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$125, effective November 18, 2015 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)

C. MISCELLANEOUS

Recommend Board approve the following:

1. The following Advisor stipends for the 2015- 2016 school year, effective retroactive to September 1, 2015 through June 30, 2016:
 - a. Health Occupations Students of America (HOSA) Advisor, in the amount of \$1,200
 - b. Student Council Advisor, in the amount of \$1,200
 - c. Yearbook Advisor, in the amount of \$1,200
 - d. Model UN Advisor, in the amount of \$1,200
 - e. National Honor Society Advisor, in the amount of \$1,200
 - f. Distributive Education Clubs of America (DECA) Advisor, in the amount of \$1,200

- g. Math League Advisor, in the amount of \$900
 - h. Prom/Social Advisor, in the amount of \$900
 - i. Debate Team Advisor, in the amount of \$600
 - j. ProStart Advisor, in the amount of \$600
 - k. Future Farmers of America (FFA) Advisor, in the amount of \$600
2. Board regulations for second reading and adoption: (*copies available in Superintendent's office*)
 - a. 3322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
 - b. 4322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
 - c. 5756 Transgender Students
 - d. 8461R Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse
 3. District Harassment, Intimidation & Bullying Report for September 1, 2015 through November 13, 2015 (attached)
 4. Emergency Preparedness Drill Report for the month of October 2015 (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 NATCEP, HIB, EPDR, 2014-2015 salaries, 2015-2016 salaries shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Absent	Ms. Stinger – Yes	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Pitman – Yes	(Abstained on 9B above)

10. OLD BUSINESS

None

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. 1098-T Processing Services Agreement with Tab Service Company, not to exceed \$1,200 (11-000-251-590-07-00-2903/7167) (attached)
- D. Rescheduling of professional development training date with Regalena Melrose, PhD from December 4, 2015 to December 11, 2015, not to exceed \$5,000 per agreement, originally Board approved on October 20, 2015 (IDEA 20-250-200-320-00-16-250 11220) (attached)
- E. Preliminary Budget Planning Schedule for the 2016-2017 school year (attached)
- F. List of vendors paid through Federal funds and ensured as not listed as federally suspended or debarred by the Qualified Purchasing Agent (attached)
- G. Membership renewal for SchoolDude.com, Inc., Maintenance Direct Service January 1 through December 31, 2016, in the amount of \$1,260.22 (11-000-262-490-07-00-2620) (attached)
- H. Accept grant of \$300 from the Rutgers Eagleton Institute of Politics awarded on behalf of James Devaney, MCTS Social Studies teacher, to defray the cost of transporting students for a tour of the State House (attached)
- I. Yearly maintenance contract with Prior Nami Business Systems on Minolta BIZHUB 601 in the Admissions Office at the Sypek Center, effective November 1, 2015 through June 30, 2016 for \$500 (11-000-240-590-09-00-2400 7089) (attached)
- J. Resolution and Indemnity & Trust Agreement to renew membership in the Burlington County Insurance Pool for three (3) years beginning July 1, 2016 and ending June 30, 2019 (attached)

- K. Change Order #1 for Zsenak Electric Co., Inc. of \$805 from \$278,400 to \$279,205 on the Assunpink Center Alterations and Additions FVF #4313 (attached)
- L. Change Order #3 for Performance Mechanical Corp., for a reduction of \$10,659.84 from 887,041.05 to \$876,381.21 on the Alterations and Additions FVF 4312/4313 (attached)
- M. Accept the County Vocational Competitive Grant in the amount of \$300,000
- N. Renewal of License for National Reading Styles Institute (NRSI) Power Reading Online (PRO) program for the 2015-2016 school year for 90 students for \$3,150 (NCLB Title IA 20-231-100-320-00-16-231)
- O. Donation of 1999 Jeep Grand Cherokee Laredo to the Sypek Center from George M. Dusichka
- P. Revised proposal from R. Taylor Ruilova, Comegno Law Group, for three (3) in-service presentations to teachers on Inclusion and the Law, February 4, April 6 and May 4, 2016 not to exceed \$2,000 originally Board approved on October 20, 2015 (IDEA 20-250-200-320-00-16-250 11220)
- Q. Year two of five, January 30, 2016 through January 30, 2017, lease agreement with Pitney Bowes for New Connect 1000 postage machine, to include all maintenance, meter subscription, rate changes, training and installation at \$275 per month, billed quarterly at \$825, under NJ State Contract #A75237 (11-000-240-440-01-00-2400)
- R. Authorize the sale of Solar Renewable Energy Certificates (SREC) from January 2015 to September 2015 as follows: 370 from Assunpink and 301 from Sypek for a total of 671 SREC's using the services of Flett Exchange Online Auction
- S. Continuation of Agreement with Delta-T Group to provide substitute registered nurses at a rate of \$41 per hour, through June 30, 2016, not to exceed \$5,000 for a total of \$15,000 (11-000-213-590-01-00-2130 or 11-000-213-590-02-00-2130)
- T. Annual Facilities Checklist Health and Safety Evaluation of School Buildings for Assunpink, Health Careers and Sypek Centers for 2015-2016 (handout) PULLED
- U. Services of Heidi A. Wolfinger, M.Ed., Educational Audiologist as Teacher of the Deaf for a STEM Academy student, once per week for 30 minutes, at a rate of \$140 per hour not to exceed \$2,000 (11-310-100-590-01-00-1900)
- V. Award bid 4524/4525 Renovations at Sypek and Assunpink Centers paid through ROD grant funds to: (attached)
 - Contract #1 - HVAC/General Construction – Performance Mechanical - \$ 1,471,000
 - Contract #2 - Electrical – Zsenak Electric - \$1,106,605

Ms. Stinger 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, Tab Services, Melrose agreement (revised), Preliminary Budget Planning Schedule, vendors list, SchoolDude, Rutgers Eagleton, maintenance contract, Resolution and Indemnity & Trust Agreement, Change Order #1 for Zsenak Electric Co., Inc., Change Order #3 for Performance Mechanical Corp., bid award analysis, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

12. EXECUTIVE SESSION – Moved to the beginning of the meeting.

13. PUBLIC DISCUSSION

None

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 6:33 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

The next Regular Meeting shall be held on Tuesday, December 15, 2015 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary