

PERSONNEL

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

1. Terminate employment of Richard Camiso, Teacher Assistant at the Sypek Center, due to job abandonment, effective September 1, 2013
2. Rescind employment offer for Robert Banka, Science Instructor at the Sypek Center, originally approved on July 16, 2013. Mr. Banka failed to pass the criminal history background check.
3. James Walker as a full-time, 10-month, contracted employee in the capacity of Heating, Ventilation, Air Conditioning and Refrigeration Technology Instructor at the Assunpink Center, at an annual salary of \$52,857 (Step 1 on the current 10-month Teacher salary guide), pending completion of the criminal history background check, effective retroactive to September 1, 2013 through June 30, 2014 (11-310-100-101-01-00-1701)
4. Christina Primerana as a full-time, 10-month, contracted employee in the capacity of Teacher Assistant at the Sypek Center, at an annual salary of \$23,949, prorated (Step 1 on the current Teacher Assistant salary guide), pending completion of the criminal history background check, effective September 18, 2013 through June 30, 2014 (11-320-100-106-03-00-1729)
5. Natalie Aulicino as a half-time, 10-month, contracted employee in the capacity of Science Instructor at the Sypek Center, at an annual salary of \$26,428 (50% of Step 1 on the current 10-month Teacher salary guide), pending completion of the criminal history background check, effective September 18, 2013 through June 30, 2014 (11-320-100-101-03-00-1027)
6. Daniel M. Swirsky, part-time Human Resources Consultant for the district, to work half-days on an as-needed basis, pending completion of the criminal history background check, at a per diem rate of \$300 and not to exceed \$10,000, effective September 18, 2013 through June 30, 2014 (11-000-230-104-07-00-2302)
7. Cody Birdsall as a Substitute Instructor (Academic) for the district, on an as-needed basis and at a per diem rate of \$90, effective September 18, 2013 through June 30, 2014 (11-310-100-101-01-01-1701)
8. Timothy Keating, Language Arts Instructor at the Sypek Center, to be paid on stipend of \$32 for additional duties offering academic support to students as the No Child Left Behind (NCLB) Tutor, on regularly scheduled school days, before and after normal school hours, on an as-needed basis and funded by the FY2014 NCLB Grant, effective September 18, 2013 through June 30, 2014 (Special Revenue 20-231-100-101-00-14-231)
9. Revised contract for Sean Cavalier, Manager of Buildings & Grounds, for the 2013-2014 school year, retroactive to July 1, 2013
10. Sean Cavalier, Manager of Buildings & Grounds, to be paid an hourly overtime rate of \$55.53 for 16 hours of work painting and construction projects at the Assunpink Center from September 4, 2013 through September 7, 2013 (11-000-262-104-07-01-2620)
11. Assistant Business Administrator position title revision to Assistant Business Administrator/Board Secretary, shared by MCSSSD
12. Revised salary for Tanya Dawson, Assistant Business Administrator/Board Secretary, shared by MCSSSD, from \$93,001 to \$100,000, prorated, effective retroactive to September 3, 2013 through June 30, 2014
13. Revised Job Description for Assistant Business Administrator/Board Secretary, shared by MCSSSD (attached)
14. Unaffiliated (Confidential) position title revisions, at no cost to the district, as follows:
 - a. Administrative Secretary to the Superintendent to Administrative Assistant to the Superintendent
 - b. Secretary to the Business Administrator/Board Secretary to Administrative Assistant to Business Administrator/Board Secretary
 - c. Business Secretary I to Payroll/Accounting Specialist
 - d. Business Secretary II to Accounts Payable Specialist
15. Revised Job Description for Administrative Assistant to the Superintendent (attached)
16. Revised Job Description for Administrative Assistant to Business Administrator/Board Secretary (attached)
17. Revised Job Description for Payroll/Accounting Specialist (attached)
18. Revised Job Description for Accounts Payable Specialist (attached)
19. Revised 2013-2014 Contracted Staff and Confidential Staff Salaries (attached)
20. Rachel Hendrickson, English Instructor at the Assunpink Center, to be paid a stipend in the amount of \$1,200 for serving as Student Council Advisor for the 2013-2014 school year, retroactive to September 1, 2013 through June 30, 2014 (11-310-100-101-01-01-0000)
21. Rachel Matushoneck, (half-time) Math Instructor at the Assunpink Center, to be paid a stipend in the amount of \$600 for serving as Debate Team Advisor for the 2013-2014 school year, retroactive to September 1, 2013 through June 30, 2014 (11-310-100-101-01-01-0000)
22. Julie Trauger, Spanish Instructor at the Assunpink Center, to be paid a stipend in the amount of \$600 for serving a Yearbook Advisor for the 2013-2014 school year, retroactive to September 1, 2013 through June 30, 2014 (11-310-100-101-01-01-0000)

23. Mary Sirangelo, Biology Instructor at the Assunpink Center, to be paid a stipend in the amount of \$1,200 for serving as Career and Technical Student Organizations (CTSO) Advisor for Health Occupations Students of America (HOSA) for the 2013-2014 school year, retroactive to September 1, 2013 through June 30, 2014 (11-310-100-101-01-01-000)
24. William Gould, Retail Food Marketing Instructor at the Sypek Center, to be paid a stipend in the amount of \$1,200 for serving as Career and Technical Student Organizations (CTSO) Advisor for Distributive Education Clubs of America (DECA) for the 2013-2014 school year, retroactive to September 1, 2013 through June 30, 2014 (11-310-100-101-02-00-0000)

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 Revised Inter-local Services Agreement, MOU, Student Placement Agreement, revised job descriptions for Assistant Business Administrator/Board Secretary, Administrative Assistant to the Superintendent, Administrative Assistant to Business Administrator/Board Secretary, Payroll/Accounting Specialist, Accounts Payable Specialist 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	
	Mr. Zoller - Yes	Mr. Flora - Yes	Mr. Pitman - Yes
		(Abstain on Emergent Hires)	

MISCELLANEOUS & ADDENDUM

Dr. Schneider recommended the Board approve the following:

1. The Food Service Biosecurity Management Plan for the district (*on file in the Business Office*)
2. Curricula for the following Health Science Academy courses: (*copies available for review in the Superintendent's office*)
 - a. Organic Chemistry
 - b. English IV
 - c. English IV Honors
 - d. Senior Internship - Guidelines & Procedures
3. Uniform State Memorandum of Agreements for the 2013-2014 school year between MCTS and the following Police Departments:
 - a. Ewing Township (Thomas J. Rubino Academy)
 - b. Hopewell Township (Sypek Center)
 - c. Lawrence Township (Career Prep - Dempster Fire Training Center)
 - d. West Windsor Township (Career Prep)
4. District Harassment, Intimidation & Bullying Safety Team Roster for the 2013-2014 school year (attached)
5. District Harassment, Intimidation & Bullying Report for September 1, 2013 through September 12, 2013 (attached)
6. Emergency Preparedness Drill Report from the Health Careers Center for the month of August 2013 (attached)
7. Revised Lunchroom Aide/Hall Monitor Job Description (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 HIB roster, HIB report HCC Emergency Preparedness Drill Report, Revised Lunchroom Aide/Hall Monitor Job Description 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	
	Mr. Zoller - Yes	Mr. Flora - Yes	Mr. Pitman - Yes

OLD BUSINESS

Ms. Swirsky announced that the Mercer County Board of Chosen Freeholders approved expanding our Board from five to seven members.

Mr. Zoller asked, what was the need for two additional Board members?

Dr. Schneider noted the County Executive, by statue, can increase to include seven members and he wants to give us additional support with members of various backgrounds to help the Board.

NEW BUSINESS

Recommend the Board approve the following:

- IIA. Travel requests (attached) **REVISED HANDOUT**
- IIB. Field trip requests (attached) **REVISED HANDOUT**
- IIC. Cooperative Pricing Agreement with Hunterdon County Education Services Commission (attached).
- ID. Contract with Easycoast Productions, Brad Shutack, for professional services to edit the Health Science Academy video per attached project proposal 2013-10 not to exceed \$860 (11-310-100-340-01-00-1900/7211) (attached).
- IIE. Contract with Easycoast Productions, Brad Shutack, for professional services to edit the Career Tech video per attached project proposal 2013-10 not to exceed \$860 (11-310-100-320-09-00-1760/7202) (attached).
- IIF. Revise the amount for Comegno Law Group, PC approved on June 18, 2013 to an amount not to exceed \$10,000 with partial reimbursement from District insurance coverage (11-000-230-331-07-00-2301)
- IIG. Contract with Regalena Melrose, PhD, for training and professional development services on October 25, 2013 for \$4,500 per agreement (NCLB 20-231-100-320-00-14-231) (attachment).
- IIH. Cancel checks issued in error; 39945 for \$98.80 and 39903 for \$171.96.
- III. Personal Protective Equipment (PPE) Standard Manual (attached).
- IIJ. Single Event On-Site Agreement with FranklinCovey Client Sales, Inc. for The Leader in Me “7 Habits of Highly Effective Teens” Workshop on October 24, 2013 not to exceed \$3,500 (IDEA 20-250-100-320-00-14-250) (attached).
- IIK. Renewal of the Maintenance Service Agreement with Specialty Underwriters, LLC for the amount of \$6,513 (11-000-262-520-07-01-2620) (attached).
- II L. Year three (3) of five (5) contract with Neopost for postage processing at \$128.14 per month beginning October 1, 2013 (11-000-230-530-02-01-2300).
- II M. FY 2014 secondary Perkins funding in the amount of \$227,017.
- II N. Contract with CDW Government through the MRESC Cooperative 13/14-04 for software support for the PARCC testing requirements for a five (5) year license subscription with access point equipment and cloud controller (11-000-251-600-07-00-2510 \$8,641.32 and 11-000-251-590-07-00-2510 for \$4,739.76).
- II O. Bid maintenance services of Heating/Air Conditioning Units and Refrigeration Equipment.
- II P. Award Removal and Disposal of Waste and Recycling Bid 14-103 to Midco Waste Systems for three years; \$15,287.04 year one; \$15,898.52 year two; \$16,534.46 year three; totaling \$47,720.02 for the period October 1, 2013 - June 30, 2016 (11-000-262-420-01-00-2620; 11-000-262-420-02-00-2620; 13-330-200-420-05-00-2620; 13-629-200-420-04-00-2620) (handout).

- IIQ. Contract with Culinary Ventures Vending beginning September 1, 2013 through August 30, 2014; may grant an additional one year extension (handout).
- IIR. Recommend the Board approve Change Order No. 1 for Performance Mechanical Corporation for heating pipe isolation valves at Assunpink Buildings A and B for an additional cost of \$4,241.05, base contract of \$874,600.00 to \$878,841.05 on PO 13-01325 (attached).

Mr. Zoller asked about the consultant working half day and is it \$300 for a full day?

Dr. Schneider said the half day is \$300 and \$600 for a full day. She stated he is an experienced administrator, was a superintendent and interim human resources director. Dr. Schneider added that we need additional office procedures which we don't currently have and we need all the forms set up for the office.

Mr. Zoller asked, how often do you use consultants?

Dr. Schneider said our consultant two years ago was for the academy and the strategic plan.

Mr. Flora said, it's about 33 days, is it enough?

Dr. Schneider said yes, to set up the office and forms. The new HR Manager will be completing her certificate and the consultant will be a resource.

Mr. Pitman said, then we may not need all the hourse.

Dr. Schneider stated that we need to make sure we are up to date on Board experience with FMLA.

Mr. Bilss explained item IIP under New Business of the agenda, the Disposal Waste Bid, noting that Waste Management did not complete the Bid Proposal Form, so effectively we had just one bid.

Mr. Pitman asked about item IIR under New Business on the agenda. How was this discovered?

Ms. Swirsky explained during the excavation it was uncovered that there were no shut off valves.

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Mr. Flora seconded the motion and it was carried by roll call vote. A copy of the travel requests, field trips, Cooperative Pricing Agreement, Easycoast for HSA, Easycoast for Career Tech, Contract with Regalena Melrose, PhD, PPE Manual, FranklinCovey Client Sales, Inc., Specialty Underwriters, LLC, Change order No. 1, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Mrs. Iszard - Yes (abstain on IIP)	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Mr. Flora - Yes	Mr. Pitman - Yes

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:41 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Mr. Flora - Yes	Mr. Pitman - Yes

The next meetings of the Board shall be held on Tuesday, October 15, 2013 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky
Business Administrator/Board Secretary