

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

MINUTES OF DECEMBER 18, 2012

The Board Meeting of December 18, 2012 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 13, 2012.

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 – Absent
Mr. Zoller - Yes Dr. Stewart - Absent Mr. Pitman - Yes

PUBLIC DISCUSSION

- Mr. Pitman read the telephone script safety message (attached) which was sent to parents and staff via district-wide telephone broadcast on December 17, 2012, which was followed by a moment of silence.
- Peter Frascella, Evening School Principal, thanked Dr. Schneider for visiting the evening school after the crisis in Connecticut and taking the time to meet with students and staff.
- Mrs. Swirsky said that Tanya Dawson was instrumental in putting the information together for the audit. Ms. Dawson introduced Scott Clelland, CPA, Wiss & Co, LLC. Scott thanked Nancy and Tanya for their hard work and stated that it is rare to have no findings. Scott stated that the audit was filed on time and noted the most important part of the audit is the opinion on page 11 of the report. Mr. Clelland commended the District and said that the district is in good financial position with a 6% fund balance and a capital reserve balance that had \$300K added and \$1M pulled out to complete the ESIP. The District issued the ESIP lease that is now completed. The State continues to hold out June payments, but the District operates without getting a loan. Mr. Clelland stated that it is important to note that ARRA funding is no longer available. He mentioned that super storm Sandy will create a shortfall with a loss of ratables and we don’t know how the State will handle the issue. The District manages the books well and there is good internal control and there are no management recommendations.

Mr. Pitman thanked Mr. Clelland, Ms. Swirsky and Ms. Dawson.

MINUTES OF PREVIOUS MEETING

The regular session meeting and Executive meeting minutes of November 20, 2012 were brought before the Board for approval. Upon reviewing the minutes of November 20, 2012, Mr. Zoller introduced a motion for the Board to approve the minutes. Mrs. Iszard seconded the motion and it was carried by roll call vote.

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

BILLS TO BE APPROVED

Bills totaling \$1,233,315.87 for December 2012 were brought before the Board. Upon reviewing the bills presented, Mrs. Iszard introduced a motion for the Board to approve the bill list totaling \$1,233,315.87. Mr. Zoller seconded the motion and it was carried by roll call vote. The bill list 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 – Absent
Mr. Zoller - Yes Dr. Stewart - Absent Mr. Pitman - Yes

BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending November 30, 2012, Mr. Zoller introduced a motion the Board approve the reports as presented, whereby, the Board Secretary certifies all necessary budget transfers to date and 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, including budget transfer 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 – Absent Mr. Pitman - Yes
Mr. Zoller - Yes Dr. Stewart - Absent

CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider shared “Reflections” from Dr. Larry Feinsod, Executive Director New Jersey School Board Association, with the Board. Dr. Schneider noted that school boards will provide crisis feedback and she will share with members (handout).

Bill noted that he had blood work done at Helene Fuld and student Christine Zola did an excellent job. He said he did not feel the needle and asked Sharon Nemeth, Health Careers Principal to acknowledge the student. Ms. Nemeth shared that students have to do 100 phlebotomy sticks.

SUPERINTENDENT’S REPORT
NEW PROGRAMS/SPECIAL PROJECTS:

Recommend the Board approve the following:

None

PERSONNEL & ADDENDUM

LEAVE WITH PAY

Recommend Board approve leaves for the following personnel as specified:

Thomas Spezzano, Jr., Building Maintenance Trades Instructor at the Sypek Center, effective retroactive to December 17, 2012 through January 30, 2013 with pay and continuation of benefits, using 25 sick days. Mr. Spezzano will return to work upon authorization from his physician and in accordance with the conditions specified in the contractual agreement.

Judy Huebner, Business Secretary I for the district, effective February 25, 2013, with pay and with continuation of benefits, using sick days. Ms. Huebner will return to work upon authorization from her physician and in accordance with the conditions specified in the contractual agreement.

LEAVE WITHOUT PAY

Recommend the Board approve Thomas Spezzano, Jr., Building Maintenance Trades Instructor at the Sypek Center, to take medical leave without pay, with continuation of benefits in accordance with the Family and Medical Leave Act (FMLA) guidelines, not to exceed 12 weeks, effective January 31, 2013 through March 12, 2013, totaling seven (7) weeks.

EMERGENT HIRING

Recommend Board approve the following personnel in the job categories, salary/wage rates, time periods specified, pending completion of the criminal history background check:

Donna Bliszczy-Sabo, pending completion of the criminal history background check, as Substitute School Nurse for the district, on an as-needed basis, effective December 19, 2012 through June 30, 2013. (11-310-100-101-01-01-1701, 11-310-100-101-02-01-1710)

Jennifer Gelak, pending completion of the criminal history background check, as Substitute School Nurse for the district, on an as-needed basis, effective December 19, 2012 through June 30, 2013. (11-310-100-101-01-01-1701, 11-310-100-101-02-01-1710)

James Devaney as a full-time, 10-month contracted employee in the capacity of Teacher Assistant at the Sypek Center, at an annual salary of \$24,149.00 (Step 3) prorated, effective January 2, 2013 through June 30, 2013. (11-320-100-106-03-00-1728)

Lorraine Potter as a full-time, 12-month contracted employee in the capacity of Secretary III at the Sypek Center, at an annual salary of \$36,257.00 (Step 1) prorated, effective January 2, 2013 through June 30, 2013. (11-000-240-105-02-00-2400)

TO BE HIRED

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

Patricia Griffin, Manager of Technology, to be paid an hourly overtime rate of \$66.20 for 25 hours of work on November 21, 22 and 26, 2012. Ms. Griffin identified and removed a virus on the computer system, repaired and restored infected servers and restored the district website. (11-000-252-104-07-00-2520)

A stipend in the amount of \$2,400 for Rachel Hendrickson, Language Arts Instructor for the Health Science Academy, for completion of the English III (Grade 11) curriculum and English III Honors (Grade 11) curriculum. This is in accordance with the agreement between the Board of Education and the Mercer County Vocational Education Association. (11-310-100-101-01-01-0000)

Quitman Kyer as long-term Substitute Building Maintenance Trades Instructor at the Sypek Center at a per diem rate of \$200 for the period retroactive to December 17, 2012 pending the return of Thomas Spezzano, Jr., who is on leave as of December 17, 2012. Mr. Kyer holds a NJ Substitute Teacher's Credential in Building Maintenance Trades valid until January 2, 2015 and his Criminal History approval is on file in the Superintendent's office. (11-320-100-101-03-00-1727)

A stipend in the amount of \$1,200.00 for Alison Goldstein, Biology Instructor for the Health Science Academy, for serving as Career and Technical Student Organizations (CTSO) Advisor for Health Occupations Students of America (HOSA) for the remainder of the 2012 – 2013 school year, effective December 19, 2012 through June 30, 2013, replacing Elise Lybrand as she declined the appointment. (11-310-100-101-01-01-0000)

Sean Cavalier, Manager of Buildings and Grounds, to be paid an hourly overtime rate of \$58.61 for 10 hours of work on December 15, 2012, due to a water main break at the Assunpink Center. (11-000-262-104-07-01-2620)

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 - Absent	
	Mr. Zoller - Yes	Dr. Stewart - Absent	Mr. Pitman - Yes

MISCELLANEOUS & ADDENDUM

Dr. Schneider recommended the Board approve the following:

Nancy Swirsky, School Business Administrator/Board Secretary to serve as Public Agency Compliance Officer (P.A.C.O.) for the district, effective January 1, 2013 through December 31, 2013.

2013-2014 Tuition Fee Schedules for the following: (See attached - canary sheets)

- Day School Programs – Assunpink, Sypek, Career Prep and Thomas J. Rubino Academy
- Health Careers Center
- Adult Evening School

(Mrs. Swirsky explained that the attached listed tuition rates with increases of 5% and 10%. It was decided with Mr. Frascella, Principal, that the Board is approving the 5% rate.)

Policies for first reading:

- 2110 District Mission Statement/Philosophy of Education (See attached - pink sheet)

Policies for second reading and adoption:

- 4322 Staff Member's Use of Cellular Telephones and Communication Devices (See attached – blue sheet)

Revised Job Descriptions for the following:

- Career and Technical Education Instructor – Part-time Health Careers Center (See attached - salmon sheets)
- Career and Technical Education Instructor – Post-secondary (See attached - gray sheets)

Revised 2012-2013 Harassment, Intimidation and Bullying Roster for the district. (See attached – blue sheet)

The Harassment, Intimidation & Bullying Report for September 1- December 12, 2012:

ASSUNPINK CENTER				
Month	Investigations	HIB	Non-HIB	Pending
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0

SYPEK CENTER				
Month	Investigations	HIB	Non-HIB	Pending
September	0	0	0	0
October	*Case #001-12/13 (10/19/12)	-	Yes	Closed
	*Case #002-12/13 (10/19/12)	Yes	-	Closed
	*Case #003-12/13 (10/19/12)	-	Yes	Closed
	*Case #004-12/13 (10/22/12)	Yes	-	Closed
	*Case #005-12/13 (10/22/12)	Yes	-	Closed
	*Case #006-12/13 (10/25/12)	Yes	-	Closed
November	0	0	0	0
December	0	0	0	0

THOMAS J. RUBINO ACADEMY				
Month	Investigations	HIB	Non-HIB	Pending
September	*Case #001-12/13 (9/20/12)	-	Yes	Closed
	*Case #002-12/13 (9/20/12)	-	Yes	Closed
October	*Case #003-12/13 (10/2/12)	-	Yes	Closed
	*Case #004-12/13 (10/24/12)	-	Yes	Closed
November	0	0	0	0
December	0	0	0	0

The Emergency Preparedness Drill Reports for the month of November 2012. (See attached – cherry sheets)

HIB Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period #1, July 1, 2012 through December 31, 2012. (See attached – blue sheets)

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 2013-2014 Tuition Fee Schedules, policies 2110 & 4322, job descriptions, Revised 2012-2013 Harassment, Intimidation and Bullying Roster and Emergency Preparedness Drill Reports and HIB Report for 7/1-12/31/12 shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Mrs. Iszard - Yes
Mr. Zoller - Yes

Ms. Stinger – Absent
Dr. Stewart - Absent

Mr. Pitman – Yes

OLD BUSINESS

Mrs. Swirsky explained that after the incident that occurred in Connecticut she contacted Sean Cavalier, Manager of Buildings and Grounds to setup a meeting with John Viesz of FVHD Architectural Group, Inc., to go over the renovations before we go out to bid in the Spring of 2013, to ensure that we included appropriate safety measures.

NEW BUSINESS & ADDENDUM

Mrs. Swirsky recommended the Board approve the following:

- IIA. Travel requests (attachment).
- IIB. Field trip requests (attachment).
- IIC. Accept the June 30, 2012 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2012 Audit Report) as required by N.J.S. 18A:23-4.
- IID. Report the June 30, 2012 Corrective Action Plan with no recommendations to the NJDOE Office of Fiscal Accountability and Compliance (attachment).
- IIE. 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, 2013 through December 31, 2013 (attachment).
- IIF. Professional Employment Agreement with Deborah Donnelly from the Mercer County Special Services School District as Accounting Consultant on an as needed basis for the period January 1, 2013 through June 30, 2013 at an hourly rate of \$40.00 not to exceed \$5,000. Mercer County Technical Schools will pay 100% as per the Inter-local Services Act, N.J.S.A. 40:8A-1 et sq. (11-000-251-104-07-00-2510).
- IIG. Nancy Swirsky, School Business Administrator/Board Secretary, as Public Agency Compliance Officer (P.A.C.O.) for the District, effective January 1, 2013 through December 31, 2013.
- IIH. Robbinsville High School as the site for the Assunpink Awards Ceremony on June 13, 2013 for an amount not to exceed \$250 (7022/11-000-218-610-01-00-2180).
- III. Sell or scrap two (2) hospital beds from Assunpink Center for universal precautions of students and staff.
- IIJ. Year 2 of 3 renewal for Websense.
- IIK. Preliminary Budget Planning Schedule for the 2012-2013 school year (attachment).
- IIIL. Scrap 24 cosmetology chairs that are in unsafe condition for students to use from Sypek Center.
- IIM. Accept the donation of a Grasso Model RC-219 two stage open drive compressor from Guttenplan's Frozen Dough Factory, to be used for Evening School, HVACR class.
- IIN. Accept the donation of 89 sections of sheet rock from Heath Lumber to the Carpentry program at Assunpink Center.
- IIO. Johnson Controls, Inc. measurement and verification, year one (1) of ESIP fee, \$22,184 (11-000-262-520-07-01-2620/7136) (attachment).
- IIP. Maintenance contract with 3D Systems, Inc., for the Z Printer in Architecture & Engineering Design Program, Assunpink Center for \$2,675, beginning March 1, 2013 through February 28, 2014 (7200/11-310-100-340-01-00-1721)
- IIQ. Agreement with Imageze, Inc., beginning December 1, 2012 through November 30, 2013, to perform e-Test Pro Maintenance for \$792 at Sypek Center (7208/11-310-100-340-02-00-1712).
- IIR. Scrap a Strick 45 foot trailer at the Sypek Center due to safety conditions.

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 the field trips, travel requests, Corrective Action Plan, RWJ Agreement, Preliminary 2012-2013 Budget Planning Schedule, JCI M&V, 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 - Absent
 Mr. Zoller - Yes Dr. Stewart - Absent Mr. Pitman - Yes

PUBLIC DISCUSSION

Dr. Schneider discussed a situation in the Business Office where an employee will be out for an extended period due to surgery. It will be necessary to find a leave replacement for payroll and accounting functions.

Mr. Pitman wished everyone happy holidays.

There being no further business to come before the Board, Mrs. Iszard introduced a motion the meeting be adjourned at 5:20 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be Tuesday, January 22, 2013 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky
School Business Administrator/Board Secretary