

PERSONNEL & ADDENDUM

RESIGNATION

Recommend Board approve the following resignations:

- Kimberly Mizvitowicz, Part-time Secretary for Adult Evening School, effective at the end of the business day January 24, 2013.
- Michael A. Zola, Substitute Skilled Trades Instructor for Adult Evening School, effective at the end of the business day February 1, 2013, due to retirement.

The Board duly noted the resignations of Kimberly Mizvitowicz and Michael Zola.

MEDICAL/MATERNITY LEAVE

Recommend the Board approve Megan Ferdetta, School Counselor at the Assunpink Center, for the following leave of absences:

Start	End	Type
February 11, 2013	March 15, 2013	Medical Leave
March 18, 2013	June 7, 2013	Family and Medical Leave Act (FMLA)
June 10, 2013	August 23, 2013	New Jersey Family Leave Act (NJFLA)
September 1, 2013	March 5, 2014	Child-rearing Leave

EMERGENT HIRING

Recommend Board approve an application for emergent hiring pending completion of the Criminal History background check as follows:

- Jesse Gatling, currently employed as Part-time Apprentice to the Manager of Technology, to be reassigned to Part-time IT Technician for the district on an as-needed basis and at an hourly rate of \$13.00, not to exceed 34 hours per week, effective February 20, 2013 through June 30, 2013. (11-000-252-105-07-01-2520)
- Ricky Clark as a Substitute Instructor in the following areas: Electrical, Building Maintenance, and Heating, Ventilation, Air Conditioning and Refrigeration for the district, on an as-needed basis and at a per diem rate of \$90.00, effective February 20, 2013 through June 30, 2013. (11-310-101-01-01-1701 and 11-310-100-101-02-01-1710)

TO BE HIRED

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

- Ann Guarino as a Part-time Secretary for Adult Evening School, on an as-needed basis and at an hourly rate of \$13.00, effective February 20, 2013 through June 30, 2013. (13-629-200-105-04-01-2400)
- Patricia Griffin, Manager of Technology, to be paid an hourly overtime rate of \$61.11 for 10 hours of over-time work prepping the new exchange server on December 28 and December 29, 2012. (11-000-252-104-07-00-2520)
- Laura Wurtzel (New Jersey Certificated School Counselor) currently employed as a Secretary III at the Assunpink Center, to be hired in the capacity of temporary leave-replacement for Megan Ferdetta, School Counselor at the Assunpink Center, at a per diem rate of \$262.14, effective February 25, 2013 through June 28, 2013. (11-000-218-104-01-00-2180)
- Jalesah Brooks, currently employed until February 22, 2013 as full-time temporary leave-replacement for Secretary III at the Assunpink Center, to be hired in the capacity of full-time temporary replacement for Secretary III, Laura Wurtzel, at the Assunpink Center, on an as-needed basis and at an hourly rate of \$13.00, not to exceed 34 hours per week, effective February 25, 2013 through June 28, 2013. (11-000-240-105-01-00-2400)
- Jennifer Gelak as a Substitute Instructor for the Health Science Academy, on an as-needed basis and at a per diem rate of \$90.00, effective February 20, 2013 through June 30, 2013. (11-310-100-101-01-00-1900)
- Joseph Lauter, currently employed as a Teacher Assistant at the Sypek Center, to replace 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 February 15, 2013 pending the return of Thomas Spezzano, Jr., who is on leave until March 12, 2013. Mr. Lauter holds a NJ Substitute Teacher's Credential in Skilled Trades valid until January 2, 2014 and his Criminal History approval is on file in the Superintendent's office. (11-320-100-101-03-00-1727)
- Kelli Petrillo as a part-time Substitute Esthetician/Skin Care Instructor for the Adult Evening School, on an as-needed basis and at an hourly rate of \$29.00, effective February 20, 2013 through June 30, 2013. (13-629-100-101-04-01-1700)

The Harassment, Intimidation & Bullying Report for December 1, 2012 – February 14, 2013:

SCHOOL	MONTH	INVESTIGATION	HIB	NON-HIB	PENDING
ASSUNPINK CENTER	December	0	0	0	0
	January	Case # 001-12/13 (1/14/13)	-	Yes	Closed
		Case # 002-12/13 (1/17/13)	-	Yes	Closed
	February	0	0	0	0
SYPEK CENTER	December	0	0	0	0
	January	Case # 007-12/13 (1/4/13)	-	Yes	Closed
	February	Case # 008-12/13 (2/8/13)	Yes	-	Closed
THOMAS J. RUBINO ACADEMY	December	0	0	0	0
	January	0	0	0	0
	February	0	0	0	0
POST-SECONDARY	December	0	0	0	0
	January	0	0	0	0
	February	0	0	0	0

The Emergency Preparedness Drill Reports for the month of January 2013. (See attached – cherry sheets)

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 Violence and Vandalism, Substance or Weapons Offenses, HIB-ITP, Harassment, Intimidation or Bullying 2012-2013 Roster, Revised Articulation Agreement, New Part-time IT Job Description, Harassment, Intimidation & Bullying Report, Emergency Preparedness Drill Report 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. Pitman - Yes
 Mr. Zoller - Absent Dr. Stewart - Absent

OLD BUSINESS

None

NEW BUSINESS & ADDENDUM

Mrs. Swirsky recommended the Board approve the following:

- IIA. Travel requests (attachment). REVISED HANDOUT
- IIB. Field trip requests (attachment).
- IIC. Robbinsville High School as the site for the Sypek Center Graduation Ceremony on June 17, 2013 for an amount not to exceed \$250 (7020/11-000-218-590-02-00-2180).
- IID. Robbinsville High School as the site for the Health Careers Center Graduation Ceremony on July 19, 2013 for an amount not to exceed \$250 (7413/13-330-200-590-05-00-2400).
- IIE. Revised 2013-2014 Budget Planning Schedule (attachment).

- IIF. Change order #1 for \$13,862.55 with Black Rock Enterprises, LLC to increase their bid from \$1,304,276.25 to \$1,318,138.80 for modifications at Assunpink and Sypek Center per attached account 30-000-400-710-30-00-1002.
- IIG. ESIP verification services with Marnickel Engineering Corporation in compliance with NJSA 40A:11-4.6.d(5) that requires verification by a qualified third party when energy conservation measures are placed in service to ensure projected energy savings at a cost of \$8,750 (12-000-400-334-07-00-2620) (attachment).
- IIH. Distribute obsolete computers at Health Careers Center for student use per the attached.
- III. Award Bid NJDOE Project 21-3105-037-13-1000 for the chiller replacement at Mercer County Technical Schools' Health Careers Center to Estock Piping Co., LLC for \$105,443 (30-000-400-450-30-00-1002).
- IIJ. Date change of Assunpink Center's Awards Ceremony at Robbinsville High School, originally scheduled for June 13, 2013 and Board approved on December 18, 2012 to June 12, 2013 due to a scheduling conflict.
- IIK. Services of Susan Lord Van Note, M. Ed., LDTC to provide Educational Testing and Assessments as a NJ licensed Learning Disability Teacher Consultant for the period February 20 to June 30, 2013 not to exceed \$3,000 (11-310-100-340-01-00-1900) (attachment).
- III. Resolution authorizing MCTS to enter into a Cooperative Pricing Agreement with Middlesex Regional Educational Services Commission (attachment).
- IIM. Cooperative Pricing Systems Agreement with Middlesex Regional Educational Services Commission Cooperative Pricing System (attachment).
- IIN. Contract with Brad Shutack for professional services to construct a Career Prep Program video per attached proposal not to exceed \$2,635 (11-000-218-590-07-00-2182) (attachment).

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 the field trips, travel requests, revised 13-14 budget planning schedule, Marnickel Engineering Corp, distribution of computers at HCC, services of Susan Lord Van Note, cooperative pricing agreement resolution, cooperative pricing systems agreement, Brad Shutack services, 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 - Absent	Dr. Stewart - Absent	Mr. Pitman - Yes

PUBLIC DISCUSSION

None

There being no further business to come before the Board, Mrs. Iszard introduced a motion the meeting be adjourned at 6:00 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

The next meetings of the Board shall be Wednesday, March 6, 2013 at 12:00 noon and Monday, March 25, 2013 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky
School Business Administrator/Board Secretary