

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

MINUTES OF OCTOBER 15, 2019

1. The Board Meeting of October 15, 2019 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 Times newspaper October 10, 2019.

This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer".

	Present	Absent
Hernandez		x
McCoy	x	
Pitman	x	
Sabo	x	
Stinger	x	
Zoller		x

2. **PLEDGE OF ALLEGIANCE** - Suspended

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Doug Shunk, Secondary Supervisor/District Anti-Bullying Coordinator, presented HIB grades; 2017-2018 score of 74/78 accepted; 2018-2019 both Assunpink and Sypek self-assessed a score of 74/78.

B. EXECUTIVE SESSION

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of September 24, 2019 were brought before the Board for approval.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						x
McCoy					x	
Pitman		x	x			
Sabo	x		x			
Stinger					x	
Zoller						x

5. **BILLS TO BE APPROVED/TRANSFERS & ADDENDUM**

Bills totaling \$592,112.04 October 2019 and budget transfers to date were brought before the Board. 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:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						X
McCoy		X	X			
Pitman			X			
Sabo			X			
Stinger	X		X			
Zoller						X

6. BOARD SECRETARY/TREASURER'S REPORT - HANDOUT

Review of the financial reports for the period ending September 2019. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						X
McCoy	X		X			
Pitman			X			
Sabo		X	X			
Stinger			X			
Zoller						X

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh informed the Board that Nick Sakowski, Mick Orfe and Mr. Walker won 2nd place in the NJ School PR Association Video contest. The video is up on the MCTS Facebook page for everyone to view.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Articulation Agreements with Mercer County Community College for the following programs: (attached)
 - a. Academy of Culinary Arts 2020/2021
 - b. Career Prep 2019/2020
 - c. Health Science Academy 2019-2020
 - d. STEM Academy 2019/2020
(shared-time)
 - e. Architectural Engineering & Design
 - f. Automotive Technology
 - g. Automotive Technology Fundamentals
 - h. Baking
 - i. Business Technology
 - j. Culinary Arts
 - k. Criminalistics and Criminal Science
 - l. Diesel Technology
 - m. Digital Media Arts
 - n. Health Occupations
 - o. Heating, Ventilation, Air Conditioning and Refrigeration
 - p. Horticulture & Turf Care Management
 - q. Pre-Nursing
(Career Prep)
 - r. Advertising & Design

- s. Aviation
- t. Business Studies
- u. Communication
- v. Criminal Justice
- w. Culinary
- x. Dance
- y. Entertainment Technology: Music Technology
- z. Entertainment Technology: Technical Theater
- aa. Exercise Science
- bb. Fashion/Apparel Design
- cc. Fashion Merchandising
- dd. Fire Science Technology
- ee. Gaming
- ff. Hospitality Management
- gg. Information Technology
- hh. New Media & Journalism
- ii. Photography
- jj. Pre-Engineering
- kk. Radio and Television Production
- ll. Theatre
- mm. Visual Arts

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						x
McCoy			x			
Pitman			x			
Sabo	x		x			
Stinger		x	x			
Zoller						x

B. PERSONNEL

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

1. Employee #5152 to take FMLA/FLA Leave of Absence from October 7, 2019 through October 11, 2019
2. Deborah Donnelly, Business Administrator, to serve as the School Safety Specialist, receiving a stipend in the amount of \$5,000 during the 2019-2020 school year (payable by and reimbursable to MCSSSD) to be paid 50% December 15, 2019 and 50% June 15, 2020
3. Doug Shunk, Supervisor, to receive a stipend in the amount of \$600 for chaperoning students to the HOSA 2019 Washington Leadership Conference in Washington, D.C. beginning Saturday, September 21, 2019 through Tuesday, September 24, 2019
4. Lori Russo, Supervisor, to serve as the Educational Stability Liaison for the district during the 2019-2020 school year, at no cost to the district

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						x
McCoy			x			
Pitman			x			
Sabo	x		x			
Stinger		x	x			
Zoller						x

C. MISCELLANEOUS

Recommend Board approve the following:

1. Board Policy 6470 Payment of Claims, for second reading and adoption

2. Board Policies and Regulations for first reading: (attached)
 - a. 3159 Teaching Staff Member-School District Reporting Responsibilities (M)
 - b. 3218 Use, Possession, or Distribution of Substances (M)
 - c. 3218 R Use, Possession, or Distribution of Substances (M)
 - d. 4218 Use, Possession, or Distribution of Substances (M)
 - e. 4218 R Use, Possession, or Distribution of Substances (M)
 - f. 6112 Reimbursement of Federal and Other Grant Expenditures (M)
 - g. 6112 R Reimbursement of Federal and Other Grant Expenditures (M)
 - h. 8600 Student Transportation (M)
 - i. 8600 R Student Transportation
 - j. 8630 Bus Driver-Bus Aide Responsibility (M)
 - k. 8630 R Emergency School Bus Procedures (M)
 - l. 8670 Transportation of Special Needs Students (M)
 - m. 9210 Parent Organizations
 - n. 9400 Media Relations
3. Revised IT Technician Job Description (attached)
4. Revised Part-time IT Technician Job Description (attached)
5. NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, July 1, 2018 through June 30, 2019 (attached)
6. District Discipline Report for 2019-2020 as of October 10, 2019 (attached)
7. District Harassment, Intimidation & Bullying Report for 2019-2020 as of October 09, 2019 (attached)
8. Emergency Preparedness Drill Reports for the month of September 2019 (attached)

A copy of articulation agreements (a-mm), 3159, 3218, 3218R, 4218, 4218R, 6112, 6112R, 8600, 8600R, 8630, 8630R, 8670, 9210, 9400, rev IT Tech job description, rev PT IT Tech job description, NJDOE Self-Assess, Discipline Report, HIB, EPDR, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						x
McCoy			x			
Pitman			x			
Sabo	x		x			
Stinger		x	x			
Zoller						x

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. 2020-2021 Preliminary Budget Planning Schedule (attached)
- D. Change Order #3 for Levy Construction on the Culinary Arts Lab Renovation at the Sypek Center (attached)
- E. Approve for submission to the DOE County Office, the 2020-2021 Comprehensive Maintenance Plan (M-1) for District buildings (attached)
- F. Change Order 1 for William Kohl Construction on the Welding Shop Dust Collection Bid at the Assunpink Center (attached)

- G. Affiliation Agreement listing for the training of our Health Occupations trades and Pre-Nursing students for the period January 1, 2020 through December 31, 2021 (attached)
- H. Contract with Regalena Melrose, PhD, for student development workshops on December 13, 2019, February 14, 2020, March 20, 2020 and June 5, 2020 not to exceed \$23,600
- I. Donation of various items to the Machinist Shop at the Sypek Center from John Fedora, Jr.
- J. Donation of 15 Electrical Code Check books to the Electrical Construction program at the Assunpink Center from Mr. Frank Oliveti
- K. Award 3D Printer – 100% Perkins Federally Funded bid 20-07 to Southwestern Industries, Inc.
- L. Award Auto Tech Equipment – 100% Perkins Federally Funded bid 20-06 to IDSC Holdings LLC, d/b/a/ Snap-on Industrial
- M. Scrap two pedicure stations from the Cosmetology program at the Sypek Center due to being obsolete; EQP 0165 and EQP 0164
- N. Services of Jody P. Gazenbeek-Person, a local community college professor, for 10 motivational presentations regarding Career Prep and Technical Education, \$200 per presentation, not to exceed \$2,000, dates to be determined (Perkins Secondary Grant)
- O. Donation of various items to the Welding program at the Assunpink Center from JA Cunningham Equipment
- P. Change Order 2 for William Kohl Construction on the Welding Shop Dust Collection Bid at the Assunpink Center (attached)

A copy of travel, field trips, change order 3, CMP M-1, change order 1, affiliation agreement list, change order 2 Kohl, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						x
McCoy			x			
Pitman		x	x			
Sabo	x		x			
Stinger			x			
Zoller						x

12. **EXECUTIVE SESSION** - None

13. **PUBLIC DISCUSSION** - None

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:07 pm.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						x
McCoy		x	x			
Pitman			x			
Sabo	x		x			
Stinger			x			
Zoller						x

The next meeting shall be held on Tuesday, November 1, 2019 at 12:00 pm at the Assumpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary