

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

**MINUTES OF DECEMBER 17, 2019**

1. The Board Meeting of December 17, 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 December 5, 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	

Via phone

2. **PLEDGE OF ALLEGIANCE** - Suspend

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION – Scott Clelland of Wiss and Co LLP presented the results of the 2019 CAFR.

B. EXECUTIVE SESSION

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of November 19, 2019 were brought before the Board for approval.

Roll call:

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

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

Bills totaling \$867,043.02 December 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			
Pitman			x			
Sabo	x		x			
Stinger		x	x			

**6. BOARD SECRETARY/TREASURER'S REPORT**

Review of the financial reports for the period ending November 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			
Pitman			x			
Sabo		x	x			
Stinger	x		x			

**7. CORRESPONDENCE & COMMUNICATIONS**

Deborah Donnelly, Business Administrator/School Safety Specialist, informed the Board that the safety plans have been updated and the State of Assurance was sent to the County Superintendent's Office in accordance with regulations.

**8. COMMITTEE REPORTS - None**

**9. SUPERINTENDENT'S REPORT**

**A. NEW PROGRAMS/SPECIAL PROJECTS**

Recommend the Board approve the following:

1. Submission of grant application for additional funding as part of the current FY2020 Postsecondary Perkins grant in the amount of \$2,128 (Special Revenue) (attached)

Roll call:

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

**B. PERSONNEL & ADDENDUM**

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

1. Emily Witmer as an Academic Substitute Instructor for the district, pending certification and background check, on an as needed basis and at a per diem rate of \$95, effective December 18 2019 through June 30, 2020
2. Resignation of Dolores Hopkins, Adult Evening Secretary, effective December 19, 2019

3. Catherine Kloss as a full-time contracted employee in the capacity of School Psychologist for the district, pending criminal history background check at a salary of \$67,347 prorated (Step 3 of the 10 month Coordinators Guide), effective January 15, 2020 through June 30, 2020
4. Michelle Coleman, part-time Bus Driver for the district on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$19, effective January 1, 2020 through June 30, 2020
5. Employee 4997, continuation of unpaid Sick Leave, effective through May 4, 2020

Roll call:

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

**C. MISCELLANEOUS**

Recommend Board approve the following:

1. Board Policies and Regulation for second reading and adoption:
  - a. P5517 School District Issued Student Identification Cards
  - b. P7440 School District Security (M)
  - c. R7440 School District Security (M)
2. 2020-2021 Tuition Fee Schedule for the district (attached)
3. District Discipline Report for 2019-2020 as of December 6, 2019 (attached)
4. District Harassment, Intimidation & Bullying Report for 2019-2020 as of December 6, 2019 (attached)
5. Emergency Preparedness Drill Reports for the month of November 2019 (attached)

A copy 20-21 tuition fee, 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			

**10. OLD BUSINESS - None**

**11. NEW BUSINESS**

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Agreement with Jonathan Catherman, Ink, LLC, for mentoring services, onsite workshops, and Skype sessions on December 6, 2019, January 24, 2020, February 7, 2020, and April 3, 2020 at a cost not to exceed \$2,500 each training, funded through PACE grant (attached)
- D. Review, accept and approve the June 30, 2019 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2018-2019 Audit Report) as required by N.J.S.A. 18A:23-4

- E. Donation of color retrieval equipment to the Auto Collision Technology Program at the Sypek Center from Albert Kemperle, Inc.
- F. Donation of DeDoes Mixing Machine, one set of PPG Envirobase toners and 1 PPB Computer with paint manager software to the Auto Collision Shop at Sypek from Colours, Inc, Automotive Paint and Supplies
- G. Authorize the sale of Solar Renewable Energy Certificates (SRECs) as follows:  
12 from Assunpink and 50 from Sypek for the period May 2019 (2019ey) and 82 from Assunpink and 246 from Sypek for the period from June 2019 through October 2019 (2020ey) for a total of 390, using the services of Flett Exchange Online Auction.
- H. Dispose of the following items from the Sypek Center due to being not repairable:

IT0692 PROMETHEAN ACTIVE BOARD SERIAL NO. C100120040  
 IT0695 PROMETHEAN ACTIVE BOARD SERIAL NO. C100120040

A copy of travel, field trips, Catherman, 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			

12. **EXECUTIVE SESSION** – None

13. **PUBLIC DISCUSSION** - None

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:10pm.

Roll call:

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

The next meeting shall be held on Tuesday, January 21, 2020 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly  
 Business Administrator/Board Secretary