

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

**MINUTES OF NOVEMBER 19, 2019**

1. The Board Meeting of November 19, 2019 was called to order by President Albert Pitman at 5:02 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 November 13, 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	

2. **PLEDGE OF ALLEGIANCE** - Suspend

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION - None

B. EXECUTIVE SESSION - None

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of October 15, 2019 were brought before the Board for approval.

Roll call:

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

B. The Reorganization meeting minutes of November 1, 2019 were brought before the Board for approval.

Roll call:

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

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

Bills totaling \$1,050,006.67 November 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		X			
Stinger			X			

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

Review of the financial reports for the period ending October 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			
Stinger		X	X			

**7. CORRESPONDENCE & COMMUNICATIONS - None**

**8. COMMITTEE REPORTS - None**

**9. SUPERINTENDENT'S REPORT**

**A. NEW PROGRAMS/SPECIAL PROJECTS**

Recommend the Board approve the following:

1. Amended Inter-local Services Agreement between Mercer County Technical School District (MCTS) and Mercer County Special Services School District (MCSSSD), originally approved on April 18, 2017, effective July 1, 2017 to June 30, 2022 (attached)
2. Submission of grant application for additional funding as part of the current FY2020 Secondary Perkins grant in the amount of \$28,735 (Special Revenue) (attached)
3. Revised Articulation Agreement between MCTS and Mercer County Community College for Horticulture & Turf Care Management (attached)

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						X
McCoy	X		X			
Pitman			X			
Sabo			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. Employee #4433, revised end date for Sick Leave using paid sick days with a continuation of benefits, expected to return December 4, 2019, pending clearance from personal physician
2. Alexander Micharski, Technology Intern, to receive an hourly rate of \$11, in accordance with the revised NJ State Minimum Wage rate, effective January 1, 2020 through June 3, 2020
3. Peter Berkin as a part-time Electrical Instructor for the Adult Evening Schools, on an as needed basis, at an hourly rate of \$32, effective January 13, 2020 through June 30, 2020
4. Kiana Justiniano as an Academic Substitute Instructor for the district, on an as needed basis and at a per diem rate of \$95, retroactive to October 23, 2019 through June 30, 2020
5. Jennifer Terepka, Secretary I, to receive a stipend in the amount of \$900 for serving as the Prom Advisor for the 2019-2020 school year, to be paid in two (2) payments of \$450 at the end of the first and second semesters
6. Stipends to be paid for chaperoning students as follows:

Name	Title	Event	Location	Date(s)	Amount
Laura Wurtzel	Secretary I and HOSA Advisor	NJHOSA Northern Regional Conference	Passaic County Technical Institute	Saturday, January 11, 2020	\$100
Laura Wurtzel	Secretary I and HOSA Advisor	NJHOSA Southern Regional Conference	Cumberland County Technical Education Center	Saturday, February 1, 2020	\$100
Daniel Sbar	Biological Sciences Instructor and HOSA Advisor	NJHOSA Southern Regional Conference	Cumberland County Technical Education Center	Saturday, February 1, 2020	\$100

7. The following to serve on the Intervention and Referral Service (I&RS) Team for the 2019-2020 school year at no cost to the district:
  - a. Gary Mattia, Interim Principal
  - b. Megan Ferdetta, School Counselor
  - c. Douglas Shunk, Supervisor
  - d. Amanda McCobb, Instructor
  - e. Teresa Bradshaw, Instructor
8. Revised 2019-2020 Salary/Wage Guides for Hourly and Per Diem Employees (attached)
9. Revised longevity for Annette Hoffman, Administrative Assistant to the Assistant Superintendent, from \$1,050 to \$1,300 retroactive to November 18, 2019 through June 30, 2020

Roll call:

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

**C. MISCELLANEOUS**

Recommend Board approve the following:

1. Board Policies and Regulations for second reading and adoption:
  - 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
2. Board Policies and Regulation for first reading (attached):
    - a. P5517 School District Issued Student Identification Cards
    - b. P7440 School District Security (M)
    - c. R7440 School District Security (M)
  3. The following curricula for the district: *(available for review in the Superintendent's office)*
    - a. Automotive Tech Fundamentals
    - b. Auto Collision
    - c. Health 11
    - d. Health 12
    - e. Health Occupations
    - f. Business Technology
    - g. Calculus
    - h. Graphic Arts
    - i. Medical Assistant
    - j. STEM ENG III
  4. Revised Technology Intern Job Description (attached)
  5. New Job Description for the position of Adult Evening School Teacher-PACE Grant Job Coach (Grant Funded) (attached)
  6. District Discipline Report for 2019-2020 as of November 14, 2019 (attached)
  7. District Harassment, Intimidation & Bullying Report for 2019-2020 as of November 12, 2019 (attached)
  8. Emergency Preparedness Drill Reports for the month of October 2019 (attached)

A copy amended MCTS/MC SSD inter-local, amended Perkins grant, revised MCTS/MCCC articulation, revised 19-20 hourly and per diem schedule, revised Tech Intern job description, AES Teacher-PACE Grant Job Coach, 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		x			
Pitman			x			
Sabo			x			
Stinger		x	x			

**10. OLD BUSINESS - None**

**11. NEW BUSINESS & ADDENDUM**

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached) – revised handout
- C. Advertising agreement with NJ Advance Media for online impressions, not to exceed \$3,000 (attached)
- D. Advertising contract with Townsquare Media Princeton for the Adult Evening School, not to exceed \$10,000 (attached)

- E. Resolution to appoint Fredrick Hillman as the district designated employer representative (DER) and Deborah Donnelly, alternate (attached)
- F. Resolution and Indemnity & Trust Agreement to renew membership in the Burlington County Insurance Pool for three (3) years beginning July 1, 2020 and ending June 30, 2023 (attached)
- G. Disposal/removal of items from fixed asset account due to age/damage/missing (attached)
- H. 1098-T Processing 2020 Services Agreement with Tab Service Company, not to exceed \$1,200 (attached)
- I. Donation of consumable materials to the Auto Collision program at the Sypek Center from Colours Inc.
- J. Donation of Dewalt 60 Gallon Air Compressor from Jimmy Spears, MCTS Evening Instructor, to the Adult Evening Welding program
- K. Donation of various books from Camille Rainiero to assist new teachers with CTE program instruction and project based learning
- L. Proposal from Robert S. Paylor, CWPC, for consulting services to the Baking and Dining Program at the Sypek Center for the 2019-2020 school year at a rate of \$31 per hour, not to exceed 24 hours
- M. Donation to the Richard Furda Scholarship Fund from Mr. & Mrs. Maurer and Mr. & Mrs. Wiegartner
- N. Revise Bittings Educational Consulting, LLC to provide support for inclusion and special education best practices to CST and instructional staff at a rate of \$400 per day, not to exceed 30.5 days (IDEA Grant funds)
- O. Advertising agreement with Comcast Spotlight for Shared Time Culinary, not to exceed \$3,264 (attached)

A copy of travel, field trips, NJ Advanced Media, Townsquare, DER resolution, BCIP renewal, disposal list, 1098T agreement, Comcast, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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 5:10 pm.

Roll call:

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Hernandez						X
McCoy			X			
Pitman			X			
Sabo		X	X			
Stinger	X		X			

The next meeting shall be held on Tuesday, December 17, 2019 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly  
Business Administrator/Board Secretary