

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

**MINUTES OF JANUARY 21, 2020**

1. The Board Meeting of January 21, 2020 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 January 13, 2020.

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	

By phone

2. **PLEDGE OF ALLEGIANCE** – Led by Mr. Pitman

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Deborah Donnelly, Business Administrator, presented a review of the 19-20 budget. (attached)

B. EXECUTIVE SESSION

BE IT RESOLVED that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of property/building acquisition.

BE IT FURTHER RESOLVED, that the minutes of the executive session shall be released to the public when the need for confidentiality no longer exists, except personnel information or information pertaining to legal settlements with personnel which by agreement must remain confidential shall not be released unless otherwise required by law.

A motion was made for the Board to enter into Executive Session at 5:13 pm.

Roll call:

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

A motion was made for the Board to return to Public Session at 5:40 pm.

Roll call:

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

**4. MINUTES OF PREVIOUS MEETINGS**

- A. The regular session meeting minutes of December 17, 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 \$760,647.31 for January 2020 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 December 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**

Dr. Kimberly J. Schneider, Superintendent, presented an article on the increased demand for career and technical education in NJ (attached).

8. **COMMITTEE REPORTS** - None

9. **SUPERINTENDENT'S REPORT & ADDENDUM**

**A. NEW PROGRAMS/SPECIAL PROJECTS**

Recommend the Board approve the following:

1. Revised Articulation Agreements between the Mercer County Community College and Mercer County Technical School District (MCTS) as follows: (attached)
  - a. 2019-2020 Academy of Culinary Arts
  - b. 2020-2021 Academy of Culinary Arts
2. Amended Shared Services Agreement between MCTS and Mercer County Special Services School District, originally approved on April 18, 2017, effective July 1, 2017 to June 30, 2022 (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. Anticipated resignation of Patti Michalchuk, Administrative Assistant to the Superintendent, effective June 30, 2020
2. Employee #5226 to take Sick leave as follows:

Start Date	End Date	Type of Leave
January 16, 2020	January 29, 2020 (1/2 day)	Paid Sick days, with benefits
January 29, 2020 (1/2 day)	February 27, 2020 <i>pending clearance from personal physician</i>	Unpaid, without benefits

3. Employee #4443 to take 1/2 day unpaid on January 17, 2020
4. Dana Hice DePugh, Assistant Superintendent, to be paid an additional \$5,000 for performing additional responsibilities in the absence of the Superintendent retroactive to October 9, 2019 through December 4, 2019
5. Prorate the 504 Coordinator stipend, originally Board approved on May 21, 2019 in the amount of \$1,500 for Megan Ferdetta, Guidance Counselor, retroactive to July 1, 2019 through January 21, 2020
6. Catherine Kloss, School Psychologist, to receive a prorated \$1,500 stipend for services as the Student 504 Coordinator for the district, effective January 22, 2020 through June 30, 2020
7. Julie Trauger to receive a stipend in the amount of \$1,200 for writing the Spanish III curriculum, to be completed by September 1, 2020, in accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.)
8. Revised 2019-2020 Proctors for Student Testing List (attached)
9. Daniel Levinson, Architecture, Engineering and Design Instructor, to receive a stipend in the amount of \$100 for chaperoning students at the NJHOSA Southern Regional Conference, Cumberland County Technical Education Center, on Saturday, February 1, 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. 2019-2020 Statement of Assurance Regarding the Use of Paraprofessional Staff (attached)
2. Foodservice Biosecurity Management Plan for the district, updated November 13, 2019 (attached)
3. District Discipline Report for 2019-2020 as of January 14, 2020 (attached)
4. District Harassment, Intimidation & Bullying Report for 2019-2020 as of January 8, 2020 (attached)
5. Emergency Preparedness Drill Reports for the months of November and December 2019 (attached)

A copy revised articulation agreements (2), amended shared services, 19-20 SAO, Bio-security plan, discipline report, 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 & ADDENDUM**

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Change Order 1 for Patriot Roofing Inc. on the roof replacement of the maintenance garage at the Assunpink Center (attached)
- D. Special Education Medicaid Initiative (SEMI) Program Waiver Resolution for the 2020-2021 school year (attached)
- E. Dispose of various IT items (attached)
- F. Revised 2020-2021 Budget Planning Schedule (attached)
- G. Accept \$2,000 Safety Award from Burlington County Insurance Pool Joint Insurance Fund 2018-2019 Safety Incentive Program
- H. Donation of metal table, glass top table (26x31x37) to the Graphic Arts program at Sypek Center from Printworx NJ
- I. Accept donation to the Hettel Scholarship Fund from Charles & Linda Chamberlain

- J. Record of sale 390 SRECs from Assunpink and Sypek for the period May 2019 (2019ey) through October 2019 (2020ey) for a total of \$86,970
- K. Approve S. Lucille Jones as consultant to Mercer County Technical Schools for the development of proposed Newcomer Academy at a rate of \$75 per hour, not to exceed \$7,500 for the period January 22, 2020 thru June 30, 2020

A copy of travel, field trips, Change Order 1, SEMI resolution, IT list, revised 2020-2021 budget planning schedule, 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** – moved to beginning

13. **PUBLIC DISCUSSION** - None

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:44 pm.

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, February 18, 2020 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly  
Business Administrator/Board Secretary

