

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

MINUTES OF APRIL 28, 2020

1. The Board Meeting of April 28, 2020 was called to order by President Albert Pitman at 12:08 pm. The meeting was held via virtual on-line Google Meets due to COVID-19 pandemic. 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 on April 24, 2020. This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer."

	Present	Absent
Ms. Hernandez	x	
Ms. McCoy		x
Mr. Pitman	x	
Mr. Sabo	x	
Ms. Stinger	x	

2. **PLEDGE OF ALLEGIANCE** – Suspend

3. **PUBLIC DISCUSSION/EXECUTIVE SESSION**

A. PUBLIC DISCUSSION – Ms. Stinger noted hope for the COVID-19 emergency to end.

B. EXECUTIVE SESSION - None

4. **MINUTES OF PREVIOUS MEETING(S)**

A. The regular session meeting minutes of February 18 and March 3, 2020 were brought before the Board for approval.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Ms. Hernandez			x 3/3		x 2/18	
Ms. McCoy						x
Mr. Pitman			x			
Mr. Sabo		x	x			
Ms. Stinger	x		x			

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

Bills totaling \$515,731.24 in March 2020 and \$557,385.14 in April 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
Ms. Hernandez			x			
Ms. McCoy						x
Mr. Pitman			x			
Mr. Sabo		x	x			
Ms. Stinger	x		x			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending February and March 2020. 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
Ms. Hernandez			X			
Ms. McCoy						X
Mr. Pitman			X			
Mr. Sabo	X		X			
Ms. Stinger		X	X			

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider agreed with Yolanda Stinger's remark about ending of COVID-19. Dr. Schneider thanked staff for all the efforts going from on-site to on-line. Everyone put in days/nights to make it happen. MCTS is following the governor's directive to stay closed and will re-open as directed.

Ms. Hernandez-Manno noted that the governor will be the one to make the final decision. He will discuss the state's re-opening plans on today's conference call. There are various stages that must take place, not just for schools to ensure that those that are exposed to others are safe. The county is not privy to the plan before the governor's address - they await the daily call. Have not heard anything yet about opening plans. Ms. Hernandez-Manno noted she has a call with the Commissioner of Education and Superintendents on 4/29/20, during which time she will receive information on any plans.

The county must follow the chain of command - last heard the May 15th date for school re-opening determination. It was mentioned yesterday that plans will be in place if they open this school year and what that might look like or will have plans on what an opening in September will be.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

1. Mercer County Technical School District Coronavirus (COVID-19) Action Plan and eLearning Plan as of April 8, 2020 (attached)
2. Revised FY20 Apprenticeship Network Coordinator Grant application, originally approved September 24, 2019, in the amount of \$15,900, retroactive to July 1, 2019 through June 30, 2020 (attached)

Roll call:

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

B. PERSONNEL & ADDEMDUM

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

1. Resignation of Vincent Campanella, Part-time Carpentry Instructor for the Adult Evening Schools, effective May 15, 2020
2. Employee #5226 return from unpaid/without benefits Sick Leave, retroactive to April 20, 2020
3. Lance Simek, Social Worker at the Sypek Center, revised longevity of \$1,300 retroactive to April 3, 2020 through June 30, 2020

4. Rescind the anticipated June 30, 2020 resignation of Patti Michalchuk, Administrative Assistant to the Superintendent, postponing until further notice due to school closure during pandemic
5. Rescind the July 1, 2020 employment offer to Barbara Paskewicz, as the Administrative Assistant to the Superintendent, postponing until further notice due to school closure during pandemic
6. 2020-2021 Members of the Mercer County Vocational Education Association (MCVEA) List, effective July 1, 2020 through June 30, 2021, pending the outcome of negotiations (attached)
7. Resignation of Douglas Shunk, Supervisor of Secondary Education at the Sypek Center, effective June 30, 2020
8. Employee #4997, continuation of unpaid/without benefits Sick Leave until further notice

Roll call:

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

C. MISCELLANEOUS

Recommend the Board approve the following:

1. Revised Automotive Technology curriculum (*available for review upon request*)
2. The following 2020-2021 calendars for the district:
 - a. Adult Evening Schools (attached)
 - b. Rubino Academy (attached)
3. Job Description for the new position of Database Administrator (attached)
4. District Discipline Report for 2019-2020 as of March 11, 2020 (attached)
5. District Harassment, Intimidation & Bullying Report for 2019-2020 as of April 6, 2020 (attached)
6. Emergency Preparedness Drills for the month of February 2020 (attached)

A copy of COVID-19 Action Plan, revised apprenticeship grant application, Data Admin job description, 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
Ms. Hernandez			x			
Ms. McCoy						x
Mr. Pitman			x			
Mr. Sabo	x		x			
Ms. Stinger		x	x			

10. OLD BUSINESS - None

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (none)
- B. Field trip requests (none)

- C. Continuation of agreement with Camelot Education, LLC for the 2020-2021 school year; Year 3 of 3
- D. Accept FY20 Apprenticeship Network Coordinator Grant in the amount of \$15,900
- E. Accept donation to the Furda Scholarship Program from Deloris Furda
- F. Award Walk In Box - Sypek Center DI Group bid to Levy Construction in the amount of \$189,600 – tally sheet included
- G. Renewal of Systems 3000 software for personnel, accounting, and payroll for the 2020-2021 school year in the amount of \$22,202
- H. Continuation of agreement with Frontline Technologies Group, LLC customer agreement for Frontline Central, Stronge, Absence Management, and Employee Evaluation Management for the 2020-2021 school year in the amount of \$12,892.96
- I. Jaquin Vega as a curriculum planning, program development, and community presentation consultant for Adult Continuing Education Programs, at \$85 per hour, not to exceed \$5,900

A copy of tally sheet 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
Ms. Hernandez			x			
Ms. McCoy						x
Mr. Pitman			x			
Mr. Sabo		x	x			
Ms. Stinger	x		x			

12. EXECUTIVE SESSION

13. PUBLIC DISCUSSION – Mr. Pitman asked if 12:00 noon is ok to have meetings during COVID-19 emergency. Debbie Donnelly will determine if this is permissible.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 12:20 pm.

Roll call:

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

The next meeting shall be held on Tuesday, May 19, 2020 at 12:00 pm at the Assunpink Center.

Respectfully submitted,

 Deborah Donnelly
 Business Administrator/Board Secretary
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