

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

MINUTES OF MAY 19, 2020

1. The Board Meeting of May 19, 2020 was called to order by President Albert Pitman at 12:00 pm. The meeting took place virtually on Google Meet. 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 May 15, 2020. This notice was also posted on the district's website 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 - None

B. EXECUTIVE SESSION - None

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

A. The regular session meeting minutes of April 28, 2020 were brought before the Board for approval.

Roll call:

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

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

Bills totaling \$501,357.48 in May 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	x			
Mr. Pitman			x			
Mr. Sabo	x		x			
Ms. Stinger						x

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending April 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		x			
Mr. Pitman			x			
Mr. Sabo		x	x			
Ms. Stinger						x

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider – Superintendent’s group is looking at a healthy restart using what the county has provided. Building principals will have crisis/trauma team look at a September restart.

Yasmin Hernandez-Manno – 3 superintendents from Mercer County to spearhead groups – each picked 2 options; facilities, governance, instruction, operations, technology, wellness - to work with superintendents to develop a plan and to work with the county superintendent.

Commissioner of Education is moving to Kane University's President position in August. Changes coming; don't know what.

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 May 15, 2020 (attached)

Roll call:

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

B. PERSONNEL & ADDENDUM

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

1. Resignation of Michael Acquaviva, Electrical Instructor at the Assunpink Center, effective June 30, 2020
2. The following positions effective July 1, 2020 through June 30, 2021: (attached)
 - a. Mercer County Vocational Administrators/Supervisors Association Members
 - b. Contracted and Confidential Staff
 - c. Adult Evening School Staff, on an as needed basis
 - d. Part-time/Hourly Secondary School Staff, on an as needed basis

3. Maureen Larsen, World Language Instructor for the district, to receive an adjustment of one additional step increment for attainment of her Standard certificate, in accordance with the 2017- 2020 Agreement between the Board of Education and MCVEA (Article IX, Item B), effective September 1, 2020 through June 30, 2021, pending the outcome of negotiations
4. Lance Simek, Social Worker at the Sypek Center, to receive a stipend in the amount of \$1,500 for services to be rendered as the Affirmative Action Officer for the district, to be paid in two equal payments of \$750 at the end of the first and second semesters, effective July 1, 2020 through June 30, 2021
5. Catherine Kloss, School Psychologist for the district, to receive a stipend in the amount of \$1,500 for services to be rendered as the Student 504 Coordinator for the district, to be paid in two equal payments of \$750 at the end of the first and second semesters, effective July 1, 2020 through June 30, 2021
6. Lucille Cavanaugh, current Secretary I at the Sypek Center, as a full-time contracted employee in the capacity of Database Administrator for the district, at a salary of \$58,000 effective July 1, 2020 through June 30, 2021

Roll call:

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

C. MISCELLANEOUS

Recommend the Board approve the following:

1. 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees (attached)
2. 2020-2021 Tuition Rates for the Adult Evening School (attached)
3. 2020-2021 District School-Parent Compact (attached)
4. 2020-2021 Host Site Collaborative Agreement with Hopewell Valley Regional School District for operating an Automotive Technology Program (11:45 am – 2:30 pm session only) at Hopewell Valley Central High School, September 1, 2020 through June 30, 2021 (attached)

A copy of COVID plan, 20-21 salary guides, 20-21 adult tuition rates, 20-21 compact, 20-21 host site agreement, 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		x			
Mr. Pitman			x			
Mr. Sabo		x	x			
Ms. Stinger						x

10. OLD BUSINESS – None

Mr. Pitman shared that the Board of School Estimate meeting, including the County Executive Brian Hughes and County Freeholders went very well. Thank you to Dana Hice DePugh, Debbie Donnelly, Lisa Flynn and Dr. Schneider for presenting. All went well and budget was approved.

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (none)
- B. Field trip requests (none)
- C. Resolution to adopt the 2020-2021 School Budget (attached)
- D. Resolution appointing Deborah Donnelly as the Purchasing Agent for the District at the Bid/Quotation Threshold effective July 1, 2020 (attached)
- E. Resolution for Library and Educational Goods and Services for the 2020-2021 school year (attached)
- F. Resolution authorizing the district purchasing agent to make purchases of goods and services from State Contract Vendors for the 2020-2021 school year (attached)
- G. Capital Reserve Account Resolution for an amount not to exceed \$500,000 (attached) – **TABLED UNTIL JUNE, PER LAW**
- H. Resolution for Vendor Payment Authorization Between Board Meetings for the 2020-2021 school year (attached)
- I. Agreement for Legal Services – Special Counsel, Comegno Law Group, PC for the period July 1, 2020 through June 30, 2021 at the hourly rate of \$185, not to exceed \$7,500 (attached)
- J. Professional Service Agreement with Walter R. Bliss, Esquire, as the Board attorney during the 2020-2021 school year at a rate of \$39,270 (attached)
- K. Adopt temporary optional retirement plan changes for 403(b) and 457 Governmental plans per the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (attached)
- L. Agreement with 94.5PST to advertise for Adult Evening School at a cost of \$15,000 (attached)
- M. Professional Services Agreement with David Sharlin, DO, FAAP for consultant services as School Medical Director for the 2020-2021 school year for the amount of \$7,905 (attached)
- N. Proposal of Duff & Phelps, LLC to provide MCTS with an updated fixed assets accounting records for fiscal year ending June 30, 2020, at a fee of \$1,200 (attached)
- O. Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (NVA) plan for staff at the rate of \$5.15 per employee for the 2020-2021 school year; year 3 of 4 (attached)
- P. Agreement by Local Education Agencies for School Meal Programs between Mercer County Special Services School District, Mercer County Technical School District and Camelot Educational Resources, LLC through Sodexo, Inc. for the 2020-2021 school year (attached)
- Q. Submission of Perkins Secondary Grant Amendment 2
- R. Submission of Perkins Post-Secondary Amendment 2

- S. Continuation of agreement with Culinary Ventures Vending, effective July 1, 2020 through June 30, 2021; year 2 of 2
- T. S. Lucille Jones as a consultant to Mercer County Technical Schools for the development of Comprehensive Needs Assessments at a rate of \$75 per hour, through June 30, 2020, not to exceed \$7,500
- U. Continuation of Agreement between Camelot Educational Resources, LLC and Mercer County Technical School District for Alternative High School and Interim Alternative Setting Education Programs; year 3 of 3
- V. Waste and Recycling Services Bid 19-05 to Republic Services of New Jersey, LLC; year 3 of 3
- W. Continuation of cooperative pricing agreements for the 2020-2021 school year with the following:

Hunterdon County Educational Services Commission
 The educational Services Commission of New Jersey
 Mercer County
 Mercer County Special Services Cooperative Pricing System #103
 Mercer County Cooperative Pricing System #94

- X. Continuation of petty cash funds for the 2020-2021 school year

Administration – P. Michalchuk	\$75
Assunpink Center – L. Wurtzel	\$75
Board Office – C. McKenna	\$200
Evening School – J. Terepka	\$75
Admissions – A. Hoffman	\$75
Sypek Center – L. Cavanaugh	\$75

A copy of 2020-2021 budget resolution, QPA resolution; library/educational goods resolution, state contract vendors resolution, cap reserve resolution, vendor payment resolution, Comegno agreement, Bliss agreement, temp retirement plan changes, adult evening advertising, Sharlin agreement, Duff & Phelps proposal, vision agreement, LEA meal plan agreement, 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	x			
Mr. Pitman			x			
Mr. Sabo	x		x			
Ms. Stinger						x

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Mike Sabo – what about summer camp?

Dr. Schneider – summer camp has been cancelled.

Dana Hice DePugh – We decided not to have summer camp and refunded the money to parents.

Dr. Schneider – We are anticipating something in September, which is leading to planning with the county. MCCC also cancelled their camp.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 12:10 pm.

Roll call:

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

The next meeting shall be held on Tuesday, June 16, 2020 at 12:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary