

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

MINUTES OF JUNE 16, 2020

1. The Board Meeting of June 16, 2020 was called to order by President Albert Pitman at 12:17 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 June 11, 2020. This notice was also posted on the district 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 – moved to the end

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

A. The regular session meeting minutes of May 19, 2020 were brought before the Board for approval.

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			

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

Bills totaling \$535,622.64 in June 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			
Ms. Stinger	x		x			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending May 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 reviewed the district summary wellness report.

Dr. Schneider reported that she is working closely with the State, County and Department of Health on re-opening in September. There are concerns with transmission in closed/confined spaces for prolonged periods of time. Deep inhalations/exhalations, singing, lecturing, coughing, sneezing and all activities for transmission; mask needs will be addressed. Transportation is primary concern for this group with potential timing issues. Letters have been sent to the Commissioner and Governor.

There are experienced Superintendents on committees statewide. Not 100% sure in-person is viable.

Option for re-start; also planning various hybrids

PPE OSHA approved for trades
Shield mask for teachers
Looking at a variety of options
Budget masks at 1 staff – 2 child daily
Looking at dividers/partitions

Bus Social distancing could significantly increase number of buses needed
Give everyone a realistic look at September
Building based focus groups

Ms. Stinger – I can assist/help with guidance/equipment. It is a huge challenge; so much to put in place. Will students pull out of program? So many unknowns. Also, vaccine and treatments so uncertain; not in the foreseeable future.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT & ADDENDUM

A. NEW PROGRAMS/SPECIAL PROJECTS

1. Mercer County Technical School District Coronavirus (COVID-19) Action Plan and eLearning Plan as of June 9, 2020 (attached)
2. Resolution requesting the Commissioner of Education approve an extension in accordance with the July 2019 amendment to N.J.S. 18A:66-53.2, allowing an Interim Principal, Gary Mattia, to continue to serve in this capacity beyond his second term ending June 30, 2020, benefiting the district by ensuring continuity in the educational program as an accommodation is made for the current Principal to continue on an unpaid extended medical leave

- Submission of grant application for the Coronavirus Aid, Relief and Economic Security (CARES) Act 2020 in the amount of \$91,736

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

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

- Resignation of Heather Pyle, Manager of Data and Information Systems for the district, effective June 30, 2020
- Resignation of Donald Labowicz, Custodian I at the Assunpink Center, effective July 31, 2020
- Sylvia Correa as a full-time contracted employee in the capacity of Secretary I at the Sypek Center, at a salary of \$48,374 (Step 1 - Secretary I Salary Guide) pending the outcome of negotiations, effective July 1, 2020 through June 30, 2021
- Dana Hice DePugh, Assistant Superintendent, to be paid an additional \$5,000 for performing additional responsibilities on the Perkins Grant, to be paid on June 19, 2020
- Barbara Urban, Secretary III at the Sypek Center, to receive the Perkins Secretary Stipend in the amount of \$3,000, pending the outcome of negotiations, to be paid in two equal payments at the end of the first and second semesters, effective July 1, 2020 through June 30, 2021
- The following Per Diem Administrative positions, on an as needed basis, effective July 1, 2020 through June 30, 2021 (attached)
- David Nash, CIE Coordinator, to provide summer supervision of students on dealership jobs under the AYES program, at an hourly rate of \$28, not to exceed 30 hours, effective July 1, 2020 through August 30, 2020
- Dave Nash, CIE Coordinator, to receive a stipend in the amount of \$2,000 for career education and other counseling work completed for the PACE Grant, to be paid on June 19, 2020
- John Allen, Maintenance Technician, to receive a stipend in the amount of \$3,500 for job coach work completed for the PACE Grant, to be paid on June 19, 2020
- The following 10-month Coordinators for compensation at a per diem rate, for additional work days as indicated:
 - Megan Ferdetta: June 22-26, 2020 and August 24-28, 2020
 - Catherine Kloss: June 22-26, 2020
 - David Nash: June 22-26, 2020 and August 24-28, 2020
 - Michael Orfe: June 22 through July 31, 2020
 - Lance Simek: June 23-29, 2020 and August 24-28, 2020
- 2020-2021 District Substitute for Secondary programs, on an as needed basis, in accordance with the current Salary/Wage Guide, effective September 1, 2020 through June 30, 2021 (attached)
- 2020-2021 CDS List of appointed positions, at no cost to the district, effective July 1, 2020 through June 30, 2021 (attached)
- Affirmative Action Team Members, at no cost to the district, effective July 1, 2020 through June 30, 2020:
 - Lance Simek, Social Worker and AA Officer
 - Dana Hice DePugh, Assistant Superintendent
 - James Fazzone, Interim Principal
 - Gary Mattia, Interim Principal
 - Joan Hylton, Teacher Assistant

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 & ADDENDUM

Recommend the Board approve the following:

1. 2020-2021 District Substance Abuse Plan (attached)
2. 2020-2021 District Nursing Services Plan, reflecting 2019-2020 data (attached)
3. 2020-2021 District Standing Orders (attached)
4. Annual Approval of Policy 5512 Harassment, Intimidation, and Bullying for the 2020-2021 school year (attached)
5. The following policies and regulations for first reading (attached):
 - a. P1581 Domestic Violence (M)
 - b. P2422 Health and Physical Education (M)
 - c. P8220 School Day (M)
 - d. P8462 Reporting Potentially Missing or Abused Children (M)
 - e. R1581 Domestic Violence (M)
 - f. R8220 School Closings (M)
6. 2020-2021 Nursing Services Plan for the Rubino Academy, reflecting 2019-2020 data (attached)
7. 2020-2021 Standing Orders for the Rubino Academy (attached)
8. Revised Job Description for Manager of Data and Information Systems (attached)

A copy of COVID, per diem admin list, 20-21 sub list, 20-21 CDS list, 20-21 substance abuse plan, 20-21 nursing services plan, 20-21 standing orders, 5512m P1581, P2422, P8220, P8462, R1581, R8220, 20-21 Rubino nursing plan, 20-21 Rubino standing orders, rev job description, 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 & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (none)
- C. Capital Reserve Account Resolution for an amount not to exceed \$500,000 (attached)
- D. Resolution Increasing the Bid Threshold to \$44,000 (attached)

- E. Burlington County Insurance Pool Joint Insurance Fund coverage, including student accident premium for July 1, 2020 through June 30, 2021 for a total cost of \$202,083 and surplus resolution (attached)
- F. Waste and Recycling Services Bid 19-05 to Republic Services of New Jersey, LLC; Year 3 of 3
- G. Award Site Lighting Upgrades – Sypek Center Bid, DI Group Architecture Project No. 18.802a to Kane Communications for \$105,320
- H. Agreement with Special Parent Advocacy Group (SPAG) for parking at the Sypek Center (attached)

A copy of travel, capital reserve resolution, bid threshold increase resolution, BCIPJIF, SPAG 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			
Ms. Stinger		X	X			

12. EXECUTIVE SESSION

BE IT RESOLVED that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of negotiations update.

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 12:39 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			

A motion was made for the Board to return to public session at 12:57 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			

13. PUBLIC DISCUSSION

Mr. Schroeder noted that there is a concern of all teachers regarding the return to school. Looking forward to working with Board and administration to address issues. The staff would like to be involved early.

Dr. Schneider - teachers are working with principals and have presented plans.

Mr. Schroeder - the staff appreciated the request for input.

Mr. Pitman - thanked the staff noting that the teachers stepped up to get all the students online.

Ms. Stinger – also expressed thanks especially with trades generally being hands-on and moving to virtual.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:00 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, July 21, 2020 at 12:00 pm at the Assunpink Center.

Respectfully submitted,

Deborah Donnelly
Business Administrator/Board Secretary