

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

MINUTES OF JULY 21, 2020

1. The Board Meeting of July 21, 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 July 14, 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 (12:06)	
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 June 16, 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			

B. The executive session meeting minutes of June 16, 2020 were brought before the Board of 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 \$311,735.33 in June 2020 and \$1,141,707.98 in July 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 – VOTED TO TABLE

Financial reports for the period ending June 2020 will be presented at the August 18, 2020 Board meeting

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 noted that we are continuing to plan for a September re-opening; a slow, healthy start, but the virus will determine what we do.

MCTS used standards from state guide and DOE to develop a template to shape plans.

Administrators are working with staff to review standards and update plan to be presented to district team on July 29, 2020. We are collaborating with local districts and state vocational schools.

Dana Hice DePugh stated, all agreed to 2-3 days for in-person instruction for shared time students, taking one day for deep cleaning. Results of survey are: 20% only virtual; 17% didn't know; 63% some form of in-person instruction.

- Different rooms have different capacity; some programs do not accommodate as many students.
- Liaisons working with sending districts to develop schedules.
- Meet the needs of students with flexibility
- Academies considering AA (M/Tues) / BB (Thu/Fri) – Wednesday closed for cleaning; remote instruction
- Stress social/emotional learning for all
- Class logistics need to be considered
- Teachers come to students rather than students moving around
- PE possibly outside due to need for gym for larger programs
- Increase nursing staff; contracts for outside agencies

Dr. Schneider stated supplies are on order and coming in

- Masks – everyone should supply their own; we supply for those who forget; others for OSHA
- Face shields as needed

- Screenings; considering app for home temps/screening
- Hope to be ready and manage cases/positivity rates as they occur
- Only remedy is social distancing / masks
- Plan to County by August 1; we will change as needed
- Keep communication open
- Website being updated for COVID information
- Proponent of slow start to ensure safety

Yasmin Hernandez-Manno noted:

- Plans to county for review is only just ensuring required elements are included.
- Numerous concerns across the state regarding in-person instruction
- Governor released yesterday to allow for virtual option
- Changes to plan – inform county first and community next
- Thank you to Dr. Schneider and Dana Hice DePugh for work put into the plans; exceptional work throughout the county

Dana Hice DePugh – update on Eagle Scout project: student working with Mr. Hillman and Mr. Birdsall to develop an outdoor classroom, 15 x 15 outdoor patio; chose the perfect spot without any utility. Insurance has been received.

Deborah Donnelly noted that MCTS received a Certificate of Excellence Award for the CAFR (Audit).

8. COMMITTEE REPORTS - None

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 June 23, 2020 (attached)
2. Submission of the grant application for FY21 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Secondary:
 - a. \$207,244 (Federal)
 - b. \$26,954 (Reserve)
3. Submission of the grant application for FY21 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Postsecondary in the amount of \$116,100 (State)
4. Submission of the grant application for FY21 IDEA in the amount of \$43,887

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:

1. Resignation of Stephen Rosinski, Teacher Assistant at the Sypek Center, effective September 1, 2020 due to retirement

2. Resignation of James Walker, HVAC Instructor at the Assunpink Center, effective September 1, 2020
3. Resignation of James Walker, Part-time HVAC Instructor for the Adult Evening Schools, effective September 1, 2020
4. Resignation of David Puca, Part-time HVAC Instructor for the Adult Evening Schools, effective September 1, 2020
5. Anthony Giovannetti, current IT Technician, as a full time, 12-month contracted employee in the capacity of Manager of Data and Information Systems for the district, at a salary of \$68,000 prorated, effective July 22, 2020 through June 30, 2021
6. Stephen Harcher, current Custodian II, as a full time, 12-month contracted employee in the capacity of Custodian I at the Assunpink Center, at a salary of \$45,070 prorated (Step 1 on the Custodian I Guide), pending the outcome of negotiations, effective July 22, 2020 through June 30, 2021
7. Brian Hahner as a full time, 10-month contracted employee in the capacity of Electrical Instructor at the Assunpink Center, pending certification and background check, at a salary of \$57,135 (Step 5 on the 10-month Teacher Guide), pending the outcome of negotiations, effective September 1, 2020 through June 30, 2021
8. Professional Employment Agreement with Frederick Hillman as a Shared Manager of Technology and Buildings and Grounds, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, retroactive to July 1, 2020 through June 30, 2021 (attached)
9. Gary Mattia as an Interim Principal for the Assunpink Center and Adult Evening Schools at a per diem rate of \$400, effective July 1, 2020 through June 30, 2021
10. Sharon Musser, as a Substitute School Nurse for the district, pending certification and background check, on an as needed basis, at a per diem rate of \$125, effective September 1, 2020 through June 30, 2021
11. Michael Orfe, School Psychologist, originally approved to work June 22 through July 31, 2020, to work a revised schedule at a per diem rate, as follows:
 - June 22 – 26, 2020
 - July 6 – 31, 2020
 - August 25 – 31, 2020
12. Employee # 5236 to take Sick Leave as follows:
 - a. 10/5/2020 – 12/2/2020 with pay and benefits
 - b. 12/3/2020 – 2/25/2021 without pay and with benefits
13. Lisa Nolan, Non-Certificated Nurse at the Assunpink Center, to transfer to the Sypek Center, effective October 5, 2020 through February 25, 2021

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 Professional Development Plan for the following: (attached)
 - a. District
 - b. Assunpink Center
 - c. Sypek Center
2. New Job Description for the position of Bilingual Community Liaison for the Adult Evening Schools (attached)

3. Comprehensive Equity Plan Statement of Assurance 2020-2021 (attached)
4. The following bylaw, policies and regulation for first reading: (attached)
 - a. B0152 Board Officers
 - b. P5330 Administration of Medication (M)
 - c. P7243 Supervision of Construction (M)
 - d. P8210 School Year
 - e. R5330 Administration of Medication (M)
5. The following policies and regulations for second reading and adoption:
 - 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 District Mentoring Plan (attached)

A copy of COVID plan, Prof Dev Plan, job description, SOA, B0152, P5330, P7243, P8210, R5330, Mentoring Plan, 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. Change Order 001 for Levy Construction on the Walk In Box project at the Sypek Center (attached)
- D. Tort Claim Resolution for 2020-2021 (attached)
- E. Proposal for Jonathan Catherman to provide professional development, Guiding the Next Great Generation, for staff related to social and emotional issues, on September 1, 2020, at a cost not to exceed \$4,000 covered by CARES grant (attached)
- F. Proposed professional services for Jonathan Catherman to provide character and leadership training for students on September 18, 2020, November 20, 2020, January 15, 2021 and March 26, 2021 via video production and available on demand, at a cost of \$3,600 per session (attached)
- G. Proposal for Kimme Carlos to conduct staff virtual workshop regarding student social and emotional health, date(s) to be determined, at a cost not to exceed \$1,000, covered by CARES grant (attached)

- H. Proposal for Enino Cipiani to conduct virtual workshop for staff regarding student social and emotional health at an hourly rate of \$210, not to exceed \$630, covered by CARES grant (attached)
- I. Contract services with Bayada to provide additional school nursing services to support needs during COVID Pandemic for the 2020-2021 school year (attached)
- J. Professional Services Quote with Capital Health Hospital for medical physical examinations and optional testing fees, as detailed, for the period July 1, 2020 through June 30, 2021 (attached)
- K. Professional Services Agreement with RWJ University Hospital for medical physical examinations and optional testing fees as detailed on the summary sheet for the period July 1, 2020 through June 30, 2021 (attached)
- L. Accept 2020 CARES Emergency Relief Grant in the amount of \$91,736
- M. Accept IDEA Basic Grant funds in the amount of \$43,887
- N. Continuation of agreement with Magic Touch Construction Co., Inc. for electrical services; year 3 of 3
- O. Continuation of agreement with Magic Touch Construction Co., Inc. for plumbing services; year 3 of 3
- P. Participation in the PEPPM (Pennsylvania Education Purchasing Program for Microcomputers) National Technology Cooperative Purchasing Program
- Q. Write-off invoices deemed uncollectible for the 2018-2019 school year, effective June 20, 2020:

Invoice 19-00033	\$850
Invoice 19-00034	\$820
- R. Reject all competitive contracting proposals for the Negotiations Attorney Services CC 20-05 pursuant to N.J.S.A. 18A:18A-22 (d) as the Board of Education wants to substantially revise the specifications for the services
- S. Authorize the sale of Solar Renewable Energy Certificates (SRECs) as follows: 240 from Assunpink and 132 from Sypek for the period from December 2019 through May 2020 (2020ey) and 64 from Sypek and 34 from Assunpink for the period June 2020 (2021ey), for a total of 470, using the services of Flett Exchange Online Auction
- T. Agreement with Delta T for RN services, on an as needed basis, at an hourly rate of \$43.25 (attached)
- U. Proposal from Dr. Michael Selbst, Behavior Therapy Associates for Workshop for Professional Development via video conference, on August 31, 2020 or September 1, 2020 at a cost not to exceed \$1,800 (attached)
- V. Clinical Staff Agreement with Homecare Therapies to provide, on an as needed basis, clinical professionals at various rates listed on the agreement, effective July 1, 2020 through June 30, 2021 (attached)
- W. Donation from Mrs. G Appliance of a Signature Kitchen Suite Pro Range to the Culinary Arts Program at the Sypek Center

- X. Gina Buzgo from Mercer County Special Services School District to be responsible for the update of district policies and regulations for Mercer County Technical Schools at her professional hourly rate of \$54.78, paid 100% by Mercer County Technical School District

A copy of change order 1, tort resolution, Catherman (2), Carlos, Capital Health, RWJ, DeltaT, Behavior Therapy, Homecare, 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 12:30 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 1:02 pm.

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

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:03 pm.

Roll call:

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

The next meeting shall be held on Tuesday, August 18, 2020 at 12:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary