

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

MINUTES OF SEPTEMBER 15, 2020

1. The Board Meeting of September 15, 2020 was called to order by President Albert Pitman at 5:00 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 September 8, 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

Student Ryanne Fisher updated the Board on her Eagle Scout project at the Sypek Center, creating outdoor class space outside of Building B, working with Mr. Birdsall. There is a brick fundraiser for friends, families, and students to donate bricks. Teachers will be able to use this space for class.

Pat Schroeder, Instructor, asked why David Lugo was on the agenda.

Dana Hice DePugh, Assistant Superintendent, responded that he did a safety presentation on the first day of school.

B. EXECUTIVE SESSION – None

4. **MINUTES OF PREVIOUS MEETING(S) w/Revision (handout)**

A. The regular session meeting minutes of August 18, 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 \$657,260.32 in September 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 July and August 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			
Ms. Stinger		X	X			

7. CORRESPONDENCE & COMMUNICATIONS

Dr. James Fazzone, Interim Principal, presented the HIB report. He explained the HIB process, noting that from January 1 to June 30, 2020 there was one investigation; not confirmed. He noted that culture throughout the district and commitment of personnel contribute to our low numbers.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

1. Revised District Plan for Reopening, as of September 9, 2020 (attached)
2. Addendum #1 to the Memorandum of Understanding (MOU) between Princeton Plasma Physics Laboratory (PPPL) and Mercer County Technical Schools (MCTS) effective August 31, 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

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

1. Amber Weeks, School Nurse, revised start date retroactive to September 15, 2020 through June 30, 2021
2. Rory Philipson, Culinary Arts Instructor, revised start date retroactive to September 9, 2020 through June 30, 2021
3. Wayne Hummel, Criminalistics and History Instructor, to receive an adjustment of one additional step increment for attainment of his Standard certificate, in accordance with the 2017-2020 Agreement between the Board of Education and MCVEA (Article IX, Item B), retroactive to September 1, 2020 through June 30, 2021, pending the outcome of negotiations
4. Adam Kovitz, Engineering Instructor, to receive an adjustment of one additional step increment for attainment of his Standard certificate, in accordance with the 2017-2020 Agreement between the Board of Education and MCVEA (Article IX, Item B), retroactive to September 1, 2020 through June 30, 2021, pending the outcome of negotiations
5. In accordance with the 2017-2020 Agreement between the Board of Education and MCVEA (Article XX, Item D.2) the following employees to receive Longevity in the amount of \$1,000, pending the outcome of negotiations:
 - a. Jose Cruz, Custodian I, longevity retroactive to July 1, 2020
 - b. Patrick Schroeder, Diesel Instructor, longevity retroactive to September 1, 2020
 - c. David Nash, CIE Coordinator, longevity effective September 20, 2020
6. Ramón Sanchez as a Substitute Principal for the district, pending background check and on an as needed basis, at a per diem rate of \$400, effective September 16, 2020 through June 30, 2021
7. Robert Purifico as a Substitute Principal for the district, pending background check and on an as needed basis, at a per diem rate of \$400, effective September 16, 2020 through June 30, 2021
8. Brita Halder as a Substitute Academic Instructor for the district, at a per diem rate in accordance with the 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees, pending background check, effective September 16, 2020 through June 30, 2021
9. Anne Donohue as a Substitute Academic Instructor for the district, at a per diem rate in accordance with the 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees, pending certification and background check, effective September 16, 2020 through June 30, 2021
10. Christina Rubino as a Substitute Academic Instructor for the district, at a per diem rate in accordance with the 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees, pending certification and background check, effective September 16, 2020 through June 30, 2021
11. Employee #5105 to take FFCRA (Emergency Paid Sick Leave) leave of absence due to quarantine, retroactive to August 10 through August 21, 2020
12. 2020-2021 Advisor Stipend List (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			

C. MISCELLANEOUS

Recommend the Board approve the following:

1. Policy 1648.03, Restart and Recovery Plan – Full-time Remote Instruction for first reading (attached)
2. The following policies and regulation for second reading and adoption:

- a. P1648 Restart and Recovery Plan (M)
 - b. P1648.02 Remote Learning Options for Families (M)
 - c. P1649 Federal Families First Coronavirus (COVID-19) Response Act (M)
 - d. P2270 Religion in Schools
 - e. P2432.3 Heat Participation Policy for Student-Athlete Safety (M)
 - f. P2622 Student Assessment (M)
 - g. P5111 Eligibility of resident/Non-Resident Students (M)
 - h. R5111 Eligibility of resident/Non-Resident Students (M)
 - i. P5200 Attendance (M)
 - j. R5200 Attendance (M)
 - k. P5320 Immunization
 - l. R5320 Immunization
 - m. P5330.04 Administering an Opioid Antidote (M)
 - n. R5330.04 Administering an Opioid Antidote (M)
 - o. P5610 Suspension (M)
 - p. R5610 Suspension Procedures (M)
 - q. P5620 Expulsion (M)
 - r. P8320 Personnel Records (M)
 - s. R8320 Personnel Records (M)
 - t. R8451 Control of Communicable Disease (M)
3. 2020-2021 Statement of Assurance Regarding the Use of Paraprofessional Staff (attached)
 4. Revised Substitute Teacher Job Description (attached)
 5. New Substitute School Nurse Job Description (attached)
 6. New Substitute Principal Job Description (attached)
 7. New Substitute Supervisor Job Description (attached)
 8. 2020-2021 General Advisory Committee List (attached)
 9. 2019-2020 District Student Safety Data System (SSDS) Report of Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) and Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 2: January 1, 2020 through June 30, 2020 (attached)
 10. Semi-Annual Harassment, Intimidation, and Bullying Report for Report Period 2: January 1, 2020 through June 30, 2020 (attached)
 11. 2020-2021 District Harassment, Intimidation, and Bullying Roster (attached)

A copy of revised reopening plan, addendum 1 to MOU, 1648.03, SOA, sub job description, sub school nurse job description, sub principal job description, sub supervisor job description, 20-21 general advisory committee list, SSDS and EVVRS, semi-annual HIB, HIB roster, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

	Motion	Second	Yes	No	Abstain	Absent
Roll call:			X			
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. Approved for submission to the DOE County Office, the 2021-2022 Comprehensive Maintenance Plan (M-1) for district buildings (attached)
- D. Various IT items for disposal due to age and unrepairable (attached)
- E. Plan Connect agreement regarding changes to 403(b) and 457 retirement plans (attached)
- F. Agreement with Genova Burns Attorneys at Law as negotiations attorneys (attached)
- G. Change Order 109 for Kane Communications at no cost to the district (attached)
- H. Proposal from Capital Health for health services/testing (attached)
- I. Proposal from David Lugo for professional development video on the challenges of COVID-19 and district safety on September 1, 2020, at a cost of \$300
- J. Continuation of services from Concord Engineering as the Engineer of Record for the 2020-2021 school year; 2 of 3
- K. Continuation of services from DI Group Architecture as the Architect of Record for the 2020-2021 school year; 2 of 3
- L. Welding wire donation from Princeton Plasma Physics Laboratory to the Adult Evening Welding Program
- M. Advertising with Town Square Media for High School Programs on 94.5 PST for two months at a cost of \$8,000 (attached)
- N. S. Lucille Jones as a consultant to Mercer County Technical Schools for the development of interdisciplinary curriculum and staffing needs at a rate of \$75 per hour, September 8, 2020 through June 30, 2021, not to exceed \$7,500

A copy of travel, M-1 CMP, IT disposal list, Plan Connect agreement, Burns agreement, Kane Change Order, Capital Health proposal, Town Square Media, 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 - None

13. PUBLIC DISCUSSION

Dr. Schneider, Superintendent reported that we have had a healthy, slow start. She noted that parents and students should receive credit for participating on Google Meet. It was noted that students picked

up text books. We are getting ready for trades to use Go-Pros. MCTS is progressing for hybrid on November 9. The building pandemic team is moving forward with a November 9 return.

Dr. Schneider also noted that she heard in the community that Trenton School District would like to push back in-person schooling to January 2021, however, it is our hope to open on November 9 if transmission and positivity rates stay low.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:15 pm.

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			

The next meeting shall be held on Tuesday, October 20, 2020 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary