

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

MINUTES OF OCTOBER 20, 2020

1. The Board Meeting of October 20, 2020 was called to order by President Albert Pitman at 5:02 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 October 12, 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	
Mr. Glover	x	

Joined at 5:04

2. PLEDGE OF ALLEGIANCE – Suspend

Mr. Pitman welcomed Mr. Glover as the new member of the Board.

3. PUBLIC DISCUSSION/EXECUTIVE SESSION

A. PUBLIC DISCUSSION

Ms. Stinger asked about immunizations for staff – what is the district policy? Is it mandated for staff to get flu shots?

Dr. Schneider - not mandated at MCTS; always been voluntary; staff is encouraged to check with their own doctor. It is encouraged by the district this season. Hamilton clinic information was shared with staff.

Dr. Schneider – Dana (Hice DePugh) will check on this.

Dana – only with the hepatitis we provide for employees to opt in/out.

Ms. Stinger – not mandated for healthcare yet, but it is encouraged.

B. EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETING(S)

A. The regular session meeting minutes of September 15, 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			
Mr. Glover		x			x	

5. BILLS TO BE APPROVED/TRANSFERS & ADDENDUM

Bills totaling \$751,270.71 in October 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			
Mr. Glover			x			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending September 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			
Ms. Stinger	x		x			
Mr. Glover		x	x			

7. CORRESPONDENCE & COMMUNICATIONS – Letter from Tim Montague was read and provided to the Board.

Ms. Stinger – Hamilton Continuing Care worked with NJ Transit to get their own on-site bus stop for employees and families to visit. This can be used for students or employees of MCTS, as well. I will be sharing the schedule with MCTS soon.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

1. Amendment 1 to the grant application for the Coronavirus Aid, Relief and Economic Security (CARES) Act 2020 in the original amount of \$91,736
2. Memorandum of Understanding (MOU) is executed between the Workforce Development Board (WDB), the One-Stop Career Center (American Job Center Network) Partners (Partners), and the

Mercer County Technical School District, effective October 1, 2020 through September 30, 2023
(attached)

3. Submission of the FY 2021 ESEA Grant Application as follows: Title IIA - \$21,608 and Title IV - \$10,000

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			
Mr. Glover			x			

B. PERSONNEL

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

1. Resignation of Brenda Jenkins, Secretary III at the Assunpink Center, effective October 9, 2020
2. Resignation of Jennifer Van Der Horn, Pre-Nursing Instructor, effective December 14, 2020
3. Michael Orfe, School Psychologist, as a full time, 12-month contracted employee in the capacity of Supervisor of Secondary Education for the district, pending certification, at a salary of \$95,000 pro-rated, effective November 9, 2020 through June 30, 2021
4. Trevor Geisz as a full time, 10-month contracted employee in the capacity of HVAC Instructor at the Assunpink Center, pending certification and background check, at a salary of \$57,135 pro-rated (Step 5 on the 10-month Teacher Guide), pending the outcome of negotiations, effective October 21, 2020 through June 30, 2021
5. Kim Schreck as a full time, 12-month contracted employee in the capacity of Secretary III at the Assunpink Center, pending background check, at a salary of \$40,566 pro-rated (Step 1 of the Secretaries Group III Guide), pending the outcome of negotiations, effective November 1, 2020 through June 30, 2021
6. Lisa Rubino, Teacher Assistant, to receive additional pay for serving as a Long-term Substitute Instructor at the Assunpink Center, at the per diem differential rate of \$159.77, pending the outcome of negotiations, retroactive to September 2, 2020 through October 20, 2020
7. Carolyn Brenner-Perlman, Graphic Arts Instructor, 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), pending the outcome of negotiations, retroactive to September 1, 2020 through June 30, 2021
8. Joey Cruz, Custodian I, corrected longevity amount of \$1,300, originally approved September 15, 2020, pending the outcome of negotiations, retroactive to July 1, 2020 through June 30, 2021
9. Temporary Covid Secondary Substitute Instructor and Substitute School Nurse per diem pay differential, in the amount of \$25 in accordance with the 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees, effective October 21, 2020 for periods the Governor has issued a health emergency
10. Mary Harkins as a Substitute Academic Instructor for the district, on an as needed basis and at a per diem rate in accordance with the 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees, pending background check, effective November 9, 2020 through June 30, 2021
11. John Mackay as a part-time Carpentry Instructor for the Adult Evening Schools, on an as needed basis and at an hourly rate of \$33, effective October 21, 2020 through June 30, 2021
12. James Sheeley as a Substitute Supervisor for the district, pending background check and on an as needed basis, at a per diem rate of \$400, effective November 9, 2020 through June 30, 2021
13. Daniel Blazovic, Custodian II, transferred to the Assunpink Center, effective September 8, 2020
14. Joseph Salzano, Custodian II, transferred to the Sypek Center, effective September 8, 2020
15. James Fazzone, Interim Principal at the Sypek Center, to mentor Adam Kovitz, Engineering Instructor for the Sypek Center, for his Administrative Leadership program at Lamar University, at no cost to the district

16. 2020-2021 District NJQSAC Team/Committee, at no cost to the district:
- a. Dr. Kimberly J. Schneider, Chief School Administrator
 - b. Frederick Hillman, District Administrative Staff Member
 - c. Rachel Hendrickson, Teacher
 - d. Deborah Donnelly, School Business Administrator
 - e. Dana Hice DePugh, Curriculum and Instruction Representative
 - f. Patrick Schroeder, Local Collective Bargaining Representative
 - g. Albert Pitman, District Board of Education Member

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			
Mr. Glover			x			

C. MISCELLANEOUS

Recommend the Board approve the following:

1. Revised 2020-2021 District Standing Orders (attached)
2. Policy 1648.03, Restart and Recovery Plan – Full-time Remote Instruction for second reading and adoption
3. District Discipline Report for 2020-2021 as of October 14, 2020 (attached)
4. District Harassment, Intimidation & Bullying Report for the month of September 2020 (attached)
5. Emergency Preparedness Drills for the month of September 2020 (attached)

A copy of MOU, rev orders, discipline report, HIB, EPD, 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			
Mr. Glover			x			

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

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

- C. Agreement with Education to Go (ed2go) to provide Adult Evening online courses in accordance with the price list, available for viewing in the Business Office (attached agreement)
- D. Agreement with Mercer County Special Services School District for Speech Therapy services at a rate of \$92 per hour, not to exceed \$5,000, effective October 2020 through June 2021 (attached)
- E. Agreement between MCTS and Rowan University for student internship (attached)
- F. Agreement with Mercer County Special Services School District to perform Speech and Language Assessments for the 2020-2021 school year, at a cost of \$325 each, not to exceed \$2,000 (attached)
- G. Donation of 100 sponge face shields from 1800Shields to the district
- H. Accept ESEA Grant Funds: Title IA - \$130,109; Title IIA - \$21,608; Title IV - \$10,000
- I. Dispose of the following IT items:
 - IT0910 Server Dell PE T110II 3DZNJS1
 - IT1084/IT0514 Server Computer Dell PE2950 5W72GF1
 - IT0521 CPU with Monitor Dell OP760 8SFLTJ1
- J. Proposal from Denise Fink to support the Office of the Assistant Superintendent with HR staffing, consulting and clerical support due to issues related to COVID-19, on an as needed basis, at a rate of \$30 per hour, not to exceed \$5,000, effective October 21, 2020 through June 30, 2021. Services include training principals on how to screen for certifiable employees, researching NJ DOE requirements and training principals, training secretarial staff to manage new employee certification processes, assisting new employees including Covid Substitutes and supporting district efforts to quickly find and onboard Covid Substitutes

A copy of ed2go agreement, MCSSSD speech therapy agreement, Rowan agreement, MCSSSD SLA, 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: Ms. Hernandez			x			
Ms. McCoy	x		x			
Mr. Pitman			x			
Mr. Sabo			x			
Ms. Stinger		x	x			
Mr. Glover			x			

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Dr. Schneider – Pandemic teams are still meeting as we see from the Governor's report that positivity rates have increased in some counties. We are getting information on NJ.com, NJ Spotlight as we are tracking and reporting on school district information. There are low infection rates in Mercer County. Those that have occurred in school districts are being tracked back to family gatherings. We're small, but larger districts have flexibility to open/close classrooms. We continue to look forward to a November 9

opening, focusing on practicing new behaviors. Students must realize the school is not the same place they left in March. Staff/students need to practice daily temperature checks. We want students and staff to feel confident to come back to school. This is something that will be around until June and graduation will be different again this year. Other new behaviors are:

- Mask wearing – masks are to be worn daily, just like shoes. Our students are very mature; they understand about PPE for OSHA and their trades. They understand how to protect themselves and their clients.
- Space requirements – 113 sf per person – so spaces are being redefined.
- Scheduling – students are being rescheduled to reduce space per person
- Contact tracing – will be conducted as needed. Students that are ill will be isolated and nurses will work to get them picked up; work with the Department of Health to begin process.

Closure at schools for cases have been one to a few days. If MCTS experiences an outbreak, we can return to all remote instruction. A letter is going out this week to parents on student schedules. Principals are communicating with students.

Ms. Stinger – given recent uptake in cases, I am concerned for all of us, even though not Mercer. Out of an abundance of caution, this not going away soon. Compounded with flu season, holidays (hard to be contained and not see those you love). Not a good thing coming down the pike. We need to have enough PPE – at the health facility we have to have two months' supply on hand. We want kids back to school, but we have to do it safely. Kids are kids, but they don't realize they can infect parents and grandparents. There's no playbook, but it's real.

Dr. Schneider – I'm not going to put us at risk. If for example, our winning diesel program instructor, best teacher is Mr. Schroeder. If he gets sick, I can't simply call a substitute in and get someone to teach the class. We are different and have critical staff issues. We will notify the county if we need to shut down.

Ms. Stinger – in general, at other districts, there is a cry-out for subs.

Ms. Hice DePugh – we can't even get people to complete the process. We have contacted One-Stop, community colleges, etc.

Dr. Schneider – we are currently looking for two backup nurses. I would also like to give a shout-out to our Board. You have stuck by us, thank you for being there!

Mr. Pitman – we thank you for all the hard work. As it was said, there's no playbook.

Mr. Glover – I work for NJ Hospital Association. A lot of families are struggling, many may have dropped health insurance. NJ healthcare marketplace open enrollment is extended for 3 months. I will get information to you to share with staff.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:39 pm.

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			
Mr. Glover			x			

The next meeting shall be held on Monday, November 2, 2020 at 12:00 pm via Google Meet.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary