

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

**MINUTES OF MARCH 2, 2021  
RESCHEDULED FROM FEBRUARY 16, 2021**

1. The Board Meeting of March 2, 2021 was called to order by President Albert Pitman at 5:03 pm. The meeting took place virtually on Google Meet. The President read the following Sunshine Statement:

"Notice of this meeting was posted on the main access doors of the Assunpink Center and on the website of the Mercer County Technical Schools, and sent by email to the Times, The Trentonian, and Mercer County Clerk, in accordance with the Open Public Meetings Act and Administrative Code.

Public attendees may make comments when recognized by the Board President during the appropriate time scheduled on the agenda. Written statements received by 11 AM today will be read aloud by the Board Secretary during the public comment period as well. A time limit of three (3) minutes applies to both oral and written comments. Written statements will be read until the time limit is reached. Duplicative written comments shall be summarized for the record.

The public will be placed on mute by default during the meeting until recognized by the chair. The public may also place themselves on mute."

	<b>Present</b>	<b>Absent</b>
Mr. Glover		x
Ms. Hernandez	x	
Ms. McCoy		x
Mr. Pitman	x	
Mr. Sabo	x	
Ms. Stinger	x	

Joined at 5:13

**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 January 19, 2021 were brought before the Board for approval.

Roll call:

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Glover						x
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 \$857,796.95 in February 2021 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
Mr. Glover						X
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 January 2021. 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
Mr. Glover						X
Ms. Hernandez			X			
Ms. McCoy						X
Mr. Pitman			X			
Mr. Sabo	X		X			
Ms. Stinger		X	X			

**7. CORRESPONDENCE & COMMUNICATIONS**

Dr. Kimberly J. Schneider, Superintendent – Bond application has not been submitted. The County was previously supporting, however, due to COVID and 11 months of being out of school, could not commit 25% of funds to the project. Thank you to Dana (Hice DePugh), Debbie (Donnelly), Rick (Hillman), Rich (Alderiso, DI Group) but our plans will run into our LRFP. We may do it in a different way, but the plan is still important to us.

The district is still anticipating an April 19<sup>th</sup> re-opening; there is a meeting with administration and support staff – there will be more information to come. As of now we are on track; re-open two weeks after Spring break.

Yasmin Hernandez-Manno – We are still awaiting the Health Department's guidance. I hope to receive new information for Friday's Superintendents Round Table meeting. There are a lot of unanswered questions.

**8. COMMITTEE REPORTS- NONE**

**9. SUPERINTENDENT'S REPORT**

**A. NEW PROGRAMS/SPECIAL PROJECTS**

Upon recommendation of the Superintendent, Board approval of the following:

1. Articulation Agreement between Mercer County Community College and Mercer County Technical Schools (MCTS) for the following programs (attached):

- a. 2020-2021 Health Science Academy
  - b. 2019-2020 Academy of Culinary Arts
  - c. 2019-2020 Health Science Academy
  - d. 2019-2020 Shared-time Programs
    - i. Architectural Engineering & Design
    - ii. Automotive Technology Fundamentals
    - iii. Automotive Technology
    - iv. Baking
    - v. Business Studies
    - vi. Criminalistics and Criminal Science
    - vii. Culinary Arts
    - viii. Diesel Technology
    - ix. Digital Media Arts
    - x. Health Occupations
    - xi. Horticulture & Turf Care Management
    - xii. Heating, Ventilating, Air Conditioning and Refrigeration
    - xiii. Pre-Nursing
    - xiv. Carpentry
    - xv. Electrical Construction
  - e. 2019-2020 STEM Academy
  - f. 2020-2021 Career Prep Program
  - g. 2020-2021 Career Prep Programs
    - i. Advertising & Design
    - ii. Aviation
    - iii. Communication
    - iv. Criminal Justice
    - v. Culinary
    - vi. Dance
    - vii. Entertainment Technology: Music Technology
    - viii. Entertainment Technology: Technical Theater
    - ix. Exercise Science
    - x. Fashion/Apparel Design
    - xi. Fashion Merchandising
    - xii. Fire Science Technology
    - xiii. Gaming
    - xiv. Hospitality Management
    - xv. New Media & Journalism
    - xvi. Photography
    - xvii. Radio and Television Production
    - xviii. Theatre
    - xix. Visual Arts
  - h. 2020-2021 STEM Academy
  - i. 2021-2022 Academy of Culinary Arts
2. Submission of Amendment 1 for the ESEA Grant in the amount of \$138,511 which includes carryover funds from the 19-20 school year

Roll call:

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Glover						X
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. Retirement of William Donovan, Program Assistant I for Adult Evening Schools, effective the end of the business day May 31, 2021
2. Eric Palm, current English Instructor at the Sypek Center, as a full-time, 12-month contracted employee in the capacity of Supervisor of Secondary Education at the Sypek Center, pending certification, at a salary of \$85,000, effective July 1, 2021 through June 30, 2022
3. 2021-2022 Employment contract for Dana Hice DePugh, Assistant Superintendent, effective July 1, 2021 through June 30, 2022 (attached)
4. 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 15, 2021
5. Dana Hice DePugh, Assistant Superintendent, to receive a stipend in the amount of \$3,890 for performing additional administrative duties on the ESEA Grant, to be paid for with grant funds on March 15, 2021
6. Lisa Flynn, Assistant Business Administrator, to receive a stipend in the amount of \$3,890 for performing additional administrative duties on the ESEA Grant, to be paid for with grant funds on March 15, 2021
7. Employee Leave of Absences as follows:

<b>Employee Number</b>	<b>Leave of Absence</b>	<b>Start Date</b>	<b>End Date</b>	<b>Details</b>
<b>5236</b> (7/22/20 approval)	Maternity	October 5, 2020	February 25, 2021	returning as expected on February 26, 2021
<b>5271</b> (revised from 1/19/21 approval)	Medical	January 13, 2021	February 9, 2021	using paid sick days with continuation of benefits
		February 10, 2021	March 2, 2021	using paid sick, personal and vacation days with continuation of benefits
		March 3, 2021	March 9, 2021	unpaid with continuation of benefits
<b>4770</b>	Medical	March 18, 2021	June 16, 2021	using paid sick days with continuation of benefits

8. 2020-2021 Proctors for Student Testing List, paid in accordance with the 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees, retroactive to February 20, 2021 through June 30, 2021 (attached)
9. Revised 2020-2021 Secondary Substitute Teacher List, paid in accordance with the 2020-2021 Salary/Wage Guide for Hourly and Per Diem Employees, effective March 3, 2021 through June 30, 2021 (attached)
10. The following staff members to perform hourly tutoring/remedial services with students before and after school, at an hourly rate of \$32 (Perkins funded), effective March 3, 2021 through June 30, 2021:
  - a. Rachel Hendrickson, English Instructor (Hourly Special Education Instruction)
  - b. Wayne Bender, Criminalistics Instructor (Hourly CTE Instruction)
  - c. Scott Engle, Culinary Arts Instructor (Hourly CTE Instruction)
  - d. Carolyn Brenner-Perlman, Graphic Arts Instructor (Hourly CTE Instruction)
  - e. Daniel Levinson, AED Instructor (Hourly CTE Instruction)
  - f. Elise Lybrand, Health Occupations Instructor (Hourly CTE Instruction)

11. James Bryde, Teacher Assistant, to receive additional pay for serving as a Long-term Substitute Instructor at the Sypek Center, at the per diem differential rate of \$159.77, pending the outcome of negotiations, effective March 18, 2021 through June 16, 2021

Roll call:

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

### C. MISCELLANEOUS

Upon recommendation of the Superintendent, Board approval of the following:

1. Revised job description for the position of Human Resources Manager (attached)
2. New job descriptions for the following positions (attached):
  - a. Director of Vocational Education
  - b. Full-time Special Education Instructor
  - c. Half-time Special Education Instructor and Half-time Title I Instructor
  - d. Hourly CTE Instructor/Teacher (Perkins Funded)
  - e. Hourly Child Study and/or Special Education Instructor/Teacher (Perkins Funded)
3. Revised 2020-2021 Courses of Study, Textbook Lists and Textbook Evaluations for the following: (attached):
  - a. Assunpink Center
  - b. Sypek Center
4. As per Policy 7481, MCTS will be purchasing and operating unmanned aircraft (drones) with Perkins Secondary Funds
5. The following policies and regulations for first reading: (attached)
  - a. P4125 Employment of Support Staff Members (M)
  - b. P5330.05 Seizure Action Plan (M)
  - c. P6360 Political Contributions (M)
  - d. P8561 Procurement Procedures for School Nutrition Programs (M)
  - e. P8330 Student Records (M)
  - f. R5330.05 Seizure Action Plan (M)
6. The following policies and regulations to be abolished:
  - a. P2415.01 Academic Standards, Academic Assessments, and Accountability (M)
  - b. P2415.03 Highly Qualified Teachers (M)
  - c. P4431.1 Family Leave (M)
  - d. P4431.3 NJ Family Leave Insurance Program
  - e. P7430 School Safety (M)
  - f. R7430 School Safety (M)
7. District Discipline Report for 2020-2021 as of February 16, 2021 (attached)
8. District Harassment, Intimidation & Bullying Report for the month of January 2021 (attached)
9. Emergency Preparedness Drills for the month of January 2021 (attached)

A copy of articulation agreements (9), rev HR manager job description, job descriptions – Dir Voc Ed, FT Sped Ed Instr, Half-time Sped Ed Instr and Half-time Title 1 Instr, hr CTE (Perkins), hr Child Study, rev 20-21 crs of study textbook lists and textbook evals, P4125, P5330.05, P6360, P8561, P8330, R5330.05, discipline report, HIB, EPDR, 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
Mr. Glover						x
Ms. Hernandez			x			
Ms. McCoy						x
Mr. Pitman			x			
Mr. Sabo		x	x			
Ms. Stinger	x		x			

**10. OLD BUSINESS - None**

Prior to New Business, Deborah Donnelly, Business Administrator presented the 2021-2022 Budget.

**11. NEW BUSINESS**

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (none)
- C. 2021-2022 Tentative Budget Resolution (attached)
- D. Certificate of Substantial Completion and closeout documents for Levy Construction Company, Inc. on the Culinary Walk-In Box project at the Sypek Center (attached)
- E. Agreement with Cyberschool for the web hosting of the 2021-2022 school year (attached)
- F. Agreement with Hunterdon County Educational Services Commission (attached)
- G. Agreement with Pro Athletes, Inc. for online student workshops during the months of March, April, and May 2021 at a cost not to exceed \$20,528 (ESEA Grant Funded) (attached)
- H. Agreement with Education Services Commission of New Jersey, effective March 3, 2021 through June 30, 2024; partial year 1 of 4 (attached)
- I. Agreement with Regalina "Reggie" Melrose, Ph.D. for consulting services/video series at a cost not to exceed \$11,500 (ESEA Grant Funded) (attached)
- J. Proposals (2021-1; 2021-2) from John Catherman, Catherman Ink LLC, to provide four (4) in-service videos titled Leadership and Motivational Strategies, In-Service Video Series at a cost of \$1,000 each and four (4) in-service videos titled Career and Technical Education Pathways Video Series, during the months of February and March 2021, at a cost of \$1,000 each, for a total not to exceed \$8,000 (Perkins Post-Secondary Grant Funded)
- K. Proposal (2021-3) from John Catherman, Catherman Ink LLC, to provide five (5) Career and Technical Education Pathways and Goal Setting videos at a cost of \$1,000 each for a total of \$5,000 (Perkins Secondary Grant Funded)
- L. Proposal (2021-4) from John Catherman, Catherman Ink LLC, to provide professional development to staff regarding Self-Care not to exceed \$5,000 (CARES Act Grant Funded)
- M. Proposal (2021-8) from John Catherman, Catherman Ink LLC, to create five (5) part video series for parents of Title I students on helping their children get and stay organized at a cost of \$9,000 for the series (ESEA Grant Funded)

- N. Proposal from Cramalot LLC to conduct curriculum review not to exceed \$20,000 (Perkins Secondary Grant Funded)
- O. Eight(8) proposals from Dr. David Lugo to perform various consultative and professional development services not to exceed \$22,300 (Perkins Secondary Grant Funded)
- P. Proposal from Joaquin Vega to perform various consultative and professional development services not to exceed \$11,000 (Perkins Post-Secondary Grant Funded)
- Q. Proposal from S. Lucille Jones to perform various consultative services related to labor market demands not to exceed \$5,000 (Perkins Secondary Grant Funded)
- R. Proposal from Patricia Sodano, consultant services for Special Education and low achieving students for 100 hours of service at \$100 per hour during the months of February through June 2021 for a total not to exceed \$10,000 (Perkins Secondary Grant Funded)
- S. Proposal from Matt Bellace, Ph.D. to provide various videos for parents and Title I students not to exceed \$11,500 (ESEA Grant Funded)
- T. Proposal from John Henry, NJSBA, to provide online professional development videos for students at a cost not to exceed \$8,500 (ESEA Grant Funded)
- U. Accept Perkins Post-Secondary Grant funds in the amount of \$116,100
- V. Accept Perkins Secondary Funds in the amount of \$257,078
- W. Continuation of services from Frontline Education for Frontline Central, Absence & Time Solution and Employee Evaluation Management at a total cost of \$13,518.27
- X. Approve to write-off prior years negative lunch balances in the amount of \$1,107.80

A copy of 21-22 tentative budget resolution, Levy Construction closeout docs, Cyberschool, HCESC, Pro Athletes, ESC of NJ, Melrose 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
Mr. Glover			x			
Ms. Hernandez			x			
Ms. McCoy						x
Mr. Pitman			x			
Mr. Sabo	x		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 5:27 pm. After the motion, Mr. Pitman left the meeting.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Mr. Glover			x			
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 5:50 pm. Mr. Pitman did not return for the adjournment.

**13. PUBLIC DISCUSSION - None**

**14. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:53 pm.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Mr. Glover			x			
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, April 20, 2021 at 5:00 pm via Google Meet.

Respectfully submitted,  
  
 Deborah Donnelly  
 Business Administrator/Board Secretary