

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

MINUTES OF APRIL 20, 2021

1. The Board Meeting of April 20, 2021 was called to order by President Albert Pitman at 5:10 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."

	Present	Absent
Mr. Glover	x	
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

Gary Mattia, Interim Principal of Assunpink Center and James Fazzone, Interim Principal of Sypek Center presented school performance reports for 2019-2020 school year (handout).

B. EXECUTIVE SESSION – None

4. MINUTES OF PREVIOUS MEETING(S)

A. The regular session meeting minutes of March 2, 2021 were brought before the Board for approval.

Roll call:

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

- B. The Executive session meeting minutes of March 2, 2021 were brought before the Board for approval.

Roll call:

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

5. BILLS TO BE APPROVED/TRANSFERS & ADDENDUM

Bills totaling \$824,018.70 in March 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	x			
Mr. Pitman			x			
Mr. Sabo	x		x			
Ms. Stinger						x

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending February 2021. Said report 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		x			
Ms. Hernandez						x
Ms. McCoy			x			
Mr. Pitman			x			
Mr. Sabo		x	x			
Ms. Stinger						x

7. CORRESPONDENCE & COMMUNICATIONS

Deborah Donnelly noted that the district is a recipient of the ASBO International COE Award for the 7th consecutive year - thanked Lisa Flynn and the team for a job well done; during the pandemic and very independently they were able to achieve this award - very proud of their accomplishment.

Mr. Pitman reported that he and Mr. Sabo attended the Board of School Estimate meeting on April 1 along with Dr. Schneider, Deborah Donnelly, Lisa Flynn, and Dana Hice DePugh - the budget information was well received and was passed by the Board of School Estimate - thank you all for a job well done.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT & ADDENDUM

A. NEW PROGRAMS/SPECIAL PROJECTS

1. Resubmission of the application for the FY2020 Secondary Perkins Grant
2. Resubmission of the application for the FY2020 Postsecondary Perkins Grant
3. Apply for CRRSA Act Elementary and Secondary School Emergency Relief Fund II (ESSER II) in the amount of \$485,032 for allowable costs incurred on or after March 13, 2020; obligated through September 30, 2023
4. Articulation Agreements between Mercer County Community College and MCTS for the following: (attached)
 - a. 2020-2021 Shared-time Programs
 - i. Architectural Engineering & Design
 - ii. Automotive Technology Fundamentals
 - iii. Automotive Technology
 - iv. Baking
 - v. Criminalistics and Criminal Science
 - vi. Culinary Arts
 - vii. Diesel Technology
 - viii. Digital Media Arts
 - ix. Health Occupations
 - x. Horticulture & Turf Care Management
 - xi. Heating, Ventilating, Air Conditioning and Refrigeration
5. Student Placement Agreement between Mercer County Special Services School District (MCSSSD) and MCTS (attached)
6. New Microgreens online program with the Adult Evening Schools, pending enrollment, effective May 1, 2021, pending enrollment (attached)
7. Memorandum of Agreement between The College of New Jersey and MCTS effective April 21, 2021 through September 30, 2021 (attached)
8. Revised MCTS Reopening Plan, as of April 15, 2021 (attached)

Roll call:

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

B. PERSONNEL & ADDENDUM

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

1. Resignation of Dana Hice DePugh, Assistant Superintendent of Curriculum and Instruction, effective October 31, 2021 due to retirement
2. Resignation of Lori Russo, Supervisor of Secondary Education at the Assunpink Center, effective July 1, 2021 due to retirement
3. Resignation of Michele Coleman, Bus Driver for the district, retroactive to March 24, 2021
4. Members of the Mercer County Vocational Education Association (MCVEA) at the salaries indicated, effective July 1, 2021 through June 30, 2022 (attached)

5. Addendum to the 2018-2021 Agreement with the Mercer County Vocational Administrators/ Supervisors Association (MCVASA) extending through June 30, 2022 with 2.95% salary increase effective July 1, 2021 through June 30, 2022 (attached)
6. Professional Employment Agreement between MCSSSD and MCTS and Deborah Donnelly as School Business Administrator/Board Secretary, effective July 1, 2021 through June 30, 2024 (attached)
7. Michael Orfe, current Supervisor of Secondary Education, as a full-time 12-month contracted (unaffiliated) employee in the capacity of Director of Vocational Education, at a salary of \$107,000, effective July 1, 2021 through June 30, 2022
8. Alan Munford as a full-time, 12-month contracted employee in the capacity of Principal of Assunpink Center and Interim Principal of Adult Evening Schools, pending background check at a salary of \$132,000, effective July 1, 2021 through June 30, 2022
9. Jared Warren as a full-time, 12-month contracted employee in the capacity of Principal of Sypek Center, at a salary of \$132,000, effective July 1, 2021 through June 30, 2022
10. Peter Corrigan, current IT Technician for the district, as a Part-time Adult Evening School Instructor to teach a new online Microgreens course, pending enrollment, at an hourly rate of \$33, effective May 1, 2021 through June 30, 2021
11. Eric Palm, anticipated Supervisor of Secondary Instruction at the Sypek Center, pending certification, to receive \$1,200 longevity pay for more than six (6) years of service in the district in accordance with the 2018-2022 MCVASA Agreement, effective July 1, 2021 through June 30, 2022
12. Barbara Paskewicz, Accounts Payable Specialist, to receive \$1,000 longevity pay for 20 years of service in the district, effective May 30, 2021 through June 30, 2021
13. Revised payment of the \$900 Prom/Social Advisor stipend for the 2020-2021 school year, pursuant to the terms and conditions of the Agreement between the Board and MCVEA, specifically Article XX (G), pending the outcome of negotiations, for the following staff members:
 - a. Joseph Ragusa, Biological Sciences Instructor – 90% of the stipend in the amount of \$810
 - b. Maureen Larsen, World Language Instructor – 10% of the stipend in the amount of \$90
14. Resignation of Thomas Spezzano, Building Maintenance Trades Instructor, effective June 30, 2021 due to retirement
15. Resignation of Jennifer Van Der Horn, Pre-Nursing Instructor, effective June 30, 2021

Roll call:

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

C. MISCELLANEOUS & ADDENDUM

Recommend the Board approve the following:

1. The following policies and regulations for second reading (attached):
 - a. P1643 Family Leave (M) – NEW
 - b. P2415 Every Student Succeeds Act (M)
 - c. P2415.02 Title I – Fiscal Responsibilities (M)
 - d. P2415.05 Student Surveys, Analysis, and/or Evaluations (M)
 - e. P2415.20 Every Student Succeeds Act Complaints (M)
 - f. P2464 Gifted and Talented (M)
 - g. P5330.01 Administration of Medical Cannabis (M)
 - h. P7425 Lead Testing of Water in School (M)

- i. P7440 School District Security (M)
 - j. P7510 Use of School Facilities (M)
 - k. P8420 Emergency and Crisis Situations (M)
 - l. P9713 Recruitment by Special Interest Groups (M)
 - m. R1642 Earned Sick Leave Law (M)
 - n. R2415.20 Every Student Succeeds Act Complaints (M)
 - o. R5330.01 Administration of Medical Cannabis (M)
 - p. R7425 Lead Testing of Water in School (M)
 - q. R7440 School District Security (M)
 - r. R7510 Use of School Facilities (M)
2. The following policies and regulations for second reading and adoption (available for review in the Superintendent's office):
 - 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)
 3. 2021-2022 District Calendars as follows: (attached)
 - a. Secondary Schools Student/Staff
 - b. 12-month Employees
 - c. Adult Evening Schools
 - d. Rubino Academy
 4. Revised 2020-2021 Course and Textbook List for the Adult Evening Schools (attached)
 5. Revised 2020-2021 Tuition Fee List for Adult Evening Schools (attached)
 6. Revised Manager of Human Resources Job Description (attached)
 7. District Discipline Report for 2020-2021 as of April 12, 2021 (attached)
 8. District Harassment, Intimidation & Bullying Report for the month of February 2021 (attached)
 9. Emergency Preparedness Drills for the month of February and March 2021 (attached)
 10. Revised Job Description for the position of Assistant Superintendent for Curriculum and Instruction (attached)

A copy of articulation agreements, student placement agreement, microgreens program, MOA TCNJ, revised reopening plan, MCVEA, addendum to MCVASA, BA agreement, P1643, P2415, P2415.02, P2415.05, P2415.20, P2464, P5330.01, P7425, P7440, P7510, P8420, P9713, R1642, R2415.20, R5330.01, R7425, R7440, R7510, 2021-2022 calendars, rev 2020-2021 course & textbook list for AES, rev 2020-2021 tuition fee for AES, rev Manager of HR job description, discipline report, HIB, EPD, rev Asst Super 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
Mr. Glover			x			
Ms. Hernandez						x
Ms. McCoy		x	x			
Mr. Pitman			x			
Mr. Sabo	x		x			
Ms. Stinger						x

10. OLD BUSINESS - None

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (none)
- C. Resolution to adopt the 2021-2022 School Budget (attached)
- D. Agreement with Duff & Phelps, LLC to provide an updated fixed asset accounting ledger for accounting and financial reporting as of June 30, 2021 at a cost of \$1,250 (attached)
- E. Cooperative Pricing System Agreement – NJSBA ACES CPS #E8801 (attached)
- F. Agreement with Special Parent Advocacy Group (SPAG) to park vehicle(s) at the Sypek Center, July 1, 2021 through June 30, 2022 (attached)
- G. Agreement with Hunterdon County Educational Services Commission for the 2021-2022 school year (attached)
- H. Agreement with Comegno Law Group, PC (Special Counsel) for the 2021-2022 school year at a rate of \$185/hour not to exceed \$10,000 (attached)
- I. Award Automotive Equipment Bid 21-03 as follows: Item 1 Body System Workcenter to Colours Inc. and Item 3 20 HP Rotary Screw Air Compressor to First Choice Automotive Equipment – no award on Item 2
- J. Proposal from Jonathan Catherman, Catherman Ink, LLC (#2021-5) Professional Development and Coaching – Effective Engagement and Demand Response Coaching video at a cost not to exceed \$8,402 (ESEA Grant)
- K. Proposal from Jonathan Catherman, Catherman Ink, LLC (#2021-6) Administration Professional Development and Coaching – Effective Campus Leadership video at a cost not to exceed \$2,820 (ESEA Grant)
- L. Proposal from Jonathan Catherman, Catherman Ink, LLC (#2021-7) Administration Professional Development and Coaching – Accessing Online MCTS Essential Life Skills For Job Preparedness Video Series for Students at a cost not to exceed \$8,500 (ESEA Grant)
- M. Comegno Law Group, PC, Special Counsel, originally Board approved on May 19, 2020 not to exceed \$7,500 – increase to not to exceed \$10,000 through June 30, 2021
- N. Award Audit Services Proposal CC 21-01 to Wiss & Co, LLP in the amount of \$38,400
- O. Award Alternative High School and Interim Alternative Setting Education Programs RFP 21-100 to Specialized Education of NJ Inc. formerly known as Camelot Educational Resources, LLC

A copy of 2021-2022 budget resolution, Duff & Phelps agreement, ACES, SPAG agreement, Hunterdon agreement, Comegno 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	x			
Ms. Hernandez						x
Ms. McCoy	x		x			
Mr. Pitman			x			
Mr. Sabo			x			
Ms. Stinger						x

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:20 pm.

Roll call:

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

The next meeting shall be held on Tuesday, May 18, 2021 at 5:00 pm via **Google Meet**.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary