

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

MINUTES OF MAY 18, 2021

1. The Board Meeting of May 18, 2021 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:

"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

3. PUBLIC DISCUSSION/EXECUTIVE SESSION

A. PUBLIC DISCUSSION

Pat Schroeder, Instructor/MCVEA President congratulated Dr. Schneider on her retirement. It has been a pleasure – we've always gotten along and congratulations!

Wanted to make the Board aware of President Biden plan for American Rescue; millions of dollars available throughout the state – no money for MCTS, MCSSSD as a County school – money should come our way – this is a three year program. I wasn't sure everyone was aware; important to make sure it happens.

Dr. Schneider – discussions at Superintendent and Council groups about ESSR III funding. In the past, the money followed Title I.

Debbie Donnelly – nothing yet on allocation – could be estimates at this time.

Mr. Pitman read a letter from him to Dr. Schneider congratulating her on her retirement and noted her years of dedication to the district, students, and staff of MCTS.

Ms. McCoy, Mr. Sabo, Mr. Glover and Ms. Stinger also expressed their well wishes, regards, and thanks for years of service.

Dr. Schneider noted that she will be available to attend CTE and General Advisory. I will always be available. I ran a long race – last year was like five years. When the money comes through, there will be a lot of work; intending on helping. I will also continue long term friendships.

Mr. Pitman – Mercer County was lucky to have you. We have become friends and I'll miss you. You are a great teacher and a super great person.

3.1 RESOLUTION ACCEPTING THE RETIREMENT OF DR. KIMBERLY J. SCHNEIDER

BE IT RESOLVED, that the Mercer County Technical School District Board of Education accepts, with regret, the resignation letter of Dr. Kimberly J. Schneider, Superintendent, due to retirement and releases the notice requirement in the parties employment contract for these purposes, upon mutual agreement, effective the end of the business day on 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			
Ms. Stinger	x		x			

4. MINUTES OF PREVIOUS MEETING

- A. The regular session meeting minutes of April 20, 2021 were brought before the Board for approval.

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	

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$827,244.59 in May 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			
Ms. Stinger	x		x			

6. BOARD SECRETARY/TREASURER'S REPORTS

Review of the financial reports for the period ending March and April 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. Schneider – watching Governor Murphy lead us through the next re-opening phase. Masks for the next few weeks until clarity on vaccines. There will be an update at the next meeting on a September opening. Staff/students with medical/IEP issues may be remote, but now encouraged to return – expecting a normal school year. There will be posts on our website as updates occur.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

1. Submission of the Pre-Apprenticeship in Career Education (PACE) grant application in the amount of \$53,210 (Special Revenue)
2. Submission of the grant application for FY22 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Secondary (attached):
 - a. \$172,739 (Federal)
 - b. \$29,792 (Reserve)
3. Submission of the grant application for FY22 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Postsecondary in the amount of \$111,171 (State) (attached)
4. Resubmission of the application for the FY21 Secondary Perkins Grant
5. Resubmission of the application for the FY21 Postsecondary Perkins Grant
6. Submission of the Carpentry and Teamwork SKILLS Competition Grants to total \$1,500

Roll call:

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

B. PERSONNEL & ADDENDUM

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

1. Revised resignation date for Patti Michalchuk, Administrative Assistant to the Superintendent, originally approved by the Board on January 21, 2020 effective May 31, 2021 due to retirement
2. Rescind the offer of employment for Barbara Paskewicz in the capacity of Administrative Assistant to the Superintendent, originally approved by the Board on February 18, 2020
3. Resignation of Daniel Toporek, Teacher Assistant at the Sypek Center, retroactive to April 26, 2021
4. Employee Leave of Absences as follows:

Employee Number	Leave of Absence	Start Date	End Date	Details
5271	FMLA	4/22/2021	6/30/2021	Unpaid and with continuation of benefits

5. 2021-2022 Salary/Wage Guide for Hourly and Per Diem Employees, effective July 1, 2021 through June 30, 2022, with a continuation of the \$25 COVID-19 differential for Substitute Instructors and Substitute School Nurses, for periods the Governor has issued a health emergency (attached)
6. Personnel at the salaries/rates indicated for the following positions, effective July 1, 2021 through June 30, 2022: (attached)
 - a. MCVASA Staff
 - b. Contracted and Confidential Staff
 - c. Adult Evening Schools Staff, on an as needed basis
 - d. Part-time/Hourly Secondary School Staff, on an as needed basis
7. 2021-2022 Secondary Substitute Instructors on as needed basis and according to the current Salary/Wage Guide, effective September 1, 2021 through June 30, 2022 (attached)
8. Kimberly J. Schneider, Superintendent, to be compensated, in accordance with N.J.S.A.18A:30-9.1, for 20 unused vacation days accrued in the 2020-2021 school year, at a per diem rate of \$785, due to the required duties directly related to the state of emergency, Executive Order No. 235, originally declared by the Governor on March 9, 2020
9. Dana Hice DePugh, Assistant Superintendent, to be compensated, in accordance with N.J.S.A.18A:30-9.1, for 18 unused vacation days accrued in the 2020-2021 school year, at a per diem rate of \$617, due to the required duties directly related to the state of emergency, Executive Order No. 235, originally declared by the Governor on March 9, 2020
10. Lance Simek, Social Worker at the Sypek Center, to serve as the Affirmative Action Officer for the district, receiving a stipend in the amount of \$1,500 during the 2021-2022 school year, to be paid in two equal payments of \$750 at the end of the first and second semesters
11. Catherine Kloss, School Psychologist for the district, to serve as the Student 504 Coordinator for the district, receiving a stipend in the amount of \$1,500 during the 2021-2022 school year, to be paid in two equal payments of \$750 at the end of the first and second semesters
12. Anna Emmons as a full-time, 10-month contracted employee in the capacity of Pre-Nursing Instructor, at a salary of \$57,135 pending negotiations (Step 5 on the 10-month Teacher Guide), pending certification and background check, effective September 1, 2021 through June 30, 2022
13. Annette Hoffman, Administrative Assistant to the Assistant Superintendent, to receive additional pay when covering responsibilities as the Administrative Assistant to the Superintendent, at a per diem rate of \$75, on an as needed basis, effective May 21, 2021 through June 30, 2021
14. Deborah Arvanitis, Payroll and Benefit Specialist, to be paid overtime for covering responsibilities as the Administrative Assistant to the Superintendent, at an hourly rate of \$49.74, on an as needed basis, effective May 21, 2021 through 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			
Ms. Stinger		x	x			

C. MISCELLANEOUS

Recommend the Board approve the following:

1. The following policies and regulations for second reading and adoption:
 - 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. 2021-2022 Tuition Fees for Adult Evening Schools (attached)
3. 2021-2022 District School-Parent Compact (attached)
4. 2021-2022 Host Site Collaborative Agreement with Hopewell Valley Regional School District for operating an Automotive Technology Program (11:45 am – 2:30 pm session only) at Hopewell Valley Central High School, September 1, 2021 through June 30, 2022 (attached)
5. Job description for the new position of Hourly CRRSA School Nurse (Grant Funded) (attached)
6. Job description for the new position of Hourly CRRSA Summer Teacher (Grant Funded) (attached)
7. District Discipline Report for 2020-2021 as of May 12, 2021 (attached)
8. District Harassment, Intimidation & Bullying Report for the month of April 2021 (attached)
9. Emergency Preparedness Drills for the month of April 2021 (attached)

A copy of FY22 Perkins Secondary, FY22 Perkins Post-Secondary, 21-22 hr wage salary guide, 21-22 salary/rates, 21-22 secondary sub instructors, 21-22 tuition for AES, 21-22 district school-parent compact, 21-22 Host Site agreement, CRRSA School Nurse job description, Hourly CRRSA Summer Teacher job description, discipline report, HIB, 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			
Ms. Stinger		x	x			

10. OLD BUSINESS

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (none)
- C. Resolution appointing Deborah Donnelly as the Purchasing Agent for the District at the Bid/Quotation Threshold effective July 1, 2021 (attached)
- D. Resolution for Library and Educational Goods and Services for the 2021-2022 school year (attached)
- E. Resolution authorizing the district purchasing agent to make purchases of goods and services from State Contract Vendors for the 2021-2022 school year (attached)
- F. Resolution for Vendor Payment Authorization Between Board Meetings for the 2021-2022 school year (attached)
- G. Professional Service Agreement with Walter R. Bliss, Esquire, as the Board attorney during the 2021-2022 school year at a rate of \$40,055 (attached)
- H. Professional Services Agreement with David Sharlin, DO, FAAP for consultant services as School Medical Director for the 2021-2022 school year for the amount of \$8,142 (attached)
- I. Various quotes from PowerSchool for the maintenance and support of student databases and staff recruitment for the 2021-2022 school for a grand total of \$37,378.67 (attached)
- J. Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (NVA) plan for staff at the rate of \$5.15 per employee for the 2021-2022 school year; year 4 of 4 (attached)
- K. Agreement with DI Group Architecture as the Architect of Record for the 2021-2022 school year (attached)
- L. Change Order 02 for Kane Communications on Site Lighting Upgrades at the Sypek Center – allowance adjustment of \$13,200 of unused remaining allowance to be deducted from contract (attached)
- M. Certificate of Substantial Completion on Site Lighting Upgrades at the Sypek Center (attached)

- N. Agreement by Local Education Agencies for School Meal Programs between Mercer County Special Services School District, Mercer County Technical School District and Specialized Education of New Jersey, Inc. through Sodexo, Inc. for the 2021-2022 school year (attached)
- O. Resolution to reject and re-advertise for Electrical Services Bid 21-05 (attached)
- P. Resolution to reject and re-advertise for Plumbing Services Bid 21-06 (attached)
- Q. Accept Perkins Secondary Federal Funds in the amount of \$207,244
- R. Accept Perkins Secondary Reserve Funds in the amount of \$26,954
- S. Accept Perkins Secondary Additional Federal Funds in the amount of \$49,934
- T. Disposal of Toro lawn mower due to age and being unrepairable (EQP2048)
- U. Award Waste and Recycling Bid 21-04 to Waste Management of New Jersey, Inc.
- V. Donate audiometer, serial number 30558 from Assunpink Center to the Rubino Academy; no longer needed by the Board of Education for MCTS
- W. Authorize the sale of Solar Renewable Energy Certificates (SRECs) as follows: 79 from Assunpink and 70 from Sypek for the period from November 2020 through April 2021 (2021ey), for a total of 149, using the services of Flett Exchange Online Auction
- X. Master Collaborative Educational Services Agreement resolution with Educational Services Commission of New Jersey – Year 2 of 4

A copy of staff travel, Purchasing Agent/Bid Threshold resolution, Library resolution, State Contract Vendors resolution, Bliss agreement, Sharlin agreement, PowerSchool quotes, NVA plan, Architect of Record, Kane Change Order 02, substantial completion certificate, Sodexo 21-22, electrical services resolution to reject, plumbing services resolution to reject, 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			
Ms. Stinger		X	X			

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Mr. Sabo – I have a question on item 11L – Kane Communications – is that money coming back to us?

Ms. Donnelly – yes – above contract and not being used

Mr. Pitman – I would like to mention the email sent to the Board on my behalf from Cindy (McKenna). Please email or call Debbie or Cindy whether you are able to attend meetings to insure we have a quorum to be able to have the meeting.

Mr. Schroeder called for a round of applause for Dr. Schneider.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:22 pm.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Mr. Glover			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, June 15, 2021 at 5:00 pm in-person and via **Google Meet**.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary