

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

MINUTES OF JUNE 15, 2021

1. The Board Meeting of June 15, 2021 was called to order by President Albert Pitman at 5:04 pm. The meeting took place at 1085 Old Trenton Rd., Trenton, NJ 08690. 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."

	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 - None

B. EXECUTIVE SESSION

BE IT RESOLVED that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of personnel – Human Resources - Superintendent search;

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 5:06 pm.

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

A motion was made for the Board to return to public session at 5:35 pm.

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

3.1 Approval of Dr. James Fazzone as Interim Superintendent beginning July 1, 2021 pending extension of interim status or alternative arrangement at a per diem rate of \$700 per day.

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

Since the vote did not carry a majority, Dana Hice DePugh, Assistant Superintendent, suggested that the top two candidates should interview via a Zoom meeting with all Board members from Mercer County Technical Schools and Mercer County Special Services School District. This special meeting will be scheduled as quickly as possible, based on Board members' availability.

4. MINUTES OF PREVIOUS MEETING(S)

- A. The regular session meeting minutes of May 18, 2021 were brought before the Board for approval.

	Motion	Second	Yes	No	Abstain	Absent
Roll call: 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 \$642,990.92 in June 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	X			
Ms. Hernandez						X
Ms. McCoy						X
Mr. Pitman			X			
Mr. Sabo	X		X			
Ms. Stinger			X			

6. BOARD SECRETARY/TREASURER'S REPORT – Handout (Treasurer's Report)

Review of the financial reports for the period ending May 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

Deborah Donnelly reported that Health Occupations Instructor, Elise Lybrand has scheduled the landing of a NJ National Guard medevac helicopter for Cooperative Learning Day on September 21, 2021. Military personnel will also bring equipment for HVAC, Diesel, and Electrical classes. Mr. Glover's contact, Frank Fahr, assisted Ms. Lybrand in coordinating this event and Ms. Lybrand extends her thanks to Mr. Glover. All are welcome to participate.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

1. Submission of Perkins Grant FY22 for Secondary Programs:
 - a. \$29,792 (Reserve)
 - b. \$172,739 (Federal)
2. Submission of Perkins Grant FY22 for Postsecondary Programs \$111,171
3. Submission of Office Productivity & Microsoft Office Essentials course offering for the Adult Evening Program (attached)

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. PERSONNEL

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

1. David Nash, CIE Coordinator, to provide summer supervision of students on dealership jobs under the AYES program, at an hourly rate of \$28, not to exceed 30 hours, effective July 1, 2021 through August 20, 2021
2. The following 10-month Coordinators for compensation at a per diem rate, for additional work days as indicated:
 - a. Megan Ferdetta: June 17, 21, 22, 23, 24, 2021 and August 25, 26, 27, 30, 2021
 - b. Catherine Kloss: June 17, 18, 21, 22, 24, 2021 and August 24, 26, 27, 30, 31, 2021
 - c. David Nash: June 17 through June 23, 2021 and August 25 through August 31, 2021
 - d. Lance Simek: June 17, 18, 21, 22, 23 and August 19, 23, 24, 25, 26, 2021
3. 2021-2022 County District School (CDS) Information and Appointed Positions, at no cost to the district, effective July 1, 2021 through June 30, 2022 (attached)
4. Affirmative Action Team Members, at no cost to the district, effective July 1, 2021 through June 30, 2022:
 - a. Lance Simek, Social Worker and AA Officer
 - b. Dana Hice DePugh, Assistant Superintendent
 - c. Alan Munford, Principal (backup Coordinator)
 - d. Jared Warren, Principal
 - e. Joan Hylton, Teacher Assistant
5. Resignation of Amber Weeks, School Nurse at the Sypek Center, as of June 30, 2021
6. Resignation of Anna Emmons, Pre-Nursing Instructor at the Assunpink Center, as of June 30, 2021
7. Recommending the following instructors for Adult Evening School positions for the period of August 16, 2021 through June 30, 2022:
 - a. Colyn Thomas, part time evening Computer Instructor, at an hourly rate of \$33 for the period of August 6, 2021 thru June 30, 2022
 - b. Angelo Trapani, part time evening HVAC Instructor, at an hourly rate of \$33 for the period of August 6, 2021 thru June 30, 2022
 - c. Joseph Mulholland, part time evening Carpentry Instructor, at an hourly rate of \$33 for the period of August 6, 2021 thru June 30, 2022
8. Kim Schreck, Secretary III at the Assunpink Center, to receive the Perkins Secretary Stipend in the amount of \$3,000, to be paid in (2) two equal payments of \$1,500 at the end of the first and second semesters, effective July 1, 2021 through June 30, 2022
9. Wayne Hummel, Criminalistics Instructor at the Sypek Center, to work as the CRRSA Summer Teacher, pending grant approval, at an hourly rate of \$32 effective July 1, 2021 to August 31, 2021
10. Scott Engle, Culinary Arts Instructor at the Sypek Center, to work as the CRRSA Summer Teacher, pending grant approval, at an hourly rate of \$32 effective July 1, 2021 to August 31, 2021
11. Adam Kovitz, Engineering Technology Instructor at the Sypek Center, to work as the CRRSA Summer Teacher, pending grant approval, at an hourly rate of \$32 effective July 1, 2021 to August 31, 2021
12. Stipend in the amount of \$600.00 for Janice LaFleur, Baking & Dining Instructor, serving as the Debate Club Advisor, to be paid in two (2) payments of \$300 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
13. Stipend in the amount of \$600.00 for Edward Birdsall, Horticulture & Turf Care Management Instructor, serving as the Future Farmers of America Advisor, to be paid in two (2) payments of \$300 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
14. Stipend in the amount of \$1,200 for Laura Wurtzel, Secretary I, serving as the HOSA: Future Health Professional Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022

15. Stipend in the amount of \$900 for Bong Kim, Math Instructor, serving as the Math League Advisor for the Sypek Center, to be paid in two (2) payments of \$450 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
16. Stipend in the amount of \$900 for Michaela Matthews, Math Instructor, serving as the Math League Advisor for the Assunpink Center, to be paid in two (2) payments of \$450 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
17. Stipend in the amount of \$1,200 for Amanda McCobb, Social Studies Instructor, serving as the Model UN Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
18. Stipend in the amount of \$1,200 for Jessica Warshauer, Math Instructor, serving as the National Honor Society Advisor for the Sypek Center, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
19. Stipend in the amount of \$1,200 for Laura Wurtzel, Secretary I, serving as the National Honor Society Advisor for the Assunpink Center, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
20. Stipend in the amount of \$900 for Joseph Ragusa, Biology Instructor, serving as the Prom/Social Advisor, to be paid in two (2) payments of \$450 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
21. Stipend in the amount of \$600 for Scott Engle, Culinary Arts Instructor, serving as the ProStart Advisor, to be paid in two (2) payments of \$300 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
22. Stipend in the amount of \$600 for Erik Silverman, Culinary Arts Instructor, serving as the ProStart Advisor, to be paid in two (2) payments of \$300 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
23. Stipend in the amount of \$1,200 for Adam Kovitz, Engineering Technology Instructor, serving as the Robotics Club Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
24. Stipend in the amount of \$1,200 for Samuel Chilkotowsky, Engineering Technology Instructor, serving as the Robotics Club Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
25. Stipend in the amount of \$1,200 for Rachel Hendrickson, English Instructor, serving as the Student Council Advisor, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
26. Stipend in the amount of \$1,200 for Carolyn Perlman, Graphic Arts Instructor, serving as the Yearbook Advisor for the Sypek Center, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
27. Stipend in the amount of \$1,200 for Julie Trauger, Spanish Instructor, serving as the Yearbook Advisor for the Assunpink Center, to be paid in two (2) payments of \$600 at the end of the first and second semesters, effective September 1, 2021 through June 30, 2022
28. Cynthia J. McKenna, Administrative Assistant to the Business Administrator, at a salary of \$64,735, originally approved on May 18, 2021, due to additional duties as per revised job description, effective July 1, 2021 through June 30, 2022
29. Revised Administrative Assistant to the Business Administrator Job Description (attached)

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			

C. MISCELLANEOUS

Recommend the Board approve the following:

1. 2021-2022 District Substance Abuse Plan (attached)
2. 2021-2022 District Nursing Services Plan, reflecting 2019-2020 data (attached)
3. 2021-2022 District Standing Orders (attached)
4. AED Plan (attached)
5. Annual Approval of Policy 5512 Harassment, Intimidation, and Bullying for the 2021-2022 school year (attached)
6. District Discipline Report for 2020-2021 as of June 7, 2021 (attached)
7. District Harassment, Intimidation & Bullying Report for the month of May 2021 (attached)
8. Emergency Preparedness Drills for the month of May 2021 (attached)
9. Submission of Harbor Freight contest application (attached)
10. Safety Drill Logs for Assunpink and Sypek Centers July 2020 thru March 2021 (attached)
11. School Preparedness & Emergency Planning Notification of Upcoming Drills for Adult Evening School Assunpink Center 2021-22 (attached)
12. School Security Drill Statement of Assurance (attached)
13. NJ SkillsUSA 2021 NJ State Medalists from the Sypek and Assunpink Centers (attached)

A copy of OP&MOE, 21-22 CDS, revised job description, 21-22 Substance Abuse Plan, 21022 Nursing Services Plan, 21-22 Standing Orders, AED Plan, Policy 5512, Discipline Report, HIB, Harbor Freight contest app, Safety Drill logs, AES prep & emergency planning, Security Drill SOA, SkillsUSA awards list, 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			

10. OLD BUSINESS - None

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (none)
- C. Agreement between Specialized Education of New Jersey, Inc. (formerly Camelot Educational Resources, LLC) and Mercer County Technical School District for Alternative High School and Interim Alternative Setting Education Programs; year 1 of 3 (attached)
- D. Staff Travel Approval Procedures Resolution for the 2021-2022 school year (attached)
- E. Capital Reserve Account Resolution for the 2021-2022 school year (attached)

- F. Closeout documents on the completion of the Walk-In Box at the Sypek Center from Levy Construction Company, Inc. (attached)
- G. Advertising agreement with Townsquare Media for Adult Evening Schools, effective July 12, 2021 through September 11, 2021 at a total cost of \$16,000 (attached)
- H. Agreement with Genova Burns Attorneys at Law as negotiations attorneys for the 2021-2022 school year (attached)
- I. Agreement with Concord Engineering as the Engineer of Record for the 2021-2022 school year (attached)
- J. Burlington County Insurance Pool Joint Insurance Fund coverage, including student accident premium and surplus return resolution for July 1, 2021 through June 30, 2022 for a total cost of \$211,628 (attached)
- K. Agreement with Bayada Home Health Care, Inc. to provide registered nurses on an as needed basis at a rate of \$55 per hour (attached)
- L. Award Public Works Electrical Services Bid 21-08 to Magic Touch Construction Co., Inc.
- M. Award Public Works Plumbing Services Bid 21-09 to Magic Touch Construction Co., Inc.
- N. Continuation of cooperative pricing agreements for the 2021-2022 school year with the following:

Hunterdon County Educational Services Commission
 The Educational Services Commission of New Jersey
 Mercer County
 Mercer County Special Services Cooperative Pricing System #103
 Mercer County Cooperative Pricing System #94

- O. Continuation of petty cash funds for the 2021-2022 school year:

Administration – TBD	\$75
Assunpink Center – L. Wurtzel	\$75
Board Office – C. McKenna	\$200
Evening School – J. Terepka	\$75
Admissions – A. Hoffman	\$75
Sypek Center – S. Correa	\$75

- P. Disposal of tow (2) Toro mowers (EQP0203 and EQP0204) at the Sypek Center due to age and safety
- Q. Dispose of three(3) Sunrise Electric Beds from the Assunpink Center (EQP0318, EQP0319 and EQP0320) Pre-Nursing Program due to age/safety
- R. Donation of Mitsubishi Split-System Heat Pump Condenser to HVAC Program at the Assunpink Center by Ken Loder
- S. Accept Pre-Apprenticeship in Career Education (PACE) grant funds in the amount of \$53,210

A copy of travel, Specialized Education of NJ Inc. agreement, Staff Travel Resolution, Capital Reserve Resolution, Levy closeout docs – walk-in, Townsquare advertising, Genova Burns, Concord, BCJIF, Bayada, 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			
Ms. Stinger	X		X			

12. EXECUTIVE SESSION – at the beginning

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:55 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, July 20, 2021 at 12:00 pm.

Respectfully submitted,

Deborah Donnelly
Business Administrator/Board Secretary