

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

MINUTES OF DECEMBER 19, 2017

1. The Board Meeting of December 19, 2017 was called to order by President Albert Pitman at 5:00 pm. The meeting took place at the Mercer County Vocational-Technical Schools, 1085 Old Trenton Road, Trenton, New Jersey. 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 Trenton Times newspaper December 8, 2017.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Ms. Iszard – Present	Ms. Stinger – Present	Ms. Hernandez-Manno – Absent
	Mr. Zoller – Absent	Ms. McCoy – Absent	Mr. Sabo – Present Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE

Mr. Pitman introduced and welcomed new Board member Michael Sabo.

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Elise Lybrand, Health Occupations Instructor, inquired about the process of having Board minutes corrected.

Mr. Walter Bliss, Board Attorney: The request would go to the Board Secretary, Tanya Dawson.

Ms. Dawson: Send me what you think the corrections are so I can review for content.

Ms. Lybrand: I want to address the October 17, 2017 minutes and the status of curriculum that I addressed.

Mr. Bliss: This forum was not created for employees to bring issues to the Board and come back for a follow-up. These types of issues need to be addressed with your immediate supervisor, principal or superintendent, in accordance with District Policy 9130. If needed, the grievance process should be followed. You must first exhaust your concerns with administration.

Madeline Lollo, MCVEA President: These are not complaints, but comments to make the board aware of what is going on.

Mr. Bliss: Grievances, concerns or complaints need to go to administration.

Ms. Lollo: We want to make the board aware of the lack of communication.

Mr. Bliss: My point, exactly. This is not the forum for that.

Mr. Pitman: I will ask Dr. Schneider to look into this.

Dr. Schneider: We will reach out to Ms. Lybrand.

Dr. Schneider read a County Executive Proclamation for Judith Iszard. I am humbled by your 28 years of dedicated services to the students of MCTS. I commend you on your service and wish you a wonderful retirement.

B. EXECUTIVE SESSION – moved to the end

4. MINUTES OF PREVIOUS MEETINGS

The regular session meeting minutes of November 21, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of November 21, 2017 Ms. Iszard introduced a motion for the Board to approve the minutes. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Yes Ms. Hernandez-Manno – Absent
Mr. Zoller – Absent Ms. McCoy – Absent Mr. Sabo – Abstain Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$767,268.17 for December 2017 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Stinger introduced a motion for the Board to approve the bill list grand total of \$767,268.17. Ms. Iszard seconded the motion and it was carried by roll call vote. 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: Ms. Iszard – Yes Ms. Stinger – Yes Ms. Hernandez-Manno - Absent
Mr. Zoller – Absent Ms. McCoy – Absent Mr. Sabo – Yes Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending November 2017, Ms. Iszard introduced a motion the Board approve the reports as presented, whereby, that major accounts and fund balances have not been over-expended and sufficient funds are available to meet the District's financial obligations. Mr. Sabo seconded the motion and it was carried by roll call vote. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Yes Ms. Hernandez-Manno - Absent
Mr. Zoller – Absent Ms. McCoy – Yes Mr. Sabo – Yes Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Kimberly J. Schneider, Superintendent shared an article in The College Voice, a newspaper of Mercer County Community College, highlighting former MCTS student Olivia Reiss. Olivia and team claimed their second straight Region 19 title, advancing to the National Junior College Athletic Association meet in Ft. Dodge, Iowa.

Dr. Schneider shared a graduation announcement of former 2014 MCTS student John Rossano who graduated from Coastal Carolina University with his BS in Psychology. John will be attending graduate school to earn his Masters.

Dr. Schneider reviewed with the Board an advanced copy of a newspaper article she received, Call to Action, regarding teenage mental health issues.

Dana Hice DePugh, Assistant Superintendent, informed the Board that the culinary students will be participating in the 6th Annual Soup 4 You Cook-Off, hosted by the Rotary Club of Hamilton Township, on February 26, 2018, to support scholarships for graduating high school seniors.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

N/A

B. PERSONNEL

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

1. The resignation of Teddy Mullings, Custodian II at the Sypek Center, effective end of business day February 15, 2018
2. Corrected per diem rate for Christine Jarrach, Substitute Academic and Substitute Culinary Instructor for the District, originally approved on September 19, 2017 at a per diem rate of \$125, corrected to a per diem rate of \$90, on an as needed basis and not to exceed 29 hours per week, retroactive to September 20, 2017 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
3. Revised amount for John Ketterer as Substitute Supervisor for the District, for the 2017-2018 school year, on an as needed basis, originally approved October 17, 2017, at a per diem rate of \$400, not to exceed \$75,000 (13-330-200-103-05-00-2400) (11-000-221-102-01-00-2400)
4. Michaela Matthews, Math Instructor for the STEM Academy, to provide home instruction, on an as needed basis, four (4) hour per week, at an hourly rate of \$32, retroactive to October 1, 2017 through June 30, 2018 or until student requiring home instruction is released from district physician (11-310-100-101-01-00-1900)
5. A stipend for Laura Wurtzel, Secretary I at the Assunpink Center, in the amount of \$75 for chaperoning students to the NJHOSA Northern Regional Conference event at the Passaic County Technical Institute in Wayne, NJ on January 13, 2018 (11-310-100-101-01-01-0000)
6. A stipend for the following in the amount of \$75 each for chaperoning HOSA students to the NJHOSA Southern Regional Conference event held at Burlington County Institute of Technology in Westhampton, NJ on Saturday, February 3, 2018 (11-310-100-101-01-01-0000)
 - a. Daniel Sbar, Biological Sciences Instructor
 - b. Laura Wurtzel, Secretary I at the Assunpink Center
7. Linda Simon, Secretary I at the STEM Academy, placed on Sick Leave as follows:

Start	End	Type
October 9, 2017	undetermined	Paid Sick Leave with benefits

8. Annette Hoffman, Administrative Assistant to the Assistant Superintendent, placed on Sick Leave as follows:

Start	End	Type
November 21, 2017	January 1, 2018	Paid Sick Leave with benefits

C. MISCELLANEOUS

Recommend Board approve the following:

1. The following bylaw, policies and regulations for second reading and adoption: *(available in Superintendent's office for review)*
 - a. 7100 Long-Range Facilities Planning
 - b. 7100 R Long-Range Facilities Planning
 - c. 7101 Educational Adequacy of Capital Projects
 - d. 7101 R 7101 Educational Adequacy of Capital Projects
 - e. 7102 Site Selection and Acquisition
 - f. 7102 R Site Selection and Acquisition
 - g. 7130 School Closing
 - h. 7300 Disposition of Property
 - i. 7300.2 R Disposition of Land
 - j. 7300.3 R Disposition of Personal Property
 - k. 7300.4 R Disposition of Federal Property
 - l. 8505 Local Wellness Policy/Nutrient Standards for Meals and other Foods
2. 2018-2019 Tuition Fee Schedule for secondary schools in the district (attached)
3. District Harassment, Intimidation & Bullying Report for September 1, 2017 through December 13, 2017 (attached)
4. Emergency Preparedness Drill Reports for the month of November 2017 (attached)

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote. A copy of 18-19 tuition, HIB, EPDR, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Yes Ms. Hernandez-Manno - Absent
 Mr. Zoller – Absent Ms. McCoy – Absent Mr. Sabo – Yes Mr. Pitman – Yes

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached) Revised handout
- B. Field trip requests (attached) Revised handout
- C. 1098-T Processing Services Agreement with Tab Service Company, not to exceed \$1,200 (11-000-251-590-07-00-2510) (attached)
- D. Affiliation Agreement listing for the training of our Health Occupations trades for the period January 1, 2018 through December 31, 2019 (attached)
- E. Resolution and Agreement for PenServ Plan Services, Inc. to provide retirement plan administrative services, as a third party administrator for the district's 403(b) and 457(b) plans at no cost to the district (attached)
- F. Donation of a Craftsman 10" radial arm saw, with guard, to the Carpentry program at the Assunpink Center
- G. Award Milling Machinery Bid 18-04, Bid Specs #1, to Southwestern Industries, Inc.; no bid received on Bid Specs #2
- H. Award Lathe Machinery Bid 18-05, Bid Specs #2, to Southwestern Industries, Inc.; no bid received on Bid Specs #1
- I. Chris Guerrero as class scheduling consultant for the district through June 30, 2018 at a rate of \$90/hour, not to exceed \$5,000 (11-000-252-340-07-00-2520)

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Mr. Sabo seconded the motion and it was carried by roll call vote. A copy of travel, field trips, Tab Services, affiliation list, PenServ Plan, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Absent	Ms. McCoy - Absent	Mr. Sabo - Yes Mr. Pitman - Yes

12. EXECUTIVE SESSION

BE IT RESOLVED that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of program changes.

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 for the Board to enter into Executive Session at 5:19 pm on a motion made by Ms. Stinger and seconded by Ms. Iszard and carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Absent	Ms. McCoy - Absent (arrived at 5:22 pm)	Mr. Sabo - Yes Mr. Pitman - Yes

A motion for the Board to return to Public Session at 5:52 pm was made by Ms. Iszard and seconded by Ms. McCoy and carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Absent	Ms. McCoy - Yes	Mr. Sabo - Yes Mr. Pitman - Yes

13. PUBLIC DISCUSSION

14. ADJOURNMENT

There being no further business to come before the Board, Ms. McCoy introduced a motion the meeting be adjourned at 5:53 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Absent	Ms. McCoy - Yes	Mr. Sabo - Yes Mr. Pitman - Yes

The next regular meeting shall be held on Tuesday, January 16, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary