

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

MINUTES OF MAY 20, 2014

The Board Meeting of May 20, 2014 was called to order by President Albert Pitman at 5:02 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 on May 14, 2014.

This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Mrs. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

Mr. Pitman led the Pledge of Allegiance.

PUBLIC DISCUSSION

Mrs. Rossano, parent of a graduating senior at the Assunpink Center, said she needed information on the cap and gowns, when they will be distributed and how many relatives can be invited to attend the program at the Kelsey Theatre. Principal Lucille Jones said she would meet with Mrs. Rossano after the meeting to answer any questions.

Principal Jones presented information on the Spring Regional and State competitions of the HOSA students. She said that 23 of the 93 students competed on March 22 and 23 and earned 7 medals and filled 4 State offices. Ms. Jones further explained that the District will be well represented during the convention, June 23 to June 27, with three students competing and one student running for the position of National President.

Mr. Dave Nash, CIE Coordinator, presented the results of the SkillsUSA competition, noting that this is the 45th year that MCTS has been competing in SkillsUSA (handout). He introduced the medalists from Mr. O’Brian’s masonry class, Chris Pasun, who built a chimney, came in first place and Devon Pultorak, who came in third place.

Teacher Marcy Tandy introduced Anthony Kleindienst who came in first place in the Government and Public Policy competition and showed a short video clip of their work on “Teens and Taxes.” Anthony will compete in Kansas City at the National level.

Chef Scott Engel, Culinary Arts teacher, introduced student Sara Ely from the Culinary Arts Program. Sara received a gold medal for first place for the physically demanding job in the exhibit center, an amazing job in knife cuts, preparing a salad, entrée and dessert.

The Board members acknowledged their hard work and said they were very proud of their accomplishments. Mr. Nash said that the students will have the community looking to recruit them into positions. Dr. Schneider explained that our technical students receive very large scholarships to continue their education in their perspective field.

Mr. and Mrs. Myers who reside on Bull Run Road near the Sypek Campus brought pictures of debris and tree stumps and expressed their concerns over noise and the condition of the property. Mrs. Iszard noted that the trees are taken care of by the county. Ms. Swirsky said that most of the construction cannot be completed with the students on campus and will be finished this summer. She said she would look into the issues and get back to them. Mr. Myers appreciated the opportunity to speak. Mr. Pitman thanked Mr. and Mrs. Myers for bringing it to our attention.

Dr. Schneider introduced Kimberlie Gartner, the new Human Resource Manager at MCTS. Ms. Gartner explained her background having worked at Macy’s for 15 years with 6 of those years as a staffing HR Director for 8,000 employees and worked with unions.

The Board recessed to Executive Session at 5:46 pm on a motion made by Mr. Zoller and seconded by Mr. Murphy and carried by roll call vote.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of discussing negotiations, student and legal matters.

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.

Mr. Murphy introduced a motion to adjourn Executive Session at 6:01 pm. Mrs. Iszard seconded the motion and it was carried by roll call vote.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

Mr. Murphy introduced a motion to reconvene the regular meeting at 6:02 pm. Mrs. Iszard seconded the motion and it was carried by roll call vote.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall accept the Settlement Agreement for Robert Murphy v. Mercer County Technical Schools Board of Education docket L-179-13

Mrs. Iszard introduced a motion for the Board to approve the aforementioned. Mr. Murphy seconded the motion and it was carried by roll call vote.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Abstain
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of April 22, were brought before the Board for approval. Upon reviewing the regular session meeting minutes of April 22, Mr. Zoller introduced a motion for the Board to approve the minutes. Dr. Morana seconded the motion and it was carried by roll call vote.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Yes
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

The Executive minutes of April 22, 2014 were brought before the Board for approval. Upon reviewing the Executive minutes of April 22, 2014, Mr. Zoller introduced a motion for the Board to approve the minutes. Dr. Morana seconded the motion and it was carried by roll call vote. Approval of Executive minutes of April 22, 2014 is for content, not for release. Release to be determined when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

SUPERINTENDENT'S REPORT
NEW PROGRAMS/SPECIAL PROJECTS

Recommend Board approve the following:

1. Student Intern Placement Agreement between Mercer County Technical School (MCTS) and Mercer County Special Services School District (attached)
2. Application for waiver from the Department of Education Executive County Superintendent for the ESL/Bilingual Education for the 2014-2015 school year
3. Contract Agreement between MCTS's Health Careers Center and Mercer County Community College for the Medical Assistant Program for the 2014-2015 school year (attached)
4. Project proposal for a new program, Podiatric Radiology Technician Assistant Course, at the Health Careers Center pending approval from the Department of Environmental Protection on the changes that the NJ Podiatric Society has proposed, pending enrollment (attached)
5. Application to Department of Health and Human Services in a partnership with Boys & Girls Club of Mercer County for a Youth Empowerment Program II Grant

PERSONNEL & ADDENDUM

Dr. Schneider recommended Board approve the following personnel in the job categories, salary/wage rates, time periods specified:

1. The resignation of S. Lucille Jones, Principal of the Assunpink Center, effective the end of the business day August 31, 2014, due to retirement
2. Dana Hice DePugh as a full-time, 12-month, contracted employee in the capacity of Assistant Superintendent for Curriculum and Instruction, shared with Mercer County Special Services School District, pursuant to the approval by the Interim Executive County Superintendent on May 13, 2014 (attached) (11-000-230-104-07-00-2302)
3. Administrators and Supervisors at the salaries indicated, effective July 1, 2014 through June 30, 2015 (attached)
4. Sharon Nemeth, current Principal of the Health Careers Center, to be hired as a full-time 12-month contracted employee in the capacity of Principal of the Assunpink Center, at an annual salary of \$134,000 prorated, effective September 1, 2014 through June 30, 2015 (11-000-240-103-01-00-2400)
5. Contracted and Confidential staff at the salaries indicated, pending the outcome of negotiations, effective July 1, 2014 through June 30, 2015 (attached)
6. Maria Cram as an Interim Supervisor at the Sypek Center, replacing Alice Curry-Sheret while she is on a leave of absence, on an as needed basis and not to exceed four (4) days per week, at a per diem rate of \$450, pending the completion of the criminal history background check, effective May 21, 2014 through June 30, 2014 (11-000-218-104-03-00-2183)
7. Revision of title for Eric Palm, originally Board approved on April 22, 2014 in the capacity of English Instructor, to be hired as a Long-term Substitute English Instructor at the Sypek Center, at an annual salary of \$52,857 prorated, (Step 1 of the 10-month Teacher guide) pending the completion of the criminal history background check, effective retroactive to April 23, 2014 through the end of the business day June 30, 2014
\$34,866 NCLB (20-231-100-101-00-14-231) 66% \$17,911 (11-310-100-101-02-00-1027) 34%
8. Eric Palm as a full-time, 10-month, contracted employee in the capacity of English Instructor at the Sypek Center, at an annual salary of \$52,857 (Step 1 of the 10-month Teacher guide), pending the outcome of negotiations, effective May 26, 2014 through June 30, 2014 (11-310-100-101-02-00-1027) - PULLED
9. Eric Palm as a full-time, 10-month, contracted employee in the capacity of English Instructor at the Sypek Center, at an annual salary of \$52,857 (Step 1 of the 10-month Teacher guide), pending the outcome of negotiations, effective September 1, 2014 through June 30, 2015 (11-310-100-101-02-00-1027)
10. Revision of title for Dana Halecka, originally Board approved on April 22, 2014 in the capacity of Licensed Practical Nursing Instructor, to be hired as a Long-term Substitute Licensed Practical Nursing Instructor, at an annual salary of \$57,857 prorated (Step 2 of the 12-month Teacher guide), pending the completion of the criminal history background check, effective retroactive to May 19, 2014 through May 23, 2014 (13-330-100-101-05-00-1758)
11. Dana Halecka as a full-time, 12-month, contracted employee in the capacity of Licensed Practical Nursing Instructor, at an annual salary of \$57,857 prorated (Step 2 of the 12-month Teacher guide), pending the completion of the criminal history background check, effective retroactive to May 27, 2014 through June 30, 2014 (13-330-100-101-05-00-1758)
12. Louis Carnation, Automotive Technology Instructor, to be transferred from Hopewell Valley Regional School District to the Sypek Center effective September 1, 2014 through June 30, 2015
13. Michael Cramer, Automotive Technology Instructor at the Sypek Center, to be transferred to Hopewell Valley Regional School District for the 2014-2015 school year during the period September 1, 2014 through June 30, 2015 as per Agreement with Hopewell Valley Regional School District (11-310-100-101-02-00-1710) 50% & (11-310-100-101-02-11-1710) 50%

14. Lance Kounitz, Substitute Graphic Arts Instructor, to work in the Graphic Arts Technology shop to complete summer print orders for the District for a 13 day period, 8:00 am – 3:00 pm at an hourly rate of \$28, effective July 1, 2014 through July 18, 2014 (11-310-100-101-02-01-1413)
15. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53 for a total of 9 hours work while Board office cubicles were being installed on April 16, 2014 (11-000-262-104-07-01-2620)
16. H. Patricia Rhodes as Substitute Secretary for the district, at the hourly rate of \$15.25, on an as needed basis and not to exceed 29 hours per week, effective July 1, 2014 through June 30, 2015 (11-000-240-105-01-00-2400, 11-000-240-105-02-00-2400)
17. Jesse Gatling, as Part-time IT Technician for the district, on an as needed basis and at an hourly rate of \$13.50, not to exceed 29 hours per week, effective July 1, 2014 through June 30, 2015 (11-000-252-105-07-01-2520)
18. Heather Flyge as a part-time Clinical Teacher Assistant with the Health Occupations program at the Assunpink Center, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective September 1, 2014 through June 30, 2015 (11-310-100-101-01-01-1800)
19. Patricia Scarpati as a part-time Lunch Aide for the Health Science Academy at the Assunpink Center, on an as needed basis, four (4) hours per day and not to exceed 29 hours per week, at an hourly rate of \$10, effective September 1, 2014 through June 30, 2015 (11-320-100-106-01-00-1900)
20. The following 10-month Coordinators for compensation at a per diem rate for additional 10 work days as indicated in 2014:
 - a. Megan Ferdetta, School Counselor at the Assunpink Center: July 1, 2, 3, 7, 8 and August 21, 22, 26, 27, 28 (11-000-218-104-01-00-2180)
 - b. Lance Simek, Social Worker at the Sypek Center: July 1, 2, 3, 7, 8 and August 25, 26, 27, 28, 29 (11-000-218-104-02-00-2180)
 - c. David Nash, CIE Coordinator for the district: July 1, 2, 3, 7, 8, 9, 10, 11, 14 and August 26 (11-310-100-101-01-00-1800)
21. The attached listing of students to participate in the Summer Work Study Program at both the Assunpink and Sypek Centers for the period July 7, 2014 through August 22, 2014, on an as needed basis, at hourly rates of \$9.50 (attached) (11-000-218-110-0X-00-2181)
22. A stipend in the amount of \$75 for the following staff at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning SkillsUSA competition in Passaic on March 15, 2014 (11-310-100-101-02-01-0000)
 - a. Rhonda Robinson, Health and Child Care Instructor
 - b. Joan Hylton, Teacher Assistant
23. A stipend in the amount of \$75 for the following staff, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning SkillsUSA competition in Somerset on March 23, 2014:
 - a. Patrick Schroeder, Diesel Instructor at the Assunpink Center (11-310-100-101-01-01-0000)
 - b. Robert Gonier, Automotive Collision Technology Instructor at the Sypek Center (11-310-100-101-02-01-0000)
24. A stipend in the amount of \$75 for each of the following Instructors at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning SkillsUSA competitions in Gloucester County on March 29, 2014 (11-310-100-101-02-01-0000)
 - a. Janice LaFleur, Baking and Dining Instructor
 - b. David Nash, CIE Coordinator
 - c. Richard Furda, Criminalistics Instructor
25. A stipend in the amount of \$200 for each of the following Instructors at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning SkillsUSA competitions in Somerset on April 4 and April 5, 2014 (11-310-100-101-02-01-0000)
 - a. Janice LaFleur, Baking and Dining Instructor
 - b. Scott Engle, Culinary Arts Instructor
26. A stipend in the amount of \$75 for the following staff, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning SkillsUSA competition in Somerset on April 5, 2014:
 - a. Natalie Aulicino, Half-time Science Instructor at the Sypek Center (11-310-100-101-02-01-0000)
 - b. Edward Birdsall, Landscape Maintenance and Design Instructor at the Sypek Center (11-310-100-101-02-01-0000)
 - c. Joseph Franchino, Teacher Assistant at the Sypek Center (11-310-100-101-02-01-0000)
 - d. Seth Knoll, Leave Replacement Math Instructor at the Assunpink Center (11-310-100-101-01-01-0000)
 - e. David Nash, CIE Coordinator for the district (11-310-100-101-02-01-0000)
 - f. William Park, Automotive Technology Fundamentals Instructor at the Sypek Center (11-310-100-101-02-01-0000)
 - g. Thomas Spezzano, Building Maintenance Trades Instructor at the Sypek Center (11-310-100-101-02-01-0000)
 - h. Marcie Tandy, Business Office & Applications Technology Instructor at the Sypek Center (11-310-100-101-02-01-0000)
27. A stipend in the amount of \$600 for each of the following Instructors at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning SkillsUSA competition in Kansas City, Missouri, June 23 through June 28, 2014 (11-310-100-101-02-01-0000)

- a. Scott Engle, Culinary Arts Instructor
- b. Marcie Tandy, Business Office & Applications Technology Instructor
- 28. Tanya Dawson, School Business Administrator/Board Secretary, as Public Agency Compliance Officer (P.A.C.O.) for the district, effective July 1, 2014 through December 31, 2014 at no cost to the district
- 29. 2014-2015 Salary/Wage Guides for hourly and per diem employees at the Day School, Health Careers Center and Adult Evening Schools, effective July 1, 2014 through June 30, 2015 (attached)
- 30. Rescind the termination of Timothy Keating, English Instructor at the Sypek Center, effective May 24, 2014, and reinstate through June 30, 2014. Additionally, extend Administrative Leave through June 30, 2104 with salary and benefits. Approval of the Separation Agreement as discussed in Executive Session.
- 31. Eric Palm, Long-term Substitute English Instructor at the Sypek Center, to be paid on stipend of \$32 for additional duties offering academic support to students as the No Child Left Behind (NCLB) Tutor, on regularly scheduled school days, before and after normal school hours, on an as-needed basis and funded by the FY2014 NCLB Grant, effective May 21, 2014 through June 30, 2014 (Special Revenue)
- 32. Amendment to the contract (July 1, 2013 - June 30, 2017) for Dr. Kimberly J. Schneider, Superintendent, effective July 1, 2014 through June 30, 2015, as part of the Inter-local Services Agreement with Mercer County Special Services School District, pursuant to the approval by the Interim Executive County Superintendent on May 20, 2014 (attached)(1-000-230-104-07-00-2302)

Mr. Murphy introduced a motion for the Board to approve the aforementioned. Mr. Zoller seconded the motion and it was carried by roll call vote. A copy of Student Intern Placement Agreement, contract between HCC and MCCC, Podiatric Radiology Technician Assistant Course, Asst Superintendent employment agreement, administrators/supervisors salaries, contracted/confidential staff salaries, list of Summer Work Study Program students, 2014-2015 salary/wage guides for Day School, HCC, Adult Evening shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Mrs. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Abstain
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

MISCELLANEOUS & ADDENDUM

Dr. Schneider recommended the Board approve the following:

- 1. A Host Site Collaborative Agreement between Mercer County Technical Schools and Hopewell Valley Regional School District for operating an Automotive Technology Program (AM session only: 11:45 am – 2:30 pm) at Hopewell Valley Central High School for the 2014-2015 school year, commencing September 1, 2014 through June 30, 2015 (attached)
- 2. 2014-2015 Secondary School Calendar (attached)
- 3. 2014-2015 Adult Evening Schools Calendar (attached)
- 4. The following Health Science Academy Advisor stipends for the 2014-2015 school year:
 - a. Debate Team Advisor (seasonal), in the amount of \$600
 - b. Math or Science League Advisor (seasonal), in the amount of \$600
 - c. Career and Technical Student Organization (CTSO) Advisor for Distributive Education Clubs of America (DECA), in the amount of \$1,200
 - d. Career and Technical Student Organization (CTSO) Advisor for Health Occupations Students of America (HOSA), in the amount of \$1,200
 - e. Student Council Advisor, in the amount of \$1,200
 - f. Yearbook Advisor, in the amount of \$1,200
- 5. New job description for Assistant Principal – Health Careers Center (attached)
- 6. New job description for Student Assistance Coordinator (SAC) (attached)
- 7. New job description for Full-time IT Technician (attached)
- 8. Board policies for second reading and adoption:
 - a. 5200 Attendance (attached)
 - b. 6362 Contributions to Board Members and Contract Awards (attached)
- 9. Board policies for first reading:
 - a. 2415.01 Academic Standards, Academic Assessments, and Accountability (attached)
 - b. 2423 Bilingual and ESL Education for first reading (attached)
- 10. Revised curriculum for the following programs (copy available for review in the Superintendent’s office):
 - a. Landscaping Maintenance and Design
 - b. Cosmetology I
 - c. Cosmetology II
 - d. Baking I

- 11J. Renewal of SNAP Health Center software in order to meet State Health Department requirements to track and manage student health data at Assunpink and Sypek Centers for the 2014-2015 school year for \$518 (11-000-213-590-0X-00-2130)
- 11K. Award the Construction Supplies Bid #15-102 for the period July 1, 2014 through June 30, 2015 to High Bridge Solutions, LLC
- 11L. Scrap 1979 Mac Truck, VIN #DM885SX3761, from Assunpink Center Diesel Program due to vehicle no longer having instructional value
- 11M. Process payment in the amount of \$800 to James Daniel & Associates, LLC for services of curriculum writing and installation of Auto Tech program into the Guides4Learning System (11-310-340-02-00-1712)
- 11N. MCTS Written Hazard Communication Program for the 2014-2015 school year (attached)
- 11O. Renewal of Eastern Armored Services, Inc. Services Agreement (attached)
- 11P. Extend Thomas Venanzi as Treasurer of School Monies from July 1, 2014 to October 31, 2014
- 11Q. Accept the Personal Financial Education Grant award of \$6,000 to the Health Science Academy at MCTS (attached)
- 11R. Extend the lease of Konica Minolta BizHub 601 copier in the Business Office at the Assunpink Center through July 31, 2014
- 11S. MCTS to participate in the NJ Digital Readiness for Learning & Assessment Project (DRLAP) – Broadband Component to increase data communications capabilities for online assessments and digital learning through Middlesex Regional Educational Services Commission, through a competitive contracting process
- 11T. Accept donations to MCTS Diesel Program in memory of Tyler J. Hettel in the amount of \$1,399 from the following individuals:

Lois K. Bates
 Lara Wellerstein
 Esther Schlesinger
 Trudi & Marc Perlman
 Alice & Alan Blum
 Ann & Andrew Granett
 Jerri & Robert Blitzer
 Jan & Bob Edelstein
 Louise Anish
 Arthur & Mary Branstrom
 Margaret & Jason Nassour
 Charles & Linda Chamberlain
 Barnickel Engineering Corporation
 Stout's Bus Service
 Harold, Esther & Brian Rothstein
 Stuart & Tamara Ostrowsky
 Ann & Henry Schwartzstein
 Jacqueline & Joel Goldfinger
 The Blenden Group, LLC
 Joan, Richard, Ethan & Lillian Kaplan
 William & Norma Kradelman
 Brian, Celeste & Reina Albert
 Myra Epstein
 Joyce & Peter Cheifetz
 Paul & Zelda Stollman
 Laurence & Janice Hirschhorn

