

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

MINUTES OF OCTOBER 21, 2014

The Board Meeting of October 21, 2014 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 on October 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:	Ms. Iszard – Present	Ms. Stinger – Absent	Dr. Morana - Present
	Mr. Zoller – Present	Mr. Murphy - Absent	Mr. Pitman - Present

PUBLIC DISCUSSION - None

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of September 16, 2014 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of September 16, 2014, Ms. Iszard 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:	Ms. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Yes
	Mr. Zoller – Abstain	Mr. Murphy - Absent	Mr. Pitman – Yes

BILLS TO BE APPROVED/TRANSFERS – REVISED HANDOUT

Bills totaling \$1,340,640.81 for October 2014 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Iszard introduced a motion for the Board to approve the bill list totaling \$1,340,640.81. Dr. Morana 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 – Absent	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Absent	Mr. Pitman – Yes

BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending September 2014, 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. Dr. Morana 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 – Absent	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Absent	Mr. Pitman – Yes

CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider addressed the handout provided to the Board from NJDOE regarding common core State standards for comprehensive high school. Dr. Schneider also mentioned the hard work of local superintendents on common core for career and technical education. Dr. Schneider said she was very proud of these cores and just in case you may hear different things, this handout was issued to help parents understand them.

Dr. Schneider noted that on Saturday, October 18, 2014 MCTS received the Partner in Learning Award at Mercer County Community College honoring our first graduating Health Science Academy class. Dr. Schneider stated that this is a very substantial award and she was honored to receive it on behalf of the academy and the Board. She also noted there were many people in attendance that assisted with the academy.

Dr. Morana said it was such an honor to be a part of the ceremony.

Dr. Schneider updated the Board on the Enterovirus due to Mercer County's recent incident. Cleaning products used at MCTS are appropriate. Teachers, staff and students are encouraged to wash their hands frequently, not simply to use hand sanitizer.

SUPERINTENDENT'S REPORT NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend Board approve the following:

1. Continuation of the Inter-local Services Agreement between the Mercer County Vocational Board of Education and the Board of Education of the Mercer County Special Services School District approved for the period July 1, 2012 through June 30, 2017 (attached)
2. Student Placement Agreement between MCTS and business partners offering MCTS students practical work experience (attached)
3. A project proposal with Trane Corporation to administer their apprenticeship program test at the Health Careers Center on a date to be determined, pending enrollment (attached)
4. Proposed agreement between MCTS and Office of Career and Technical Education, New Jersey Department of Education for interim leadership of the New Jersey Health Occupations Students of America (HOSA) State Chapter for the 2014-2015 school year (attached)

PERSONNEL & ADDENDUM

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

1. The revised resignation date for Peter Frascella, Principal of the Evening School, originally approved on September 16, 2014, changed from January 31, 2015 to the end of the business day December 31, 2014, due to retirement
2. The resignation of Monisha Utley, Teacher Assistant at the Sypek Center, effective the end of the business day September 26, 2014
3. Jose Cruz, as a full-time, 12-month, contracted employee in the capacity of Custodian I at the Sypek Center, at an annual salary of \$49,409 (step 12 of the Custodian I Guide) prorated, pending negotiations, effective November 1, 2014 through June 30, 2015 (11-000-262-110-02-00-2620)
4. Revised position for Maria Cram as an Interim Supervisor at the Assunpink Center and Health Careers Center, on an as needed basis and not to exceed four (4) days per week, at a per diem rate of \$450, effective September 30, 2014 through December 31, 2014 (13-330-200-103-05-00-2400)
5. Christine Skierski, Secretary III at the Health Careers Center, to take leave of absence with pay and continuation of benefits using sick days, effective October 28, 2014 and will return to work upon authorization from her physician and in accordance with the conditions specified in the contractual agreement
6. Bruce Engel as a Substitute Building Maintenance Trades Instructor at the Sypek Center, pending completion of the criminal history background check, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective October 22, 2014 through June 30, 2015 (11-310-100-101-02-00-0000)
7. Kimberly Ofner as a Substitute School Nurse for the district, pending completion of the criminal history background check, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$125, effective October 22, 2014 through June 30, 2015 (11-310-100-101-02-00-0000, 11-320-100-101-03-00-0000)
8. Cheryl Esposito as a part-time LPN Instructor for the Health Careers Center, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective October 22, 2014 through June 30, 2015
9. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53 for a total of 24 hours work for painting the exterior and working on the compressor at the Assunpink Center on September 13, 2014 and September 28, 2014 (11-000-262-104-07-01-2620)

10. The following staff a stipend in the amount of \$75 for chaperoning Model UN students to the Model UN Competition at LP Stevens High School in Edison, NJ on November 15, 2014 (11-310-100-101-01-01-0000)
 - a. Sharon Nemeth, Principal, Assunpink Center
 - b. Anne Benoit, Supervisor, Assunpink Center
 - c. Daniel Sbar, Biological Science Instructor at Assunpink Center
11. The following staff to serve on the School Improvement Panel (SciP) at no cost to the district, effective October 22, 2014 through June 30, 2015:
 - a. Mary Smith-Jones, Principal, Sypek Center
 - b. John Ketterer, Interim Supervisor, Sypek Center
 - c. John Felip, Applied Academics Instructor, Sypek Center
 - d. William Park, Automotive Technology Fundamentals Instructor, Sypek Center
 - e. Sharon Nemeth, Principal, Assunpink Center and Health Careers Center
 - f. Anne Benoit, Supervisor, Assunpink Center
 - g. Julie Trauger, World Language Instructor, Assunpink Center
 - h. Mark Nace, Carpentry Instructor, Assunpink Center
 - i. Maria Ricketti, Health Technology Teacher, Health Careers Center
12. The following staff to serve on the District Common Core Implementation Team, at no cost to the district, effective October 22, 2014 through June 30, 2015:
 - a. Dr. Kimberly J. Schneider, Superintendent
 - b. Tanya Dawson, Business Administrator
 - c. Yolanda Stinger, Board Member
 - d. Sharon Nemeth, Principal, Assunpink Center and Health Careers Center
 - e. Anne Benoit, Supervisor, Assunpink Center
 - f. Dana Hice DePugh, Assistant Superintendent
 - g. Lance Simek, Social Worker, Sypek Center
 - h. Rachel Hendrickson, Teacher, Assunpink Center
 - i. Patricia Griffin, IT Manager
 - j. Jayashree Moorjani, Parent, Assunpink Center
13. Kelly Pike, as a full-time, 12-month, contracted employee in the capacity of Manager of Health Careers Center, at an annual salary of \$81,500 prorated, effective January 1, 2015 through June 30, 2015 (13-330-200-103-05-00-2400)

Ms. Iszard 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 Inter-local, Student Placement Agreement, Trane, HOSA Agreement, 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 – Absent	Dr. Morana - Abstain
	Mr. Zoller – Yes	Mr. Murphy - Absent	Mr. Pitman – Yes

MISCELLANEOUS

Recommend Board approve the following:

1. Board policies and regulations for first reading (attached)
 - a. 2412 Home Instruction Due to Health Condition
 - b. 2412R Home Instruction Due to Health Condition
 - c. 3125.2 Employment of Substitute Teachers
 - d. 6472 Tuition Assistance
 - e. 8130 School Organization
 - f. 9120 Public Relations Program
 - g. 9180 School Volunteers
2. Board policies and regulations for second reading and adoption (copies available for review in the Superintendent's office):
 - a. 0144 Board Member Orientation and Training
 - b. 1581 Victim of Domestic or Sexual Violence Leave
 - c. 2461.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - d. 2461 Special Education/Receiving Schools
 - e. 2461R Special Education/Receiving Schools
 - f. 2461.01R Special Education/Receiving School – IEP Implementation
 - g. 2461.02R Special Education/Receiving Schools – Suspension

- h. 2461.03R Special Education/Receiving Schools – Pupil Records
 - i. 2461.04R Special Education/Receiving Schools – Special Education and Related Services
 - j. 2461.05R Special Education/Receiving Schools – IEP Compliance
 - k. 2461.06R Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff
 - l. 2461.07R Special Education/Receiving Schools – Termination of Placement
 - m. 2461.08R Special Education/Receiving Schools – In-service Training
 - n. 2461.09R Special Education/Receiving Schools – Statewide and District-wide Assessment Programs
 - o. 2461.10R Special Education/Receiving Schools – Full Educational Opportunity
 - p. 2461.11R Special Education/Receiving Schools – Staff Consultation
 - q. 2461.12R Special Education/Receiving Schools – Length of School Day and Academic Year
 - r. 3125 Employment of Teaching Staff Members
 - s. 3230 Outside Activities (Teaching Staff)
 - t. 4125 Employment of Support Staff Members
 - u. 4230 Outside Activities (Support Staff)
 - v. 5300 Automated External Defibrillators (AED)
 - w. 5300R Automated External Defibrillators (AED)
 - x. 5519 Dating Violence at School
 - y. 5519R Dating Violence at School
 - z. 5533 Smoking
 - aa. 5561 Use of Physical Restraint
 - bb. 5561R Use of Physical Restraint
 - cc. 5611 Removal of Students for Firearms Offenses
 - dd. 5611R Removal of Students for Firearms Offenses
 - ee. 5612 Assaults on District Board of Education Members or Employees
 - ff. 5612R Assaults on District Board of Education Members or Employees
 - gg. 5613 Removal of Students for Assaults with Weapons Offenses
 - hh. 5613R Removal of Students for Assaults with Weapons Offenses
 - ii. 5620 Expulsion
 - jj. 7510 Use of School Facilities
 - kk. 7510R Use of School Facilities
 - ll. 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
3. Abolish Policy 1522, School-level Planning, as per recommendation from Strauss Esmay, due to recent update repealing N.J.A.C. 6A:32-12.2 from the administrative code, the policy is no longer required (attached)
 4. Uniform State Memorandum of Agreement (MOA) between MCTS and the Hamilton Township Police Department for the 2014-2015 school year (copy available in the Superintendent's office for review)
 5. As part of NCLB requirements for the 2014-2015 school year, the School-Parent Compact will be used in support of Board Parental Involvement Policy 2415.04 (attached)
 6. The 2014-2015 MCTS General Advisory Committee Member List, effective October 22, 2014 through June 30, 2015 (attached)
 7. Revised 2014-2015 Health Science Academy Advisory Council List to include the following new members: (attached)
 - a. Dr. Marcia Blicharz, Co-Chair/Professor at TCNJ
 - b. Ms. Stephanie Horner, Nursing Program Specialist at MCCC
 - c. Ms. Shirley Richardson, Director at St. Francis Medical Center
 8. District Harassment, Intimidation & Bullying Safety Team Roster for the 2014-2015 school year (attached)
 9. District Harassment, Intimidation & Bullying Report for September 1, 2014 through October 6, 2014 (attached)
 10. Emergency Preparedness Drill Report for the month of September 2014 (attached)

Ms. Iszard 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 2412, 2412R, 3125.2, 6472, 8130, 9120, 9180, 1522, 2415.04, GAC member list, revised HSA advisory list, HIB Team Roster, HIB report, 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 – Absent	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Absent	Mr. Pitman – Yes

OLD BUSINESS

Dr. Schneider informed the Board that renovations are almost complete at Assunpink and Sypek Centers. Attention was brought to the brochure used at the NJSBA Workshop by FVHD architects, featuring the new entrance at Sypek Center and renovations.

NEW BUSINESS

Ms. Dawson recommended the Board approve the following:

- IIA. Travel requests (attached)
- IIB. Field trip requests (attached)
- IIC. Change Order No. 12 for Rampart Construction Co., Inc. to install 470 sq. ft. of flooring in Storage Room AC-155, for a total of \$3,855, adjusting contract from \$4,859,324 to \$4,863,179 (attached)
- IID. Change Order No. 4 for Gabe Sganga, Inc. for unforeseen materials and labor to modify existing sanitary vent and water pipe rough-ins for new water coolers for a total of \$5,889.49, adjusting contract from \$391,670.01 to \$397,559.49 (attached)
- IIE. Disposal of student records as approved by Department of State, Division of Archives and Records Management (DARM) (attached)
- IIF. Change Order No. 13 for Rampart Construction Co., Inc., for installation of casters on selected kitchen equipment at Sypek Center for a total of \$1,115, adjusting contract from \$4,863,179 to \$4,864,294 (attached)
- IIG. Contract with iHeart Media for a total of 48 radio commercials totaling \$1,530 (11-310-100-320-09-00-1760) (attached)
- IIH. Approve for submission to the DOE County Office, the 2015-2016 Comprehensive Maintenance Plan (M-1) for District buildings (attached)
- III. Scrap tire changer at Sypek Center Automotive Shop, tag # EQP0281, due to item being non-repairable
- IIJ. Advertise for Request for Proposals (RFP) for the operation of the Alternative High School and Interim Alternative Setting Programs for 2015-2016 to 2017-2018 school year

Mr. Zoller 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 travel, field trips, Rampart Change Order #12, Sganga Change Order #4, student records disposal, Rampart Change Order #13, M-1 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 – Absent	Dr. Morana - Abstain
	Mr. Zoller – Yes	Mr. Murphy - Absent	Mr. Pitman – Yes

The Board recessed to Executive Session at 5:12 pm on a motion made by Ms. Iszard and seconded by Dr. Morana and carried by roll call vote.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Absent	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Absent	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 attorney update on Advisory Opinion.

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. Zoller introduced a motion to adjourn Executive Session and return to public regular meeting at 5:27 pm. Ms. Iszard seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard – Yes
Mr. Zoller – Yes

Ms. Stinger – Absent
Mr. Murphy – Absent

Dr. Morana – Yes
Mr. Pitman – Yes

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:27 pm. Ms. Iszard seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard – Yes
Mr. Zoller – Yes

Ms. Stinger – Absent
Mr. Murphy – Absent

Dr. Morana – Yes
Mr. Pitman – Yes

The next meeting of the Board shall be the Reorganization Meeting on Monday, November 3, 2014 at 12:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson
Business Administrator/Board Secretary