

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

MINUTES OF NOVEMBER 18, 2014

The Board Meeting of November 18, 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 November 10, 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 – Present	Dr. Morana – arrived at 5:01
	Mr. Zoller – Present	Mr. Murphy - Absent	Mr. Pitman - Present

PUBLIC DISCUSSION

Mr. Michael Andriola, Auditor with Wiss & Company, introduced himself to the Board and presented the audit for fiscal year ending June 30, 2014. Mr. Andriola stated that he was pleased to report the district received an unmodified opinion, which is the best opinion to receive. There were no significant deficiencies or material weaknesses to report. Mr. Andriola added that there were no findings for the reported year and there were no corrections needed from the previous year, as no deficiencies were noted. Mr. Andriola stated that the district is in a good financial position and for the first time, the district will be applying for the Excellence in Financial Reporting. He thanked Tanya Dawson, Business Administrator, Debbie Donnelly, Assistant Business Administrator and the entire Business Office staff for keeping excellent records, making the audit process run smooth. He asked if there were any questions.

Dr. Schneider asked how many districts have no findings during an audit.

Mr. Andriola said of the districts he audits, it is very rare to have a district with no findings.

Mr. Pitman thanked Tanya and Debbie, noting that this is something to be very proud of.

Tanya Dawson said there is a lot of work that goes into preparing for the auditors and once the audit has started there is additional paperwork and files needed to be gathered. Tanya wanted to acknowledge the Business Office, as well as the Superintendent’s Office for all the staff does in preparation of the auditors. The end result of a clean audit shows the hard work that goes into the preparation. As Mike mentioned, for the first time, the district is applying for the Certificate of Excellence in Financial Reporting this year. There is an additional step to applying, however, Tanya stated that she feels that the district has a good chance of receiving the award.

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of October 21, 2014 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of October 21, 2014, Ms. Iszard introduced a motion for the Board to approve the minutes. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

The Executive minutes of October 21, 2014 were brought before the Board for approval. Upon reviewing the Executive minutes of October 21, 2014, 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. Approval of Executive minutes of October 21, 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.

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

The Reorganization meeting minutes of November 3, 2014 were brought before the Board for approval. Upon reviewing the Reorganization meeting minutes of November 3, 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.

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

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,042,696.65 for November 2014 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Dr. Morana introduced a motion for the Board to approve the bill list totaling \$1,042,696.65. Mr. Zoller 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	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 October 2014, Ms. Stinger 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. Zoller 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	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Absent	Mr. Pitman – Yes

CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider reviewed the copy of the United States Senate letter regarding the Carl D. Perkins Career and Technical Education Act (Perkins) State Grant program. She stated that she met with members in April 2014 for full restoration of the Perkins grant with Senator Cory Booker, who gave his full support.

Dr. Schneider addressed the summary of the Legislation to Support Career and Technical Education in NJ; Assembly Bill Package and Senate Bill Package introduced in May and June 2014, respectively. Dr. Schneider explained there was a panel discussion from School Boards Association. She noted to the Board, in your travels, if you see or want to write a thank you note, you will know who to send it to.

SUPERINTENDENT’S REPORT
NEW PROGRAMS/SPECIAL PROJECTS

Recommend Board approve the following:

None

PERSONNEL & ADDENDUM

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

1. The resignation of Patricia Scarpati, Lunch Aide at the Assunpink Center, effective the end of the business day November 25, 2014
2. Sylvia Kraehenbuehl, Secretary III at the Assunpink Center, to take leave of absence with pay and continuation of benefits using sick days, effective December 2, 2014 and will return to work upon authorization from her physician and in accordance with the conditions specified in the contractual agreement
3. Rita Santiago as a Substitute Cosmetology Instructor for the District, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective November 19, 2014 through June 30, 2015 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
4. Mark Wetherbee as a Substitute Academic Instructor for the District, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective November 19, 2014 through June 30, 2015 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
5. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53 for a total of 15 hours work for painting and repairs at the Assunpink and repairing the boilers at the Sypek Center on October 10, 2014 and October 18, 2014 (11-000-262-104-07-01-2620)
6. Tanya Dawson, School Business Administrator/Board Secretary, as Public Agency Compliance Officer (P.A.C.O.) for the District, effective January 1, 2015 through December 31, 2015 at no cost to the district
7. The following staff to serve on the New Jersey Quality Single Accountability Continuum (NJQSAC) Committee, at no cost to the district, effective November 19, 2014 through June 30, 2015:
 - a. Dr. Kimberly J. Schneider, Superintendent
 - b. Tanya Dawson, Business Administrator/Board Secretary
 - c. Dana Hice DePugh, Assistant Superintendent
 - d. Deborah Donnelly, Assistant Business Administrator
 - e. Sharon Nemeth, Principal of the Assunpink Center and Health Careers Center
 - f. Mary Smith-Jones, Principal of the Sypek Center
 - g. Kimberlie Gartner, Human Resources Manager
 - h. Albert Pitman, Board Member
 - i. Rachel Hendrickson, MCVEA Member – NAME ADDED
8. Teddy Mullings, as a full-time, 12-month, contracted employee in the capacity of Custodian II at the Sypek Center, pending the completion of a criminal background check, at an annual salary of \$29,832 prorated, pending negotiations, effective December 1, 2014 through June 30, 2015 (11-000-262-110-02-00-2620)
9. Joanna Koreyva, Payroll Specialist for the district, as Health Occupations Students of America (HOSA) Clerical Support for the HOSA NJDOE grant, beyond the hourly work day and at an hourly rate of \$25, not to exceed \$6,250, retroactive to September 1, 2014 through January 31, 2015 (20-376-200-110-00-15-376)
10. Marcie Tandy, Business Office Applications & Technology Instructor for the Sypek Center, to participate in the Master of Arts in Educational Leadership through Rider University; Mary Smith-Jones, Principal of the Sypek Center, will serve as his Cooperating Teacher and observe her in the classroom, at no cost to the district

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Dr. Morana seconded the motion and it was carried by roll call vote.

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

MISCELLANEOUS

Recommend Board approve the following:

1. Board policies and regulations for second reading and adoption (copies available in Superintendent's office for review)
 - 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. Revised 2014-2015 Adult Evening Schools Calendar (attached)
3. Revised 2014-2015 Health Careers Center Calendar (attached)
4. Revised District School Safety and Security Plan (available for review in the Superintendent's office)
5. Revised District Food Service Biosecurity Plan (available for review in the Superintendent's office)
6. Revised District Bloodborne Pathogens Plan (available for review in the Superintendent's office)
7. Revised District Harassment, Intimidation & Bullying Safety Team Roster for the 2014-2015 school year (attached)
8. District Harassment, Intimidation & Bullying Report for September 1, 2014 through November 12, 2014 (attached)
9. Emergency Preparedness Drill Report for the month of October 2014 (attached)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Dr. Morana seconded the motion and it was carried by roll call vote. A copy of revised 14-15 AES, HCC calendars, revised HIB team roster, HIB report, EPDR report 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	Dr. Morana - Yes
	Mr. Zoller – Yes	Mr. Murphy - Absent	Mr. Pitman – Yes

OLD BUSINESS

None

NEW BUSINESS & ADDENDUM

Ms. Dawson recommended the Board approve the following:

- IIA. Travel requests - **HANDOUT**
- IIB. Field trip requests (attached) **REVISED HANDOUT**
- IIC. Planned Service Proposal agreement with Johnson Controls beginning December 1, 2014 through June 30, 2015 for \$5,800 (11-000-262-420-01-00-2620 \$2,900; 11-000-262-420-02-00-2620 \$2,900) (attached)
- IID. List of vendors paid through Federal funds and ensured as not listed as federally suspended or debarred by the Qualified Purchasing Agent (attached)
- IIE. Membership renewal for SchoolDude.com, Inc., Maintenance Direct Service January 1 through December 31, 2015, in the amount of \$1,200.20 (11-000-262-490-07-00-2620) (attached)
- IIF. Annual Facilities Checklist Health and Safety Evaluation of School Buildings for Assunpink, Health Careers and Sypek Centers for 2014-2015 (attached)
- IIG. 1098-T Processing Services Agreement with Tab Service Company, not to exceed \$1,200 (11-000-251-590-07-00-2903/7167) (attached)
- IIH. Preliminary Budget Planning Schedule for the 2015-2016 school year (attached)
- III. Recording of AIA Document G704-2000; Certificate of Substantial Completion for Performance Mechanical Corp. (attached)
- IIJ. Recording of AIA Document G704-2000; Certificate of Substantial Completion for Zsenak Electric Company, Inc. (attached)
- IIK. Recording of AIA Document G704-2000; Certificate of Substantial Completion for DuMont Mechanical, Inc. (attached)
- II L. Sixty-month lease agreement with Pitney Bowes for New Connect 1000 postage machine, to include all maintenance, meter subscription, rate changes, training and installation at \$275 per month, billed quarterly at \$825, under NJ State Contract #A75237 (11-000-240-440-01-00-2400) (attached)
- IIM. Robbinsville High School as the site for the Assunpink Full-Time and Shared-Time Awards Ceremony on June 11, 2015 for an amount not to exceed \$250 (11-000-218-610-01-00-2180/7026)

- IIN. Robbinsville High School as the site for the Sypek Graduation Ceremony on June 15, 2015 for an amount not to exceed \$300 (11-000-218-610-01-00-2180/7026)
- IIO. License Agreement Granting Use of Power Reading Online (PRO) program and NRSI license for the 2014-2015 school year for 90 students for \$3,150 (NCLB Title IA 20-231-100-610-00-15-231)
- IIP. Accept the June 30, 2014 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2014 Audit Report) as required by N.J.S.A. 18A:23-4
- IIQ. Donation of 1992 BMW 318ci to the automotive program at the Sypek Center by Ms. Carolyn Carita
- IIR. Accept the FY 2015 post-secondary Perkins grant in the amount of \$109,499
- IIS. Accept the IDEA Basic grant in the amount of \$98,376
- IIT. Donation of 1992 Buick LeSabre to the automotive program at the Sypek Center by Ms. Josephine Midiri
- IIU. Recording of AIA Document G704-2000; Certificate of Substantial Completion for Gabe Sganga, Inc. (attached)
- IIV. Quote from MTG IT Professionals to upgrade the core network switches at Assunpink Center that sustain network communication to the servers that support email, internet access, firewall network security, antivirus software, etc., districtwide, not to exceed \$19,386 (12-000-100-731-01-00-1900 \$9,693; 12-000-100-731-02-01-00-0000 \$9,693) (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Dr. Morana seconded the motion and it was carried by roll call vote. A copy of travel, field trips, JCI proposal, vendors list, SchoolDude.com renewal, facilities checklists, Tab Service, preliminary budget schedule 15-16, AIA documents for Performance Mechanical, Zsenak Electric, DuMont, Sganga, Pitney Bowes, MTG quote, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Yes Mr. Zoller – Yes	Ms. Stinger – Yes Mr. Murphy - Absent	Dr. Morana – Yes (abstain on IIF) Mr. Pitman – Yes
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There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:15 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard – Yes Mr. Zoller – Yes	Ms. Stinger – Yes Mr. Murphy - Absent	Dr. Morana - Yes Mr. Pitman – Yes
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The next meeting of the Board shall be the Reorganization Meeting on Tuesday, December 15, 2014 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson
Business Administrator/Board Secretary