

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

MINUTES OF JULY 21, 2015

1. The Board Meeting of July 21, 2015 was called to order by President Albert Pitman at 12:08 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 July 10, 2015.
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 - Present
 Mr. Zoller – Absent Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE - None

3. PUBLIC DISCUSSION/EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETING

A. The regular session meeting minutes of June 22, 2015 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of June 22, 2015, 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 Dr. Morana - Abstain
 Mr. Zoller – Absent Mr. Pitman – Yes

B. The Executive session meeting minutes of June 22, 2015 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of June 22, 2015, 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 Dr. Morana - Abstain
 Mr. Zoller – Absent Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS – REVISED HANDOUT

Bills totaling \$1,902,287.02 July 2015 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 \$1,902,287.02. 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 – Yes Dr. Morana - Yes
 Mr. Zoller – Absent Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending June 2015, 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 – Yes Dr. Morana - Yes
Mr. Zoller – Absent Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent, reported 19 students graduated from the Health Science Academy, 57 graduated from Adult Evening School (37 program graduates and 20 course graduates) and 39 graduates from Health Careers Center, of which, 35 are Licensed Practical Nurses.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Revised FY 2015 County Apprenticeship Coordinator Grant application, originally approved August 19, 2014 in the amount of \$19,000, to be increased to \$28,500, effective retroactive to July 1, 2014 through June 30, 2015, extended through December 31, 2015 (Special Revenue)
2. Articulation Agreement between Mercer County Technical Schools and Mercer County Community College for the STEM Academy, CIP 14.4201, for the 2015-2016 school year (attached)

B. PERSONNEL & ADDENDUM

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

1. The revised resignation date for Cynthia Carmichael, Custodian III at the Assunpink Center, originally approved on May 19, 2015, changed from August 31, 2015 to the end of the business day July 31, 2015, due to retirement
2. The resignation of Joanna Koreyva, Payroll and Accounting Specialist for the District, effective end of business day July 31, 2015
3. The resignation of Sonya Poteat, Secretary I at the Health Careers Center, effective end of business day September 10, 2015
4. The resignation of Dana Halecka, LPN Instructor at the Health Careers Center, effective end of business day August 24, 2015
5. The resignation of Gail Miller, School Nurse at the Assunpink Center, effective end of business day September 11, 2015
6. Michele Harcher as a full-time, 12-month, contracted employee in the capacity of Payroll and Accounting Specialist for the district, at an annual salary of \$46,500, prorated, effective July 22, 2015 through June 30, 2016 (11-000-251-105-07-00-2510)
7. Mathew Wiest as a full-time, 10-month, contracted employee in the capacity of Architectural Engineering and Design Instructor at the Assunpink Center, at an annual salary of \$52,857 (Step 1-10 month Teacher Guide), pending the outcome of negotiations and a criminal history review, effective September 1, 2015 through June 30, 2016 (11-310-100-101-01-00-1721)
8. Silvia Laboy-Villa in the capacity of part-time LPN Instructor for the Health Careers Center, pending the completion of a criminal background check, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, August 5, 2015 through June 30, 2016 (13-330-100-101-05-01-1758)
9. Douglas Baluh in the capacity of part-time Substitute Machine Shop Instructor for the Adult Evening School, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, September 1, 2015 through June 30, 2016 (TBD)
10. Maria Cram as an Interim Supervisor at the Sypek Center, on an as needed basis and not to exceed at a per diem rate of \$450, not to exceed \$10,000 effective July 22, 2015 through June 30, 2016 (11-000-240-103-02-00-2400)
11. Dalton Luz in the capacity of Culinary Intern, pending criminal history review, to complete an internship program with Scott Engle, at no cost to the district, July 1, 2015 through June 30, 2016
12. An adjustment of one additional increment for Richard Furda, Criminalistics Instructor at the Sypek Center, for attainment of his standard teaching certificate, pending the outcome of negotiations, with the effective date of

- September 1, 2015 in accordance with the 2011-2014 agreement between the Board of Education and the MCVEA, Article IX, Item B
13. An adjustment of one additional increment for Daniel Sbar, Biological Sciences Instructor at the Assunpink Center, for attainment of his standard teaching certificate, pending the outcome of negotiations, with the effective date of September 1, 2015 in accordance with the 2011-2014 agreement between the Board of Education and the MCVEA, Article IX, Item B
 14. An adjustment of one additional increment for James Walker, HVAC Instructor at the Assunpink Center, for attainment of his standard teaching certificate, pending the outcome of negotiations, with the effective date of September 1, 2015 in accordance with the 2011-2014 agreement between the Board of Education and the MCVEA, Article IX, Item B
 15. A stipend in the amount of \$700 for the following staff, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning the National SkillsUSA competition in Louisville, KY on June 21, 2015 through June 27, 2015 (11-310-100-101-02-02-0000) (11-310-100-101-01-01-0000)
 - a. David Nash, CIE Coordinator for the District
 - b. Janice LaFleur, Baking and Dining Services Instructor
 16. A stipend in the amount of \$600 for the following staff, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning SkillsUSA competition in Louisville, KY on June 22, 2015 through June 27, 2015(11-310-100-101-02-02-0000) (11-310-100-101-01-01-0000)
 - a. Natalie Aulicino, Science Instructor
 - b. Eric Palm, English Instructor
 17. Dana Halecka as a part-time LPN Substitute 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 August 25, 2015 through June 30, 2016 (13-330-100-101-05-01-1768)
 18. Joanna Koreyva, resigning Payroll and Accounting Specialist effective the end of the business day July 31, 2015, to be paid an hourly rate of \$23.09 on an as-needed basis and not to exceed 29 hours per week, to assist in the transition of the new Payroll and Accounting Specialist, effective August 1, 2015 through November 1, 2015 (11-000-251-105-07-00-2510)

C. MISCELLANEOUS

Recommend Board approve the following:

1. Board regulations for first reading (attached):
 - a. 3218 R Substance Abuse
 - b. 4218 R Substance Abuse
2. 2015-2016 Nursing Services Plan for Assunpink, Sypek and Career Prep (attached)
3. 2015-2016 Nursing Services Plan for the Rubino Academy (attached)
4. 2015-2016 Standard Procedures of School Health Services/Standing Orders for Assunpink, Sypek and Career Prep (attached)
5. 2015-2016 Standard Procedures of School Health Services/Standing Orders for the Rubino Academy (attached)
6. 2015-2016 Rubino Academy Calendar (attached)
7. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period 2, January 1, 2015 through June 30, 2015 (attached)
8. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 2, January 1, 2015 through June 30, 2015 (attached)
9. District and School Grade Report from NJ Department of Education, School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, as of June 30, 2015 (attached)
10. Continuance for the 2015-2016 school year of the NJDOE approved 2007-2010 Comprehensive Equity Plan (attached)
11. As part of NCLB requirements for the 2015-2016 school year, the School-Parent Compact will be used in support of Board Parental Involvement Policy 2415.04 (attached)
12. 2015-2016 District Substance Abuse Prevention Program Plan (attached)
13. Agreement between the Board of Education of the Vocational Schools in the County of Mercer and the Mercer County Vocational Administrators/Supervisors Association, effective 2014-2015 to 2017-2018 (attached)
14. 2015-2016 Advisor Stipends for the 2015-2016 school year:
 - a. Student Council Advisor Stipend (Full-time Health Science Academy students with Shared-time representatives) in the amount of \$1,200
 - b. Math League Advisor Stipend in the amount of \$600
 - c. HOSA Co-curricular Advisor Stipend in the amount of \$1,200
 - d. DECA Co-curricular Advisor Stipend in the amount of \$1,200
 - e. Yearbook Advisor Stipend in the amount of \$1,200
 - f. Debate Team Advisor Stipend in the amount of \$600
15. New job description for Library Media Specialist (attached)
16. District Harassment, Intimidation & Bullying Report for September 1, 2014 through June 30, 2015 (attached)

17. Emergency Preparedness Drill Report for the month of June 2015 (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 Articulation Agreement for STEM, 3218R, 4218R, 15-16 Nursing Plans, 15-16 standard procedures, 15-16 Rubino calendar, HIB ITP, EVVRS, NJDOE school grade, 15-16 comprehensive plan, 2415.04, 15-16 SAPP, Library Media Specialist job description, 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 (abstain on 9B)
Mr. Zoller – Absent Mr. Pitman – Yes

Dr. Morana asked, where are we with the STEM Academy; recruitment?

Dana Hice DePugh stated we have more than 30 applicants and are currently doing assessments. We have met with the new president of Mercer County Community College and the college is working on setting up space for the academy. MCTS has new staff working on getting the STEM Academy set up. Supplies are being ordered with approved grant funds and curriculum is being formulated.

Dr. Schneider, Superintendent, stated we have met to see if we could satisfy the nursing needs. Mary Smith-Jones, Principal of Adult Evening Schools has been working on adding Machine Shop 1 and 2 in the evening as well. There is a trailer in Camden to support these programs.

10. OLD BUSINESS

None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. 2015-2016 New Jersey School Boards Association dues of \$4,754.75 (11-000-230-895-07-00-2301) (attached)
- D. Resolution authorizing the district purchasing agent to make purchases of goods and services from State Contract Vendors for the 2015-2016 school year (attached)
- E. Resolution to adopt the Maximum Travel Budget for the 2015-2016 school year (attached)
- F. Revised resolution appointing Tanya Dawson as the Purchasing Agent for the District at the Bid/Quotation Threshold effective July 1, 2015 originally Board approved on June 22, 2015 (attached)
- G. Contract with Interactive Educational Services, Inc. (IES) for Cyberschool Web Hosting Service beginning July 1, 2015 through June 30, 2018 for an annual fee of \$1,140; year 1 of 3 (11-310-100-320-09-00-1760) (attached)
- H. IMX Medical Management Services Fit for Duty Exams for the 2015-2016 school year at a rate not to exceed \$2,500 (11-000-291-290-07-07-2901)
- I. Annual renewal of PowerSchool through NCS Pearson, Inc. for district student database management system effective July 1, 2015 through June 30, 2016 for \$8,650 (11-000-252-590-07-00-2520)
- J. Continuation of Agreement with Delta-T Group to provide substitute registered nurses at a rate of \$41 per hour, July 1, 2015 through June 30, 2016, not to exceed \$5,000 (11-000-213-590-01-00-2130 or 11-000-213-590-02-00-2130)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Ms. Stinger seconded the motion and it was carried by roll call vote. A copy of travel requests, field trips, 15-16 NJSBA dues, resolution state contract vendors, resolution maximum travel budget, revised resolution purchasing agent, IES contract 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 - Absent	Mr. Pitman - Yes	

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, Dr. Morana introduced a motion the meeting be adjourned at 12:19 pm. Ms. Iszard seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be held on Tuesday, August 18, 2015 at 12:00 noon at the Assumpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary