

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

MINUTES OF MARCH 22, 2016

1. The Board Meeting of March 22, 2016 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 March 11, 2016.
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 – Present Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION - None

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of February 16, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of February 16, 2016, Ms. Stinger 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 – Yes Dr. Morana - Yes
Mr. Zoller – Abstain Mr. Pitman – Yes

The regular session meeting minutes of March 4, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of and March 4, 2016, Ms. Stinger 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 – Yes Dr. Morana - Abstain
Mr. Zoller – Yes Mr. Pitman – Yes

B. The Executive session meeting minutes of February 16, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of February 16, 2016, Ms. Stinger 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 – Yes Dr. Morana - Yes
Mr. Zoller – Abstain Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS - HANDOUT

Bills totaling \$1,356,442.50 for March 2016 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Zoller introduced a motion for the Board to approve the bill list totaling \$1,356,442.50. 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 – Yes Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending February 2016, Dr. Morana 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. Ms. Stinger 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. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider informed the Board that she is appealing MCTS graduation rates to the Department of Education, as rates reported for the district are not correct. Dr. Schneider will keep the Board informed as information is received.

Dr. Schneider spoke about Strides for Stroke (handout) event in which Board member, Yolanda Stinger is the chairperson.

Yolanda Stinger asked that everyone come out in support of this event; it’s a lot of fun!

Dr. Morana reviewed the Day of Dialogue letter (handout). All districts within Mercer County were involved.

8. COMMITTEE REPORTS

9. SUPERINTENDENT’S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Articulation Agreement between Mercer County Community College and Mercer County Technical School for the Heath Science Academy CIP 51.000 for the 2016-2017 school year (attached)

B. PERSONNEL & ADDENDUM

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

1. Resignation of Sam Bell, Electrical Instructor at the Assunpink Center, effective end of the business day June 30, 2016, due to retirement
2. Resignation of Sylvia Kraehenbuehl, Secretary III at the Assunpink Center, effective end of the business day April 26, 2016
3. A new contract for Dr. Kimberly J. Schneider, Superintendent, effective July 1, 2016 through June 30, 2020, as part of the Interlocal Services Agreement with Mercer County Special Services School District, pursuant to the approval by the Interim Executive County Superintendent on March 10, 2016 (1-000-230-104-07-00-2302) (attached)
4. David Lugo, current Social Studies Instructor at the Assunpink Center, as a full-time, 12-month, contracted employee in the capacity of Supervisor of Secondary Education at the Sypek Center, at an annual salary of \$75,000 effective July 1, 2016 through June 30, 2017 (11-000-221-102-01-00)

5. Mary Smith-Jones, current Principal of Adult Evening Schools, as a full-time, 12-month, contracted employee in the capacity of Principal of Adult Evening Schools and Health Careers Center Secondary Programs, at an annual salary of \$121,399 effective July 1, 2016 through June 30, 2017 (13-629-200-103-04-00-2400)
6. Takeshia Avent, as a part-time Secretary at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$13.50, effective March 23, 2016 through June 30, 2016 (13-629-100-101-04-01-2400)
7. Robert Lehner, 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 March 23, 2016 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
8. Lisa Nolan, LPN Instructor at the Health Careers Center, to continue Sick Leave, originally approved on January 19, 2016 through March 17, 2016, extended until April 11, 2016
9. Revised Sick Leave for Sean Cavalier, **Manager of Buildings and Grounds**:

Start	End	Type
January 15, 2016	February 17, 2016	Using Sick Days
February 18, 2016	March 15, 2016	Using Accrued Vacation and Personal Days
March 16, 2016	April 4, 2016	Administrative Leave

10. Mary Smith-Jones, Principal of the Adult Evening Schools, to receive a stipend in the amount of \$150 for working on Saturday, February 13, 2016 during the Trane apprenticeship test administration (13-629-200-103-04-00-2400)
11. Mary Smith-Jones, Principal of the Adult Evening Schools, to receive a stipend in the amount of \$150 for working on Saturday, March 12, 2016 at a College Fair in Trenton, New Jersey (13-629-200-103-04-00-2400)
12. A stipend in the amount of \$375 each, for chaperoning students' activities at the DECA Conference in in Cherry Hill, NJ from February 21, 2016 through February 23, 2016 (11-310-100-101-02-02-0000):
 - a. William Gould, Food Marketing Instructor
 - b. Linda Potter, Applied Academics Mathematics Instructor
13. A stipend in the amount of \$3,000 for Sylvia Kraehenbuehl, Secretary III at the Assunpink Center, for services rendered as secretarial support for the Perkins Grant Program during the 2014-2015 school year, retroactive to September 1, 2014 through June 30, 2015 (11-310-100-101-01-00-0000)
14. Sharon Musser, LPN Instructor for the Health Careers Center, to receive one compensatory day and 34 hours additional pay for working after contracted workday hours to compensate for vacancies and leave of absences, during the 2015-2016 school year, at an hourly rate of \$31, in accordance with the Agreement between Board and MCVEA – Article XII.A.3 (13-330-100-101-05-00-1758)
15. Cynthia McKenna, Administrative Assistant to the Business Administrator, to be paid an hourly overtime rate of \$34.89, not to exceed \$5,000, to assist in reorganizing record retention files (11-000-25-105-07-00-2510)
16. Leinina Donnelly as a Substitute Nurse for the district, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$125, effective March 23, 2016 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
17. Ayodele Bello-Durojaiye, in the capacity of part-time LPN Instructor for the Health Careers Center, pending the completion of criminal background check, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, March 23, 2016 through June 30, 2016 (13-330-100-101-05-01-1758)
18. Abdulfattah Durojaiye, in the capacity of part-time LPN Instructor for the Health Careers Center, pending the completion of criminal background check, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, March 23, 2016 through June 30, 2016 (13-330-100-101-05-01-1758)

Walter Bliss noted “no comment” on a public hearing regarding item 9B.3 above; new contract for Dr. Schneider. No comments were made by the Board.

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. New job description for the position of Art Teacher for the district (attached)
2. 2016-2017 Tuition and Program Fees for the Health Careers Center (attached)
3. 2016-2017 Tuition Fees for the Adult Evening Schools (attached)
4. 2016-2017 Secondary School Calendar (attached)
5. 2016-2017 Health Careers Center Calendar (attached)
6. 2016-2017 Adult Evening Schools Calendar (attached)
7. 2016-2017 12-month Employee Calendar (attached)
8. District Lockout / Tagout Safety Program (attached)
9. District Green Cleaning Policy Procedures (attached)
10. District Confined Space Entry Safety Program and Standard Operating Procedure (attached)
11. District Written Hazard Communication Plan (attached)
12. District Harassment, Intimidation & Bullying Report for September 1, 2015 through March 11, 2016 (attached)
13. Emergency Preparedness Drill Report for the month of February 2016 (attached)

14. Revised curriculum for the Business Office Applications Technology (BOAT) program
15. Revised curriculum for the Maternal and Child Health program

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 articulation agreement, Art Teacher job description, tuition fee schedules, 2016-2017 calendars, Lockout/Tagout program, Green Cleaning Procedures, Confined Space Program and SOP, Hazard Communication Plan, 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 Dr. Morana – Yes (Abstain on 9B)
Mr. Zoller – Yes Mr. Pitman – Yes

10. OLD BUSINESS

None

11. NEW BUSINESS

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached) REVISED HANDOUT
- C. Resolve to adopt the 2016-2017 School Base Budget (attached)
- D. Revised Budget Planning Schedule for 2016-2017 (attached)
- E. Accept grant of \$300 from the Rutgers Eagleton Institute of Politics awarded on behalf of David Lugo, MCTS Social Studies teacher, to defray the cost of transporting students for a tour of the State House (attached)
- F. Proposal from PeopleAdmin for recruitment advertising from March 23, 2016 through June 30, 2016 for a pro-rated fee of \$411.25 (11-000-230-590-07-00-2302) (attached)
- G. Year 4 of 5 for Hosted VOIP Phone and Internet Services contract with Broadview Network beginning July 1, 2016 through June 30, 2018 for the base amount of \$106,806 (11-000-xxx-530-xx-xx-xxxx)
- H. Services of Pearson for PowerSchool Product Education Annual Subscription for the period April 1, 2016 to March 31, 2017 \$2,500 (11-000-252-590-09-00-2520)
- I. Use of The Conference Center at Mercer County Community College for the Health Science Academy graduation ceremony on Friday, June 17, 2016 at a cost of \$1,210 (11-000-240-440-01-00-2400)
- J. Donation of four (4) Rheem gas furnaces from P & N Distribution to the HVAC program at the Assunpink Center
- K. Resolution authorizing the Medford Township Board of Education to establish a Cooperative Pricing System with other contracting units to be known as the New Jersey Energy Cooperative (NJEC) (attached)
- L. Resolution authorizing the MCTS Board of Education to enter into the Cooperative Pricing System to be known as the New Jersey Energy Cooperative (NJEC) (attached)
- M. Donation of the following items from Lincoln Technical Institute to the Diesel Program at Assunpink Center:
 - 4 - Eaton 6 Speed Transmissions
 - 2 - RTO14610 Transmissions
 - 1 - 9 Speed Spicer Transmission
 - 2 - Snap-On Tool boxes S/N U37349A & U037257A

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 travel, field trips, budget resolution, revised budget schedule, Rutgers grant, PeopleAdmin, MCTS Board minutes – March 22, 2016

Medford NJEC resolution, MCTS NJEC resolution 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 IIC)
Mr. Zoller - Yes Mr. Pitman - Yes

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION


14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:09 pm. Ms. Stinger 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. Pitman - Yes

The next Regular Meeting shall be held on Tuesday, April 19, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary