

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

MINUTES OF MARCH 31, 2015

RESCHEDULED FROM MARCH 17, 2015 AND MARCH 24, 2015

The Board Meeting of March 31, 2015 was called to order by Vice President John Zoller 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 March 12, 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 – Present Mr. Pitman - Absent

PUBLIC

Tom O'Brien addressed the Board stating, I am compelled to make this statement. The last nine years the picture has changed as it relates to salary and benefits. We need to settle the contract.

Madeline Lollo stated, I would like to address the Board. We were available to meet on April 14, 2015 with the Fact Finder. However, the Board’s attorney said she was unavailable. The Board’s next available date is June 22nd. We have worked very hard and are willing to meet with the Board to try and settle this.

Sam Bell stated, I took this teaching position because I felt it was necessary to make sure our kids get an education. I too left a profession where I was making 3x more than what I am making now, as well. When a student leaves here we get feedback on how they are doing. What we hear is how prepared they are. We are going to lose quality teachers if we don’t settle the contract.

CyAnn Wells, HCC student, spoke to the Board and complained about the HCC calendar and not having any time off.

Christina Wright, HCC students, spoke to the Board and also complained about the calendar. This program takes a lot of time and we need a mental break.

Ms. Iszard thanked the students, stating this was the first I am hearing about this.

Sharon Nemeth, Principal, stated, it’s the first you are hearing about it because the calendar revision of snow make-up days is on the agenda tonight. Because the program runs on hours, the snow days need to be made up and will be during Spring break.

Dr. Schneider, Superintendent, stated, we have done this in the past and we have to do this to get the required number of hours. We understand this can be a hardship. This is a problem throughout the state.

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of February 24, 2015 and March 4 2015 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of February 24, 2015 and March 4 2015, Dr. Morana introduced a motion for the Board to approve the minutes. Ms. Iszard seconded the motion and it was carried by roll call vote.

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

The Executive session meeting minutes of February 24, 2015 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of February 24, 2015, Dr. Morana introduced a motion for the Board to approve the minutes. Ms. Iszard seconded the motion and it was carried by roll call vote.

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

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,448,894.91 March 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 \$1,448,894.91. 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 – Absent

BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending February 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. 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 – Absent

CORRESPONDENCE & COMMUNICATIONS

Dr. Kimberly Schneider, Superintendent, behalf of herself and the Board, conveyed her ongoing appreciation of the MCTS staff and how proud she is of the students after receiving two letters, which she shared.

One letter, from F. Lee Forrester, Chair of the Governor’s Juvenile Justice and Delinquency Prevention Committee (JJDP) to Dr. Schneider, thanked the students and staff of the Sypek Center for the opportunity to hold the JJDP bi-monthly meeting at their campus. Mr. Forrester commended Principal Mary Smith-Jones for her hospitality and for accommodating over 30 stakeholders as well as organizing the observation and participation of students from the Law and Justice Program. Mr. Forrester further acknowledged that the students in attendance were attentive and respectful during the duration of the meeting.

The second letter was from Howard Lerner, Ed.D., President of New Jersey Council of County Vocational-Technical Schools. Dr. Lerner thanked Mr. David Nash, CIE Coordinator for his participation in the Business Partners panel winter meeting held on March 18. Dr. Lerner noted Mr. Nash’s infectious enthusiasm and helpful tips on engaging and retaining business partners. Dr. Lerner penned that many superintendents in the audience were thinking “can we clone this guy?”

SUPERINTENDENT’S REPORT NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Submission of application for the County Vocational Partnership Grant in the amount of \$300,000
2. New programs at Career Prep beginning the 2015-2016 school year, through an agreement with Mercer County Community College, pending enrollment (attached)
 - a. Communication
 - b. Entertainment Technology: Music Technology
 - c. Entertainment Technology: Technical Theater
 - d. Fashion/Apparel Design
 - e. Fashion Merchandising

- f. Gaming
- g. Fine Arts
- h. Advertising & Design
- i. Photography

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 Lafayette Brown, Custodian II at the Sypek Center, originally approved on January 20, 2015, changed from June 30, 2015 to the end of the business day March 31, 2015, due to retirement
2. Mary Smith-Jones, current Principal of the Sypek Center, to be hired as a full-time 12-month contracted employee in the capacity of Principal of Adult Evening School, at an annual salary of \$106,238, effective July 1, 2015 through June 30, 2016 (13-629-100-106-04-00-1910) (13-629-200-103-04-00-2400)
3. Salaries for the following full-time, 12-month Contracted staff and Confidential Unit employees effective retroactive to July 1, 2014 through June 30, 2015 (attached)
 - a. Sean Cavalier, Manager of Buildings and Grounds (11-000-262-104-07-00-2620)
 - b. Patricia Griffin, Manager of Technology (11-000-252-104-07-00-2520)
 - c. Lori Perlow, District Communications Officer (11-000-218-104-07-00-2182)
 - d. Joanna Koreyva, Payroll/Accounting Specialist (11-000-251-105-07-00-2510)
 - e. Cynthia McKenna, Administrative Assistant to the Business Administrator (11-000-251-105-07-00-2510)
 - f. Patti Mae Michalchuk, Administrative Assistant to the Superintendent (11-000-230-105-07-00-2302)
 - g. Barbara Paskewicz, Accounts Payable Specialist (11-000-251-105-07-00-2510)
4. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$56.81 for a total of 13 hours work for working at Sypek Center while vendor was replacing circulator pump on March 7, 2015(11-000-262-104-07-01-2620)
5. A stipend, in the amount of \$75 each, for the following employees for chaperoning State Health Occupations Students of America (HOSA) students to the State Conference held in Wayne, NJ on the dates indicated (11-310-100-101-01-01-0000)
 - a. Sharon Nemeth, Principal of the Assunpink Center, on Saturday, March 21, 2015
 - b. Hope Costa, English Instructor at the Assunpink Center, on Saturday, March 21, 2015
 - c. Anne Benoit, Supervisor of the Assunpink Center, on Sunday, March 22, 2015
 - d. Hope Costa, English Instructor at the Assunpink Center, on Sunday, March 22, 2015
6. John Ketterer, Leave Replacement Supervisor at the Sypek Center, for the 2015-2016 school year at a rate of \$400 a day, not to exceed 4 days a week, effective July 1, 2015 through June 30, 2016 (75% 11-000-218-104-03-00-2183 & 25% 11-000-223-102-03-00-2230)
7. Mary Smith-Jones, current Principal of the Sypek Center, to serve as the County Apprenticeship Coordinator for the Adult Evening Schools, effective April 1, 2015 through June 30, 2015, at no cost to the district
8. Patrick Schroeder, Diesel Instructor at the Assunpink Center, a stipend in the amount of \$75 for chaperoning students to the Skills USA Diesel Technology Competition at the Lincoln Technical Institute in Plainfield, NJ on March 14, 2015 (11-310-100-101-01-01-0000)

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.

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

MISCELLANEOUS

Recommend the Board approve the following:

1. Board policy 2622 Student Assessment for second reading and adoption (available in Superintendent's office for review)
2. The following bylaws, policies and regulations for first reading (attached):
 - a. 0152 Board Officers
 - b. 2622 Student Assessments
 - c. 3212 Attendance (Teaching Staff)
 - d. 3218 Substance Abuse (Teaching Staff) - **PULLED**
 - e. 3218 R Substance Abuse (Teaching Staff)
 - f. 4212 Attendance (Support Staff)
 - g. 4218 Substance Abuse (Support Staff)
 - h. 4218 R Substance Abuse (Support Staff)
 - i. 5200 Attendance (Student)

- j. 5460 High School Graduation
 - k. 5465 Early Graduation
 - l. 5600 R Student Discipline/Code of Conduct
 - m. 8630 Bus Driver/Bus Aide Responsibility
 - n. 8630 R Emergency School Bus Procedures
3. Abolish Bylaw 0134 Board Self Evaluation, as per recommendation from Strauss Esmay, as the bylaw is no longer a monitoring requirement (attached)
 4. Revised 2014-2015 Secondary Calendar (attached)
 5. Revised 2014-2015 Health Careers Center Calendar (attached)
 6. Revised 2014-2015 Thomas J. Rubino Academy Calendar (attached)
 7. Tuition Fee Schedule for Adult Evening Schools for the 2015-2016 school year (attached)
 8. Revised Massage Therapy Curriculum for the Health Careers Center (*available in Superintendent's office for review*)
 9. District Harassment, Intimidation & Bullying Report for September 1, 2014 through March 3, 2015 (attached)
 10. Emergency Preparedness Drill Report for the month of February 2015 (attached)
 11. Tuition Fee Schedule for Health Careers Center for the 2015-2016 school year (attached)
 12. An additional Career and Technical Education Instructor position for the 2015-2016 school year funded by the County Vocational Partnership Grant

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 0152, 2622, 3212, 3218R, 4212, 4218, 4218R, 5200, 5460, 5465, 5600R 8630, 8630R, 0134, revised calendars, AES tuition schedule, 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
	Mr. Zoller – Yes	Mr. Pitman – Absent	

OLD BUSINESS

None

NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- IIA. Travel requests (attached)
- IIB. Field trip requests (attached)
- IIC. Change Order No. 1 for J.V. Palmonari, Inc., for a credit of \$8,000, adjusting contract from \$264,085 to \$256,085 (attached)
- IID. Affiliation Agreement with Compassionate Care Hospice for the training of Health Occupations trade through December 31, 2015 (attached)
- IIE. Resolve to adopt the 2015-2016 School Base Budget (attached)
- IIF. Revised Budget Planning Schedule for 2015-2016 (attached)
- IIG. Fraytak Veisz Hopkins Duthie, P.C. Architects for professional architectural and/or engineering services as needed during 2015-2016 per the attached rates (attached)
- IIH. Resolution authorizing application to the Commissioner of Education for approval of the proposed lease purchase agreement (attached)
- III. Gas Supply Service Agreement between Participating Member of the Alliance for Competitive Energy Services (ACES) South Jersey Energy Company and MCTS effective March 1, 2015 through November 30, 2016 (attached)
- IIJ. Record of sale of 607 SREC's from May 2014 to December 2014 for \$126,990 on the spot market through the Flett Exchange

- IIK. Year 3 of 5 for Hosted VOIP Phone and Internet Services contract with Broadview Network beginning July 1, 2015 through June 30, 2018 for the base amount of \$106,806 (11-000-xxx-530-xx-xx-xxxx)
- III. Services of Pearson for PowerSchool Product Education Annual Subscription for the period April 1, 2015 to March 31, 2016 \$2,500 (11-000-252-590-09-00-2520)
- IIM. Write-off balance of receivable 14-00048 for the 2013-2014 school year, in the amount of \$1,000, from Hopewell Valley Regional School District due to a billing error
- IIN. Scrap a 48" deli reach-in refrigerator, tag # EQP0193, from Sypek Center due to item being unrepairable
- IIO. Scrap a 30" deli reach-in freezer, tag #EQP0190, from Sypek Center due to item being unrepairable
- IIP. The Vanguard Group in order to provide staff with another choice for 403b and 457b elective salary deferral tax deferred accounts
- IIQ. Accept the Vocational Partnership Grant in the amount of \$300,000 from the Department of Education for the 2015-2016 school year
- IIR. Scrap the following items from Health Careers Center due to age and condition:
3M Overhead Transparency Projector (4) Mac8 EKG Machine

Following items for disposal were donated to HCC
Kenz ECG 103 Ultra Sound Blood Flow Monitor (6) Slide Projector
Welch Allen ECG Blood Flow Monitor Sensors (9)
Arrhythmia Trainer Salon Mate Carts (6)
- IIS. Agreement with Delta-T Group to provide substitute registered nurses at a rate of \$41 per hour, April 1, 2015 through June 30, 2015, not to exceed \$3,000 (11-000-213-590-01-00-2130 or 11-000-213-590-02-00-2130) (attached)
- IIT. Advertise Notice to Bidders for Culinary Equipment and Supplies
- IIU. Petty cash funds for Adult Evening School - Mary Smith-Jones \$75

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, Change Order #1, affiliation agreement, base budget resolution, Revised Budget Planning Schedule for 2015-2016, FVHD for 15-16, lease purchase resolution, Delta-T Group, 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 – Absent

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:32 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 – Absent

The next meeting of the Board shall be held on Tuesday, April 21, 2015 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson
Business Administrator/Board Secretary