

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

MINUTES OF JULY 19, 2016

1. The Board Meeting of July 19, 2016 was called to order by President Albert Pitman at 12:00 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 July 6, 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	Ms. McCoy – Present	Mr. Pitman – Present
		(arrived at 12:04)	

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Madeline Lollo, MCVEA President: I would like to address vacation time of several employees who have requested time off that has been denied. I am asking the Board to intervene and have administration approve the time off. The employees are asking for documentation that goes against the contract.

Mr. Pitman: Has this gone through the grievance process?

Ms. Dawson: No, this matter is not before the Board.

Mr. Pitman: Ok, so we will not get involved until it reaches the Board level.

B. EXECUTIVE SESSION

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of discussing personnel.

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.

The Board recessed to Executive Session at 12:02 pm on a motion made by Ms. Iszard and seconded by Mr. Zoller and carried by roll call vote.

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

A motion for the Board to return to Public Session at 12:15 pm was made by Ms. Iszard and seconded by Ms. Stinger and carried by roll call vote.

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

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of June 21, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of June 21, 2016, 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 - Yes Ms. McCoy - Abstain Mr. Pitman - Yes

- B. The Executive session meeting minutes of June 21, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of June 21, 2016, 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 - Yes Ms. McCoy - Abstain Mr. Pitman - Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$241,803.11 for June 2016 and bills totaling \$1,236,074.71 for July 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 grand total of \$1,477,877.81. 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 - Yes Dr. Morana - Yes
Mr. Zoller - Yes Ms. McCoy - Yes Mr. Pitman - Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending June 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. Iszard 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 Ms. McCoy - Yes Mr. Pitman - Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent: Graduation statistics released in the Diplomas Count report shows the NJ graduation rate among the nation's highest. In 2014 New Jersey's rate was a full percentage point higher than the previous year and 3% higher than 2011. In 2016 Health Science Academy had 17 graduates, Health Careers Center had 15 graduates and Adult Evening Schools had 59 graduates. Also, on July 15 NJSBA offered a field trip to participate in hands-on demonstrations and practical exercises of US Army Field-Base Risk Reduction, Ft. Dix, NJ.

8. COMMITTEE REPORTS

None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Submission of grant application for FY2017 IDEA in the amount of \$98,543 (Special Revenue)

B. PERSONNEL & ADDENDUM

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

1. Mark Pownall, as a full-time, 10-month, contracted employee in the capacity of Electrical Instructor at the Assunpink Center, pending the completion of a criminal background check and certification, at an annual salary of \$53,492 (Step 1-10 month Teacher Guide), effective September 1, 2016 through June 30, 2017 (11-310-100-101-01-00-1900)
2. Annette Hoffman, current Secretary I for the district, as a full-time 12-month, contracted employee in the capacity of Administrative Assistant to the Assistant Superintendent for the district, at an annual salary of \$59,464, effective retroactive to July 1, 2016 through June 30, 2017 (11-000-221-105-09-00-2400)
3. Revised base salary for Sean Cavalier, Manager of Buildings and Grounds for the District, originally approved on May 19, 2015 for the 2015 - 2016 school year, to \$80,583
4. Revised base salary for Sean Cavalier, Manager of Buildings and Grounds for the District, originally approved on May 23, 2016 for the 2016 - 2017 school year, to \$80,583
5. Revised base salary for Joseph Lamantia, Custodian I at the Assunpink Center, originally approved on April 19, 2016 for the 2016 - 2017 school year, to \$59,710 (Off Guide of the Custodian I Guide)
6. A stipend in the amount of \$7,500 for Patti Michalchuk, Administrative Assistant to the Superintendent, for services to be rendered as secretarial support for District scheduling during the 2016-2017 school year to be paid semi-monthly, effective July 10, 2016 through December 31, 2016 (11-000-252-110-07-00-2520)
7. 2016-2017 Salary/Wage Guides for hourly and per diem employees at the Day School, Health Careers Center and Adult Evening Schools, effective retroactive to July 1, 2016 through June 30, 2017 (attached)
8. 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. Janice LaFleur, Baking and Dining Instructor
 - b. Mark Nace, Carpentry Instructor
 - c. David Nash, CIE Coordinator
9. A stipend for Anne Benoit in the amount of \$1,400 for chaperoning HOSA students to the NJHOSA National Competition on June 21, 2016 through June 26, 2016 (11-310-100-101-01-01-0000)
10. Cynthia McKenna, Administrative Assistant to the Business Administrator, to be paid an hourly overtime rate of \$35.81, not to exceed \$5,000, to assist in reorganizing record retention files (11-000-25-105-07-00-2510)
11. A stipend in the amount of \$750 for Daniel Blazovic, Custodian II at the Sypek Center, for obtaining his Black Seal license, retroactive to July 1, 2016, per the 2014-2017 Agreement with MCVEA (11-000-262-110-02-00-2620)
12. Scott Engle, Culinary Arts Instructor for the Sypek Center, to receive one compensatory day and 14.25 hours additional pay working after contracted workday hours on Board approved activities 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 (11-320-100-101-03-00-1765)
13. John Pietras, Teacher Assistant for the Sypek Center, to receive one compensatory day and 6 hours additional pay working after contracted workday hours on Board approved activities 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 (11-320-100-106-03-01-1411)
14. Janice LaFleur, Baking and Dining Services Instructor for the Sypek Center, to receive one compensatory day and 15.75 hours additional pay working after contracted workday hours on Board approved activities 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 (11-320-100-101-03-00-1411)
15. Revised list in alignment with the NJDOE County District School Information System (CDS), the following staff members to serve in the listed capacity, at no cost to the district, effective July 1, 2016 through June 30, 2017:

Employee Name, Title	Level	Designated Responsibility
Dana Hice DePugh, Assistant Superintendent	District	<ul style="list-style-type: none"> • District Special Education Coordinator

Sharon Nemeth, Principal	School	<ul style="list-style-type: none"> Health Careers Center School Testing Coordinator Health Careers Center Anti-Bullying Specialist
Mary Smith-Jones, Principal	School	<ul style="list-style-type: none"> Adult Evening School Testing Coordinator Adult Evening School Anti-Bullying Specialist Adult Evening School Health Contact
Anne Benoit, Supervisor of Secondary Education	District	<ul style="list-style-type: none"> District Anti-Bullying Coordinator (ABC) LEA PARCC Coordinator District State Testing Coordinator
Megan Ferdetta, Guidance Counselor	School	<ul style="list-style-type: none"> Health Science Academy/Assunpink Shared-time School Testing Coordinator Health Science Academy/Assunpink Shared-time Anti-Bullying Specialist
Lance Simek, Social Worker Coordinator	School	<ul style="list-style-type: none"> Academy of Culinary Arts/Sypek Shared-time School Testing Coordinator Academy of Culinary Arts/Sypek Shared-time Anti-Bullying Specialist
Katherine Posch, School Nurse	District	<ul style="list-style-type: none"> School Health and Nursing Services Contact
Nicholas Mariano, IT Manager	District	<ul style="list-style-type: none"> LEA PARCC IT Contact
David Lugo, Supervisor of Secondary Education	District	<ul style="list-style-type: none"> District NCLB Coordinator District Bilingual/ESL Point of Contact
Marcie Tandy, Supervisor of Secondary Education	District	<ul style="list-style-type: none"> District Educational Stability Liaison
	School	<ul style="list-style-type: none"> STEM Academy School Testing Coordinator STEM Academy Anti-Bullying Specialist
Michael Orfe, School Psychologist	District	<ul style="list-style-type: none"> McKinney-Vento Homeless Education Liaison, District Homeless Liaison

16. Amy Nemeth, current Secretary III at the Assunpink Center, as a full-time, 12-month, contracted employee in the capacity of Secretary I at the Sypek Center, at an annual salary of \$45,699, prorated, (Step 1-Secretary I Guide), effective August 1, 2016 through June 30, 2017 (11-000-240-105-02-00-2400)
17. Frank Halpin, as a full-time, 10-month, contracted employee in the capacity of Criminalistics Instructor at the Sypek Center, pending the completion of a criminal background check and certification, at an annual salary of \$53,492 (Step 1-10 month Teacher Guide), effective September 1, 2016 through June 30, 2017 (11-310-100-101-02-00-1739)
18. Clare Sullivan as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Assunpink Center, pending the completion of a criminal background check, at an annual salary of \$37,891, prorated (Step 1-Secretary III Guide), effective August 4, 2016 through June 30, 2017 (11-000-240-105-01-00-2400)
19. Sean Cavalier, Manager of Buildings & Grounds for the district, placed on Administrative Leave with pay and continuation of benefits, retroactive to July 18, 2016 through August 16, 2016

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. First reading for the following policies and regulations: (attached)
 - a. 1220 Employment of Chief School Administrator
 - b. 1310 Employment of School Business Administrator/Board Secretary
 - c. 5310 Health Services

- d. 5310 R Health Services
 - e. 5330.01 Administration of Medical Marijuana
 - f. 5330.01 R Administration of Medical Marijuana
 - g. 6660 Student Activity Fund
 - h. 8462 Reporting Potentially Missing or Abused Children
 - i. 8462 R Reporting Potentially Missing or Abused Children
 - j. 8550 Outstanding Food Service Charges
2. Second reading and adoption for the following policies and regulations: *(available for review in the Superintendent's office)*
 - a. 1140 Affirmative Action Program
 - b. 1523 Comprehensive Equity Plan
 - c. 1530 Equal Employment Opportunities
 - d. 1530 R Equal Employment Opportunities
 - e. 1550 Affirmative Action Program for Employment and Contract Practices
 - f. 2200 Curriculum Content
 - g. 2200 R Curriculum Content
 - h. 2260 Affirmative Action Program for School and Classroom Practices
 - i. 2411 Guidance Counseling
 - j. 2411 R Guidance Counseling
 - k. 2423 Bilingual and ESL Education
 - l. 2423 R Bilingual and ESL Education
 - m. 2610 Educational Program Evaluation
 - n. 2622 Student Assessment
 - o. 5750 Equal Educational Opportunity
 - p. 5755 Equity in Educational Programs and Services
 3. 2016-2017 Nursing Services Plan for Assunpink, Sypek and Academy/Full-time Programs (attached)
 4. 2016-2017 Nursing Services Plan for the Thomas J. Rubino Academy (attached)
 5. 2016-2017 Standard Procedures of School Health Services/Standing Orders for Assunpink, Sypek and Academy/Full-time Programs (attached)
 6. 2016-2017 Standard Procedures of School Health Services/Standing Orders for the Rubino Academy (attached)
 7. Corrective Actions for the 2016-17 through 2018-19 Comprehensive Equity Plan Plan (attached)
 8. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 2, January 1, 2016 through June 30, 2016 (attached)
 9. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period 2, January 1, 2016 through June 30, 2016 (attached)
 10. As part of NCLB requirements for the 2016-2017 school year, the School-Parent Compact will be used in support of Board Parental Involvement Policy 2415.04 (attached)
 11. 2016-2017 District Substance Abuse Prevention Program Plan (attached)
 12. Fundamentals of Art curriculum for secondary education *(available for review in the Superintendent's office)*
 13. Health Science I curriculum for the Health Science Academy *(available for review in the Superintendent's office)*
 14. Emergency Preparedness Drill Reports for the month of June 2016 (attached)
 15. 2016-2017 Emergency Preparedness Drill Schedules for the district (attached)
 16. First reading for policy 5460 High School Graduation (attached)

Mr. Zoller 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 2016-2017 Salary/Wage Guides, 1220, 1310, 5310, 5310R, 5330.01, 6660, 8462, 8462R, 8550, 2016-2017 Nursing Services Plans for MCTS and Rubino, 2016-2017 Standard Procedures of School Health Services/Standing Orders for MCTS and Rubino, corrective actions, EVVRS, HIB-ITP, School-Parent Compact, 2016-2017 District Substance Abuse Prevention Program Plan, EPDR, 2016-2017 EPDR, 5460 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 – Abstain
	Mr. Zoller – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

10. OLD BUSINESS

None

II. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests - Attached
- B. Field trip requests – Attached
- C. Proposal from TalentEd by PeopleAdmin for recruitment advertising from July 1, 2016 through June 30, 2017 at a rate of \$1,500 (11-000-230-590-07-00-2302) (attached)
- D. DI Group Architecture for professional architectural and/or engineering services as needed during 2016-2017 per the attached rates (attached)
- E. Resolution to Purchase from Paul Mitchell Metro (attached)
- F. Continuation of agreement between MCTS and Camelot Educational Resources, LLC for Alternative High School and Interim Alternative Setting Education Programs, September 1, 2016 through June 30, 2017 year 2 of 3 (attached)
- G. Model Written Indoor Air Quality Program, revised June 2016 (attached)
- H. 2016-2017 New Jersey School Boards Association dues of \$4,754.75 (11-000-230-895-07-00-2301)
- I. Accept County Apprenticeship Program Grant funds in the amount of \$15,000 for the 2016-2017 school year
- J. Authorize the sale of Solar Renewable Energy Certificates (SREC) from October 2015 to May 2016 as follows: 249 from Assunpink and 239 from Sypek for a total of 488 SRECs using the services of Flett Exchange Online Auction
- K. Donations from Northern Burlington County Regional High School to the Diesel Program at Assunpink Center: Onan diesel engine

Caterpillar diesel engine
International Harvester diesel engine
Detroit diesel 6-71
Dynomite Land & Sea Dynamometer
Kwik-Way Valve Grinder with stand
Dee'Blast Dust Blasting Cabinet

- L. Scrap various chairs at the Sypek Center from the programs indicated due to age and being non-repairable:

Cosmetology – SCO-319, SCO-325, SCO-371, SCO-372, SCO-375
Culinary Arts – EQP-0188, EQP-0189, EQP-0197

- M. Services of Dr. Kenneth Shore, consulting psychologist for the Child Study Team from July 1, 2016 to June 30, 2017 not to exceed \$2,500 (11-000-218-590-07-00-2182)
- N. Scrap four (4) Stig, Mig & Hg machines from Adult Evening School due to age and no longer useful to welding program:

EQP-0048, EQP-0049, EQP-0050, EQP-0051

- O. Proposal for Technology Centers That Work (TCTW) for a two-day professional development session on September 6 & 7, 2016 on Project-based Learning at a cost of \$3,850 (20-270-200-320-00-16-270) (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 travel, field trips, TalentEd, Paul Mitchell Metro resolution, Camelot agreement, Model Written Indoor Air Quality Program, TCTW proposal 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 IIA & IIF)
	Mr. Zoller – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

12. EXECUTIVE SESSION – Moved to the beginning of meeting

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 12:20 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 – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

The next Regular Meeting shall be held on Tuesday, August 16, 2016 at 12:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary