

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

**MINUTES OF SEPTEMBER 19, 2017**

1. The Board Meeting of September 19, 2017 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 August 30, 2017.  
 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 Mr. Zoller – Present	Ms. Stinger – Present Ms. McCoy – Absent (arrived at 5:03 pm)	Ms. Hernandez-Manno – Absent Mr. Pitman – Present
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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 August 15, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of August 15, 2017, 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 Mr. Zoller – Yes	Ms. Stinger – Yes Ms. McCoy – Absent (arrived at 5:03 pm)	Ms. Hernandez-Manno – Absent Mr. Pitman – Yes
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B. The Executive session meeting minutes of August 15, 2017 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of August 15, 2017, 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 Mr. Zoller – Yes	Ms. Stinger – Yes Ms. McCoy – Absent (arrived at 5:03 pm)	Ms. Hernandez-Manno – Absent Mr. Pitman – Yes
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5. BILLS TO BE APPROVED/TRANSFERS – REVISED HANDOUT

Bills totaling \$910,206.20 for September 2017 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 grand total of \$910,206.20. Ms. Stinger 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 Mr. Zoller – Yes	Ms. Stinger – Yes Ms. McCoy – Absent (arrived at 5:03 pm)	Ms. Hernandez-Manno - Absent Mr. Pitman – Yes
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6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending August 2017, Mr. Zoller 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes
		(arrived at 5:03 pm)	

7. CORRESPONDENCE & COMMUNICATIONS - None

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Submission of the sub-grant application for FY 2018 Every Student Succeeds Act (ESSA) Consolidated Formula in the amount of \$133,690: (Special Revenue)
  - a. Title I, Part A (Basic, Concentration, Targeted & EFIG) \$107,990
  - b. Title II, Part A \$25,700

B. PERSONNEL & ADDENDUM

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

1. Resignation of Anne Benoit, Supervisor of Secondary Education at the Assunpink Center, effective end of the business day October 31, 2017, due to retirement
2. Resignation of Katherine Posch, School Nurse at the Assunpink Center, effective end of the business day September 30, 2017
3. Resignation of Laura Moskaluk, LPN Instructor at the Health Careers Center, effective end of the business day October 27, 2017
4. Laurie DeAngelo, current Substitute Nurse for the District, as a full-time, 10-month, contracted employee in the capacity of School Nurse at the Assunpink Center, at an annual salary of \$55,492 (step 5 of the Teacher Guide), pending negotiations, prorated, effective September 25, 2017 through June 30, 2018
5. Sylvia Correa, as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Sypek Center, pending the completion of a criminal background check, at an annual salary of \$38,141, prorated (Step 2 of the Secretary III Guide), pending negotiations, retroactive to August 29, 2017 through June 30, 2018 (11-000-240-105-02-00-2400)
6. Maria Cram, as a Substitute Supervisor for the district, on an as needed basis and at a per diem rate of \$450, not to exceed \$10,000, effective September 20, 2017 through June 30, 2018 (11-000-221-102-01-00-2400)
7. Revised start date for Samuel Chilkotowsky, as a full-time, 10-month, contracted employee in the capacity of Engineering Instructor at the STEM Academy, pending the completion of a criminal background check, at an annual salary of \$60,282, prorated (Step 9 of the Teachers Guide), pending negotiations, retroactive to September 18, 2017 through June 30, 2018 (11-310-100-101-01-00-1950)
8. Robert Lehner as a Substitute Academic Instructor for the District, on an as needed basis and not to exceed 29 hours per week, pending criminal history review, at a per diem rate of \$90, retroactive to September 1, 2017 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
9. Dorothy McCaden as a Substitute Business Technology Instructor and Substitute Academic Instructor for the District, on an as needed basis and not to exceed 29 hours per week, pending criminal history review, at a per diem rate of \$90, effective September 20, 2017 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
10. Barbara Muscara as a Substitute Business Technology Instructor and Substitute Academic Instructor for the District, on an as needed basis and not to exceed 29 hours per week, pending criminal history review, at a per diem rate of \$90, effective September 20, 2017 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)

11. Karen Kuey as a Substitute Nurse for the District, on an as needed basis and not to exceed 29 hours per week, pending criminal history review, at a per diem rate of \$125, effective September 20, 2017 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
12. Christine Jarrach as a Substitute Academic and Substitute Culinary Instructor for the District, on an as needed basis and not to exceed 29 hours per week, pending criminal history review, at a per diem rate of \$125, effective September 20, 2017 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
13. An adjustment of one additional increment for Robert Wurm, Business Technology Instructor at the Sypek Center, for attainment of his standard certificate, pending the outcome of negotiations, effective September 1, 2017 in accordance with the 2014-2017 agreement between the Board of Education and MCVEA
14. An adjustment of one additional increment for Katherine Posch, School Nurse at the Assunpink Center, for attainment of her standard School Nurse certificate, pending the outcome of negotiations, effective September 1, 2017 through September 30, 2017 in accordance with the 2014-2017 agreement between the Board of Education and MCVEA
15. Rescind a stipend in the amount of \$600 for Michael Orfe, School Psychiatrist for the District, originally approved on August 15, 2017 for services as Debate Team Advisor
16. A stipend in the amount of \$600 for Eric Palm, English Instructor at the Sypek Center, for services to be rendered as the Debate Team Advisor during the 2017-2018 school year, retroactive to September 1, 2017 through June 30, 2018, to be paid in two (2) payments of \$300 at the end of the first and second semesters (11-310-100-101-01-00-0000)
17. Karen Kuey, as a part-time Clinical Teacher Assistant with the Health Occupations programs at the Health Careers Center, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective September 20, 2017 through June 30, 2018 (11-310-100-101-01-01-1800)

C. MISCELLANEOUS

Recommend Board approve the following:

1. The following bylaw, policies and regulations for second reading and adoption: (available for review in the Superintendent's office)
  - a. 0000.02 Introduction
  - b. 1240 Evaluation of the Superintendent
  - c. 1240 R Evaluation of the Superintendent
  - d. 1511 Board of Education Website
  - e. 3126 District Mentoring Program
  - f. 3126 R District Mentoring Program
  - g. 3221 Evaluation of Teachers
  - h. 3221 R Evaluation of Teachers
  - i. 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - j. 3222 R Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - k. 3240 Professional Development for Teachers and School Leaders
  - l. 3240 R Professional Development for Teachers and School Leaders
  - m. 5610 Suspension
  - n. 5610 R Suspension
  - o. 5620 Expulsion
  - p. 6511 Direct Deposit
  - q. 8350 Records Retention
  - r. 8507 Breakfast Offer Versus Serve (OVS)
  - s. 8508 Lunch Offer Versus Serve (OVS)
2. Revised Curriculum, Course of Study, Textbook List and Evaluation Form for the 2017-2018 school year for the STEM Academy (attached)
3. Calculus curriculum for the District (available for review in the Superintendent's office)
4. 2017-2018 General Advisory Committee Member List (attached)
5. District Harassment, Intimidation & Bullying Report for September 1, 2017 through September 13, 2017 (attached)
6. Emergency Preparedness Drill Reports for the month of August 2017 (attached)
7. 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, 2017 (attached)
8. 2107-2018 District HIB Safety Team Roster (attached)

Ms. Stinger 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 revised curriculum course of study, General Advisory Committee, HIB report, EPDR, DOE grade report, HIB team roster 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	Ms. Hernandez-Manno – Absent
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes
		(arrived at 5:03 pm)	

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. Initial Applications of Temporary Instructional Space (BS 208A, ET 212) for the 2017-2018 School Year for the STEM Academy at Mercer County Community College (attached)
- D. Contract with Regalena Melrose, PhD, for training and professional development services on February 9, 2018 not to exceed \$5,000 (20-270-000-320-00-18-0270-040) (attached)
- E. Contract with Pro Athletes, Inc. for a one day Leadership, Goal Setting, Tolerance, Respect, Anti-violence, Conflict Resolution, Behavior Management, Character Development and Diversity Workshop on October 13, 2017 at a cost not to exceed \$5,000 (20-270-200-320-00-18-0270-040) (attached)
- F. Agreement with Jonathan Catherman, IM LLC, for staff character and leadership training on October 27, 2017 and February 15, 2018 at a cost not to exceed \$3,350 each training (20-270-200-320-00-18-0270-040) (attached)
- G. Agreement with Jonathan Catherman, IM LLC, for student character and leadership training on November 17, 2017, February 2, 2018 and April 20, 2018 at a cost not to exceed \$3,350 each training (20-270-200-320-00-18-0270-040) (attached)
- H. Contract with Behavior Therapy Associates for presentations on January 22, 2018 and March 5, 2018, for teachers to include social skills training for students with behavior and learning disabilities at a rate not to exceed \$3,000 (\$1,500 each session) to include materials (20-231-200-320-00-18-0231-040) (attached)
- I. Agreement with Russell Reid Waste Hauling and Disposal for the maintenance of grease traps at the Assunpink and Sypek Centers for the 2017-2018 school year, not to exceed \$7,450 (11-000-261-420-02-00-2610 \$3,500; 11-00-261-420-01-00-2610 \$2,600; 11-000-262-420-02-00-2620 \$1,350) (attached)
- J. Agreement with Matt Bellace Presentations, LLC for motivational staff performance on November 20, 2017 for a total of \$2,500 (all inclusive) (20-270-200-320-00-18-0270-040) (attached)
- K. Agreement with Matt Bellace Presentations, LLC for motivational student performances on December 7, 2017, January 24, 2018 and March 22, 2018 for a total of \$7,500 (all inclusive) (20-270-200-320-00-18-0270-040) (attached)
- L. Agreement with Interstate Outdoor Advertising for secondary programs billboard advertising, beginning October 30, 2017 through January 21, 2018, not to exceed \$5,200 (11-000-218-590-09-00-2182-030) (attached)
- M. Resolution for Department of Education submission and amendment of the Long Range Facility Plan (attached)
- N. Accept Perkins Secondary Grant funds in the amount of \$178,316
- O. Reject Bid #18-03 Kitchen Supplies and Equipment per 18A:18A-22b as the lowest bid substantially exceeds the Board of Education's appropriation for the goods or services
- P. Accept donation in the amount of \$500 to the MCTS Diesel Program in memory of Tyler J. Hettel from the Sakun & Devery Family Fund at the Jewish Community Foundation of Greater Mercer
- Q. Vehicle donation of a 2000 Volvo, 5 door wagon, to the Automotive Program at the Sypek Center from Edward Brady

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, field trips, app for MCCC, Melrose, Pro Athletes, Catherman (2) Reid, Bellace (2), Interstate DOE resolution, 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  
Ms. McCoy - Abstain  
(arrived at 5:03 pm)

Ms. Hernandez-Manno - Absent  
Mr. Pitman - Yes

12. EXECUTIVE SESSION

None

13. PUBLIC DISCUSSION

Madeline Lollo, MCVEA President reminded the Board that negotiations are going to mediation. The first meeting is scheduled for October 10, 2017. Ms. Lollo stated that she hopes that the Board will make an effort to be there.

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:05 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

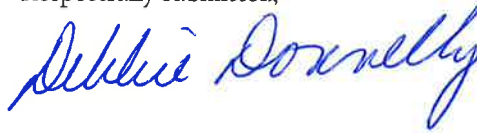
Roll Call: Ms. Iszard - Yes  
Mr. Zoller - Yes

Ms. Stinger - Yes  
Ms. McCoy - Yes

Ms. Hernandez-Manno - Absent  
Mr. Pitman - Yes

The next Regular Meeting shall be held on Tuesday, October 17, 2017 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Debbie Donnelly  
Assistant Business Administrator/Board Secretary