

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

MINUTES OF MAY 21, 2013

The Board Meeting of May 21, 2013 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 May 17, 2013.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

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

The Board recessed to Executive Session at 5:02 pm on a motion made by Mr. Zoller and seconded by Ms. Stinger and carried by roll call vote.

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 discussion of such subject matter in closed session will be disclosed to the public when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

Mr. Zoller introduced a motion to reconvene the regular meeting at 5:14 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

PUBLIC DISCUSSION

Dr. Schneider read a proclamation (attached) from Executive Administrator Brian Hughes congratulating MCTS students on the NJAC Technical School cook-off held in Atlantic City, NJ on May 10, 2013. Freeholder Ann Cannon, Vice President of NJAC attended the cook-off, in which MCTS students had a three way tie for “Table Display”.

Dr. Schneider asked Chef Scott Engle of the Sypek Center to explain.

Chef Engle said that the team is made up of all juniors since he wanted to expose them to see what other schools are doing because it prepares them for opportunities. He handed out a calendar to the Board members, which was part of the SkillsUSA competition to raise awareness of preservation of the farm to table program. He explained it was a project that was partnered with Landscape, Building Trades and Graphic Design classes as an event that was not done before and it was enjoyable working with staff on this project.

Dr. Schneider stated that Chef Engle is the chair of the District Evaluation Advisory Committee (DEAC) and asked him to report on that committee.

Chef Engle noted that none of models they reviewed had one designed for a technical school. He said that there was seven (7) areas to evaluate all teachers and the teachers were going to be trained on June 25-26, 2013. The committee came up with areas of evidence so they can be evaluated. They will meet to help staff feel more at ease and will develop a list to show how the staff can meet the teacher standards.

Mr. Pitman asked if they are keeping the process in house.

Chef Engle said yes because we are open to share our ideas.

Mr. Zoller asked how long have you been in the District?

Chef Engle said 15 years.

Chef Engle pointed out the SGO Process on the handout, which shows the input and timeline to meet the goals. He said that they are weighing the 7 standards evenly and will use NOCTI exams and licensure for results. He stated that Step 1 is to think about last year's class and the incoming class and they will develop goals with their Principals, set the goals and meet those goals. Some students enter with lower and some with upper level backgrounds, but our programs are task orientated and we teach the skills.

Dr. Schneider noted that in the past Chef Engle has mentioned in the real world you have to work with the staff you have in a kitchen so you work with them to get the tasks done.

The Board thanked Chef Engle for his presentation.

Dr. Schneider noted that there was a handout of a press release on Annie Jarosz, who was presented with the MCTS Career Success Award. Annie is a 2006 MCTS graduate and owner of Propaganda Salon. Dr. Schneider also brought another news article to the Board's attention. The SkillsUSA competition was named a "Hit" by the Times. Top winners earned the opportunity to compete at the national competition in Kansas City, MO in June. Winners will be present at a future Freeholder Board meeting.

MINUTES OF PREVIOUS MEETING

The regular session meeting and Executive session minutes of April 23, 2013 were brought before the Board for approval. Upon reviewing the minutes of April 23, 2013, Mr. Zoller 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:	Mrs. Iszard - Absent	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Dr. Stewart - Absent	Mr. Pitman - Yes

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,564,467.13 for May 2013 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 \$1,564,467.13. 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:	Mrs. Iszard - Absent	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Dr. Stewart - Absent	Mr. Pitman - Yes

BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending April 2013, 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:	Mrs. Iszard - Absent	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Dr. Stewart - Absent	Mr. Pitman - Yes

CORRESPONDENCE & COMMUNICATIONS - None

COMMITTEE REPORTS

Ms. Swirsky presented the results of the Merit Goals she worked on as listed in the Board's Resolution of November 2012.

She explained in the first goal that she was not certain how to compare the results of the Johnson Control, Inc. (JCI) M & V Report. During a meeting with JCI it became apparent that there were many issues remaining which she noted on the report and she did not feel their results were accurate. Ms. Swirsky noted the large number of items still on the punch list, for which, she met with Sean Cavalier, Manager of Buildings and Grounds, and JCI to address and correct. When the punch list was reduced to about 4 items she felt that the M&V report could be accepted. Ms. Swirsky asked the Board to look at page 6 of the initial M&V report in order to compare the numbers to the revised M&V report, which reflects the changes after the punch list items were addressed. She then had to decide how to figure out if the total savings reported by JCI was within the 5% expected. Ms. Swirsky noted that she used the prior period of 18 months as the base in order to compare to the same corresponding months used by JCI. She was very excited to find that not only had the savings been met, but was exceeded by 10%. She said she double checked her numbers and compared to current expenses, found that the District was still saving on the utilities at the same rate.

Dr. Schneider said she was also surprised by the results.

Ms. Swirsky went on to discuss her second goal which required the District to bid and contract to address the issues reflected in the Civil Rights Review. She explained that it was not necessary to re-bid any part of the project. All the bids were good, but they came in over the \$7M due to including some additions that would make the project complete. As a District, we did not want to go back and redo work that, in turn, would cost more, for which there would be no more funding. She explained that the paving project came in under budget, so the Board of School Estimate allowed us to transfer funds to complete the \$7M+ project. Ms. Swirsky showed the Board the contracts listed on the agenda for approval. She thanked Dr. Schneider and the Board for their support.

The Board thanked her for all her hard work.

SUPERINTENDENT'S REPORT

NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM:

Recommend the Board approve the following:

- Revised Inter-local Services Agreement, July 1, 2012 to June 30, 2017, between Mercer County Technical School District and Mercer County Special Services School District, originally approved by the Board on August 21, 2012. (See attached - cherry sheet)
- Submission of grant applications for FY 2014 under the Carl D. Perkins Vocational and Technical Education Act of 1998 as follows: (Special Revenue)
 - Perkins Secondary: \$214,720
 - Perkins Postsecondary: \$105,263 (Declining Federal: \$6,964)
- Affiliation Agreement between Mercer County Technical Schools and Rutgers School of Nursing-Camden effective retroactive to May 1, 2013 through April 30, 2014. (See attached - canary sheets)
- Approval to submit, to the Executive County Superintendent, Merit Goal request for Nancy Swirsky, Business Administrator, for successfully attaining two (2) Quantitative Goals during the 2012-2013 school year.
- Appendix A and a Contract Agreement between Mercer County Technical Schools and Mercer County Community College, for the 2013-2014 school year, to continue to provide a Medical Assistant Program for students enrolled at the Health Careers Center with tuition rate of \$142 per credit for Mercer County residents. (See attached - green sheet)

Roll Call: Mrs. Iszard - Absent
Mr. Zoller - Yes

Ms. Stinger - Yes
Dr. Stewart - Absent

Mr. Pitman - Yes

PERSONNEL

NEW POSITION

Recommend the Board approve the creation of a new shared position, Assistant Superintendent, effective September 1, 2013, in accordance with the 2013 - 2017 MCTS and MCSSSD Inter-local Agreement.

TO BE HIRED

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

- Nancy Swirsky, Business Administrator, to receive Merit Goal payment of 3.33% times base contract salary per goal, upon approval of Executive County Superintendent, for successfully attaining two (2) Quantitative Goals, to be processed through payroll at Mercer County Special Services School District and reimbursed by MCTS. (11-000-251-104-07-00-2510)
- Patricia Griffin, Manager of Technology, to be paid an hourly overtime rate of \$61.11 for 10 hours of over-time work on the MCTS website and prepping student accounts for Google Docs use, from April 1, 2013 through May 15, 2013. (11-000-252-104-07-00-2520)
- A stipend in the amount of \$275 for Janice LaFleur, Baking and Dining Services Instructor at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students at the following SkillsUSA completions (11-310-100-101-02-02-0000):
 - March 23, 2013 –at Gloucester County Vocational School (\$75)
 - April 19 – April 20, 2013 –in Somerset, NJ (\$200)
- A stipend in the amount of \$200 for Scott Engle, Culinary Arts Instructor at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students at the SkillsUSA competition April 19 – 20, 2013 in Somerset, NJ. (11-310-100-101-02-02-0000)
- A stipend in the amount of \$150 for David Nash, CIE Coordinator for the district, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students at the following SkillsUSA completions (11-310-100-101-02-02-0000):
 - March 23, 2013 –at Gloucester County Vocational School (\$75)
 - April 20, 2013 –in Somerset, NJ (\$75)
- A stipend in the amount of \$75 each for the following staff at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning the SkillsUSA Preschool Teaching Assistant competition at Old Bridge High School on February 23, 2013 in Somerset, NJ (11-310-100-101-02-02-0000):
 - Ronda Robinson, Health and Child Care Instructor
 - Joan Hylton, Teacher Assistant
- A stipend in the amount of \$75 each for the following staff at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning the SkillsUSA completion on March 23, 2013 at Gloucester County Vocational School (11-310-100-101-02-02-0000):
 - Eric Mason, Criminal Science and Forensic Science Instructor
 - Robert Gonier, Automotive Collision Technology Instructor
- A stipend in the amount of \$75 each for the following staff at the Sypek Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students at the SkillsUSA competition on April 20, 2013 in Somerset, NJ (11-310-100-101-02-02-0000):
 - William Park, Automotive Technology Fundamentals Instructor
 - Corrina Green, Health and Physical Education/ Driver's Education Instructor
 - Shefali Kumar, School Nurse
 - Ed Birdsall, Landscape Maintenance and Design Instructor
 - Marcie Tandy, Business Office Applications & Technology Instructor
- A stipend in the amount of \$75 for Patrick Schroeder, Diesel Technology Instructor at the Assunpink Center, in accordance with the Agreement between Board and MCVEA – Article XX (F), for chaperoning students at the SkillsUSA Diesel Equipment Technology competition on March 23, 2013 at Lincoln Technical Institute. (11-310-100-101-01-01-0000)
- The following 10-month Coordinators for compensation at a per diem rate for additional 10 work days on the dates indicated:
 - Lance Simek: June 20, 21, 24, 27, 28 and August 23, 26, 27, 28, 30 (11-000-218-104-02-00-2180)
 - David Nash: June 20 and 21, July 1, 2, 3, 5, August 23, 26, 27, 28 (11-310-100-101-01-00-1800)
- A revised stipend amount of \$600, prorated, for Samantha Asch, Math Instructor for the Health Science Academy, for serving as Yearbook Advisor from February 1, 2012 through April 29, 2013, at which time she resigned from the position, the revised stipend amount is \$360. (11-310-100-101-01-01-0000)
- The attached listing of students to participate in the Summer Work Study Program at both the Assunpink and Sypek Centers for the period June 24, 2013 through August 16, 2013, on an as-needed basis, at hourly rates of \$8.50. (See attached - gray sheet). (11-000-218-110-0X-00-2181)
- The continuation of full-time, 10-month contracted, Automotive Technology Instructor (Louis Carnation) to teach at Hopewell Valley Regional School District for the 2013-2014 school year during the period September 1, 2013 through June 30, 2014 as per Agreement with Hopewell Valley Regional School District. (11-310-100-101-02-00-1710) 50% & (11-310-100-101-02-11-1710) 50%
- Michael Cramer for summer supervision of students on dealership jobs under the AYES program, at an hourly rate of \$28.00, effective July 1, 2013 – August 30, 2013 for a total not to exceed 30 hours. (11-310-100-101-02-01-1413)

- William Park for summer supervision of students on dealership jobs under the AYES program, at an hourly rate of \$28.00, effective July 1, 2013 – August 30, 2013 for a total not to exceed 30 hours. (11-310-100-101-02-01-1413)
- Lance Kounitz, Substitute Graphic Arts Instructor, to work in the Graphic Arts Technology shop to complete summer print orders for the District for a 14 day period, 8:00 am – 3:00 pm at an hourly rate of \$28, effective June 24, 2013 – July 12, 2013. (11-310-100-101-02-01-1413)

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.

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

MISCELLANEOUS

Dr. Schneider recommended the Board approve the following:

- Revised Career-Prep Agreement between MCTS and Mercer County Community College for the Dance program for the remainder of the 2012-2013 school year. (See attached - green sheet)
- Revised Thomas J. Rubino Academy’s 2012 – 2013 Calendar, adjusting May 24 and June 6, 2013. (See attached - canary sheet)
- Revised Adult Evening Schools’ 2013 – 2014 Calendar, adjusting Thanksgiving Recess. (See attached - blue sheet)
- Job Description for the new position of Assistant Superintendent. (See attached – lilac sheets)
- A Host Site Collaborative Agreement between Mercer County Technical Schools and Hopewell Valley Regional School District for operating an Automotive Technology Program (AM session only: 11:45 am – 2:30 pm) at Hopewell Valley Central High School for the 2013-14 school year, commencing September 1, 2013 through June 30, 2014. (See attached – buff sheet)
- Board regulation for first reading:
 - 8220R School Closings (See attached - salmon sheets)
 - 9120 Public Relations Program (See attached - gray sheets)
 - 9120R Public Information Program (See attached - white sheets)
- Board policy for second reading and adoption:
 - 6150 Tuition Income (See attached - green sheet)
- The Harassment, Intimidation & Bullying Report for March 1, 2013 – May 16, 2013:

SCHOOL	MONTH	INVESTIGATION	HIB	NON-HIB	PENDING
ASSUNPINK CENTER	March	Case # 003-12/13 (3/11/13)	Yes	-	Closed
		Case # 004-12/13 (3/19/13)	Yes	-	Closed
		Case # 005-12/13 (3/20/13)	-	Yes	Closed
	April	0	0	0	0
	May	0	0	0	0
SYPEK CENTER	March	Case # 010-12/13 (3/20/13)	-	Yes	Closed
	April	0	0	0	0
	May	0	0	0	0
THOMAS J. RUBINO ACADEMY	March	0	0	0	0
	April	0	0	0	0
	May	Case # 005-12/13 (5/15/13)	0	0	Pending
POST-SECONDARY	March	0	0	0	0
	April	0	0	0	0
	May	0	0	0	0

- The Emergency Preparedness Drill Reports for the month of April 2013. (See attached – cherry sheets)

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 Revised Career-Prep Agreement, Revised Thomas J. Rubino Academy's 2012 – 2013 Calendar, Revised Adult Evening Schools' 2013 – 2014 Calendar, Asst Superintendent job description, Host Site Agreement, regulations 8220R, 9120 and 9120R, policy 6150, HIB report and Emergency Preparedness Drill Reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

OLD BUSINESS - None

NEW BUSINESS

Mrs. Swirsky recommended the Board approve the following:

- IIA. Travel requests (attachment).
- IIB. Field trip requests (attachment).
- IIC. Acceptance of the Deutsche Bank report for August 2012, February 2013 and April 2013 disbursements on behalf of PNC ESIP lease (attachment).
- IID. Authorize the sale of Solar Renewable Energy Certificates (SREC) from calendar year 2012 as follows: 206 from Assunpink and 199 from Sypek for a total of 405 SREC's using the Flett Exchange Online Auction. Date and time to be determined (attachment).
- IIE. Renew the Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (NVA) plan for staff at the same rate as prior year (\$5.00 per employee) for the 2013-2014 school year (attachment).
- IIF. MCTS Written Hazard Communication Program for the 2013-2014 school year (attachment).
- IIG. Affiliation agreement with University Medical Center of Princeton for the training of our health occupation trades for the period May 22, 2013 through December 31, 2015 (attachment).
- IIH. Award the Cosmetology Supplies Bid #14-101 for the period July 1, 2013 through June 30, 2014 to the following vendors: (attachment)
 - Burmax Company, Inc.
 - Emiliani Enterprises
 - Marianna Industries
- III. Performance Contracting Value Report for MCTS for the period July 2011 to December 2012 (attachment).
- IIJ. Fraytak, Veisz, Hopkins, Duthie PC architectural firm of record for the alterations and additions at the Assunpink and Sypek Centers under contract FVHD #4312/4313 for 2013-2014.
- IIK. SNAP Health Center software in order to meet State Health Department requirements to track and manage student health data for the 2013-2014 school year \$3,491 (11-000-213-610-0X-00-2130).
- II L. AIA Document A101-2007 contract with Rampart Construction Co., Inc. for project FVHD #4312/4313 for \$4,795,900 with funding from the Mercer County Board of School Estimate, approved on April 24, 2013 (hand out).
- II M. AIA Document A101-2007 contract with Zsenak Electric Co., Inc. for project FVHD #4312/4313 at Assunpink Center for \$366,700 and at Sypek Center for \$278,400 with funding from the Mercer County Board of School Estimate, approved on April 24, 2013 (hand out).
- II N. AIA Document A101-2007 contract with Performance Mechanical Corporation for project FVHD #4312/4313 for \$874,600 with funding from the Mercer County Board of School Estimate, approved on April 24, 2013 (hand out).

- IIO. AIA Document A101-2007 contract with Gale Sganga, Inc. for project FVHD #4312/4313 for \$377,300 with funding from the Mercer County Board of School Estimate, approved on April 24, 2013 (hand out).
- IIP. AIA Document A101-2007 contract with Dumont Mechanical, Inc. for project FVHD #4312/4313 for \$346,190 with funding from the Mercer County Board of School Estimate, approved on April 24, 2013 (hand out).
- IIQ. AIA Document A101-2007 contract with J.V. Palmonari, Inc. for project FVHD #4312/4313 for \$4,795,900 with funding from the Mercer County Board of School Estimate, approved on April 24, 2013 (hand out).
- IIR. Donate playground equipment no longer used at the Sypek Center to the German-American Society, Hamilton, NJ, a non-profit organization.
- IIS. Contract with Easycoast Productions, Brad Shutack, for professional services to prepare a Health Careers Center video per attached project proposal 2013-7 not to exceed \$2,840 (13-330-200-590-05-00-2400) (attachment).
- IIT. Advertise the sale of the following items from Assunpink Center, on the MCTS website, due to non-use and age:

Thompson Grinder- EQP 0095
 Brown and Sharpe Grinder- MS 055
 Do All Horizontal Grinder- EQP 0093
 2 Rockwell Hardness Testers- MS035, MS036
 Kysor Johnson Bandsaw- MSSA013
 Bridgeport CNC- MS037
 Voest Metal Lathe- EQP0085
 Enterprise 1330 Lathe- EQP0084
 South Bend Lathe- EQP0084
 South Bend Lathe- EQP0077
 Fexac CNC- EQP0086
 Smith & Mills Lathe- EQP0079
 Rockwell Lathe- EQP0078

- IIU. Contract with Regalena Melrose, PhD, for training and professional development services on September 9, 2013 for \$4,500 per agreement, to be paid with NCLB grant funds (attachment).

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 the field trips, travel requests, Deutsche Bank reports, SRECs, NVA, MCTS Written Hazard Communication Program, affiliation agreement, cosmetology bid award, Performance Contracting Value Report, SNAP, AIA contracts for Rampart Construction Co., Inc, Zsenak Electric Co., Inc., Performance Mechanical Corporation, Gale Sganga, Inc., Dumont Mechanical, Inc. and J.V. Palmonari, Inc., Easycoast Productions shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:50 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

The next meetings of the Board shall be Tuesday, June 18, 2013 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky
School Business Administrator/Board Secretary