The Board Meeting of January 22, 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 after wishing everyone a Happy New Year:

“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 January 7, 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 - Yes       Ms. Stinger – Yes
          Mr. Zoller - Yes               Dr. Stewart - Yes
          Mr. Pitman - Yes

PUBLIC DISCUSSION

Ms. Lori Perlow, District Communications Officer, presented a marketing photo update that was completed by a student in the Graphic Arts program. Along with other students in the program, they came up with a new tag line, “Where your future is in your hands”. Ms. Perlow would like the Board to approve the use of the new tag line for the District’s marketing to attract students. Ms. Perlow handed out samples of new marketing items that have the MCTS logo on them.

Dr. Stewart stated that he attended a WIB (Workforce Investment Board) meeting and learned that in New Jersey the WIB has a website where you can build your own website and post job openings. There are three job postings for every applicant due to the skills gap. Dr. Stewart told Beverly Mills, Director of WIB, that he would like to find out more about the gap and also if some training programs are available through the WIB.

Peter Frascella, Principal of Evening School, said that students often go to a college for a year or two, but a trades program is a four year commitment. Some students want to go to a class and then get a job in a six week or six month program. Mr. Frascella explained how long it would take to become certified in an apprentice trade after four to five years.

Dr. Stewart asked which trades had a shortage.

Mr. Frascella said there is a shortage of welders and tool and die operators due to students doing high end course work in math. In addition, they need to keep up their education for their certificate.

Mr. John Zoller asked Mr. Frascella if he goes to schools to recruit students.

Mr. Frascella said that he and Ms. Sharon Nemeth go twice a year to schools and attend various open houses through the apprentice programs. Ms. Nemeth noted that the administrators are all members of various WIB committees because it is a great network.

Mr. Zoller asked, how are students recommended to come to the programs.

Ms. Nemeth said, usually after they have presented at a program, but Ms. Perlow does her recruitment before to introduce students to the program.

Dr. Stewart said that Megan Ferdetta’s dad gave him a box of flyers titled “What’s Next?” to be distributed to students. Ms. Lucille Jones, Principal of Assunpink, thanked him and took the flyers.

Mr. Frascella explained that this is why we went through the Middlestates review so we can offer twilight programs for adults going into the trades and we have AWS (American Welding Society) certification in some programs.

Dr. Stewart asked what is the starting salary for a welder.

Mr. Frascella stated between $30 - $40 per hour.

Ms. Yolanda Stinger asked if they bring alumni to speak with you. Ms. Nemeth said that was a great idea. Ms. Stinger said her background in high school was that she was class president and wanted to go the Vo-Tech School.
Ms. Nemeth noted that she encourages staff to attend the recruitment meetings.

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of December 18, 2012 were brought before the Board for approval. Upon reviewing the minutes of December 18, 2012, Mr. Zoller introduced a motion for the Board to approve the minutes. Mrs. Iszard seconded the motion and it was carried by roll call vote.

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

BILLS TO BE APPROVED

Bills totaling $1,929,848.20 for January 2013 were brought before the Board. Upon reviewing the bills presented, Mrs. Iszard introduced a motion for the Board to approve the bill list totaling $1,929,848.20. Mr. Zoller seconded the motion and it was carried by roll call vote. The bill list shall be attached to the original minutes filed in the Board Office as an official document of the Board.

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

BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending December 31, 2012, Mr. Zoller introduced a motion the Board approve the reports as presented, whereby, the Board Secretary certifies all necessary budget transfers to date and that major accounts and fund balances have not been over-expended and sufficient funds are available to meet the District’s financial obligations. Mrs. Iszard seconded the motion and it was carried by roll call vote. Said reports, including budget transfer reports, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

CORRESPONDENCE & COMMUNICATIONS

Ms. Nancy Swirsky presented the preliminary budget information (hand out) for the 2013-2014 school year. She discussed the items on each page and noted the following:

- District is still reviewing the enrollment trends and enrollment is holding steady
- DOE has new budget software and there will be bugs. With the Governor’s address not until February 26 and budgets due March 7th, it does not give Districts much time to complete the entries
- Without any direction the Districts are expecting no increase in State aid
- The tuition rates are going up for 2013-2014 but there has been no negative feedback from sending districts
- SREC’s were budgeted at $125-$135 but are currently at $85
- Security measures will be installed after the completion of the renovations of the doors and anticipated cost to be approximately $300,000 to add coded ID’s and cameras on buildings
- Various portions of the Commissioner’s Educational Adequacy Report (hand out) and the potential affect on vocational school budgets

Dr. Stewart explained that Ms. Swirsky met with Yut’se Thomas, DOE, on the enrollment issues related to the Rubino Academy students. Ms. Swirsky was able to come up with a simple fix to a complex situation. Ms. Swirsky noted that it was with the input of Tanya Dawson, Ashley Peterson and Patricia Griffin that she came up with the solution to solve the differences between ASSA student count and NJ Smart records.
SUPERINTENDENT'S REPORT

NEW PROGRAMS/SPECIAL PROJECTS:

Recommend the Board approve the following:

None

PERSONNEL & ADDENDUM

Resignation:
Recommend Board accept the resignation of Thomas Hull, Heating, Ventilation and Air Conditioning Instructor at the Assunpink Center, effective at the end of the business day January 18, 2013.

The Board duly noted the resignation of Thomas Hull.

Leave with Pay:
Recommend Board approve revised leave end date for Thomas Spezzano, Jr., Building Maintenance Trades Instructor at the Sypek Center, from January 30, 2013 to January 31, 2013, with pay and continuation of benefits.

Recommend Board approve Sylvia Kraehenbuehl, Secretary III at the Assunpink Center, effective January 11, 2013 through February 22, 2013, with pay and with continuation of benefits, using sick days. Ms. Kraehenbuehl will return to work upon authorization from her physician and in accordance with the conditions specified in the contractual agreement.

Leave without Pay:
Recommend the Board approve revise leave start date Thomas Spezzano, Jr., Building Maintenance Trades Instructor at the Sypek Center, to take medical leave without pay, with continuation of benefits in accordance with the Family and Medical Leave Act (FMLA) guidelines, not to exceed 12 weeks, effective February 1, 2013 through March 12, 2013, totaling six (6) weeks.

EMERGENT HIRING

Recommend Board approve Joanna Koreyva as a full-time, contracted employee in the capacity of temporary leave-replacement for the Business Secretary (Confidential) in the Board office, pending completion of the criminal history background check, effective February 1, 2013 through June 30, 2013, at a salary of $44,500.00, prorated. (11-000-251-07-00-2510)

Recommend Board approve Jalesah Brooks, pending completion of the criminal history background check, as a full-time, temporary leave-replacement for Secretary III at the Assunpink Center, on an as-needed basis, not to exceed 34 hours per week, effective January 23, 2013 through February 22, 2013, at an hourly rate of $13.00.

TO BE HIRED

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

A stipend in the amount of $300 each ($100 each night and $100 next day) for chaperoning students' activities at the DECA Conference in Cherry Hill, NJ from February 27, 2013 through March 1, 2013 (three days and two nights) in accordance with the agreement between the Board of Education and MCVEA – Article XX (F), for the following Sypek Center staff members:

- William Gould, Instructor of Retail Food Marketing (11-310-100-101-02-02-0000)
- Linda Potter, Instructor of Applied Academics (11-310-100-101-02-02-0000)

A revised hourly overtime rate of $54.09 for Sean Cavalier, Manager of Buildings and Grounds, to be applied to 10 hours of work, originally approval by the Board on December 18, 2012, due to a water main break at the Assunpink Center on December 15, 2012. (11-000-262-104-07-01-2620)

Sean Cavalier, Manager of Buildings and Grounds, to be paid an hourly overtime rate of $54.09 for 19 hours of work on January 11 (four (4) hours), January 12 (12 hours) and January 13, 2013 (three (3) hours), due to a water main break at the Sypek Center. (11-000-262-104-07-01-2620)

A revised start date of January 3, 2013 for Joseph Chell, as part-time Instructor to teach the Culinary program at Katzenbach School for the Deaf, on an as-needed basis not to exceed 34 hours per week, at an hourly rate of $32.00. Mr. Chell was originally approved for employment by the Board on November 20, 2012, effective November 26, 2012 through June 30, 2013 or until Mr. Chell receives notice of employment from the State of New Jersey, as per Host Site Collaborative Agreement between Mercer County Technical Schools and Katzenbach Extended Services Contract. (11-310-100-101-09-00-9000)
George Martin as a part-time Welding Instructor for the Adult Evening Schools, on an as-needed basis, effective January 23, 2013 through June 30, 2013, at an hourly rate of $29.00. (13-629-100-101-04-01-1600)

Donna Bliszcz-Sabo as a Substitute Health Fields Instructor for the district, on an as-needed basis, effective January 23, 2013 through June 30, 2013 at a per diem rate of $90.00.

Mrs. Iszard introduced a motion for the Board to approve the aforementioned. Mr. Zoller seconded the motion and it was carried by roll call vote.

Roll Call: Mrs. Iszard - Yes Ms. Stinger – Yes Mr. Zoller - Yes Dr. Stewart – Yes Mr. Pitman – Yes (Abstain on Emergent Hiring)

MISCELLANEOUS & ADDENDUM

Dr. Schneider recommended the Board approve the following:

Megan Ferdetta, School Counselor at the Assunpink Center, to serve as Educational Stability Liaison for the district, effective January 23, 2013 through June 30, 2013.

Policy for second reading and adoption:

- 2110 District Mission Statement/Philosophy of Education (See attached - salmon sheet)

School Improvement Panels for the district, effective January 23, 2013 through June 30, 2013 as follows:

- Assunpink Center
  1. S. Lucille Jones, Principal
  2. Scott Brettell, Supervisor

- Sypek Center
  1. Mary Smith-Jones, Principal
  2. Alice Curry-Sheret, Supervisor

- Thomas J. Rubino Academy
  1. Henry Krzeczkowski, Principal
  2. John Garrity, Executive Director

- Post-secondary
  1. Sharon Nemeth, Principal
  2. Peter Frascella, Principal

The revised Harassment, Intimidation & Bullying Report for November 1, 2012 – January 17, 2013:

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The Emergency Preparedness Drill Reports for the month of December 2012. (See attached – cherry sheets)
Mrs. 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 policy 2110, HIB report and Emergency Preparedness Drill Report shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

OLD BUSINESS
None

NEW BUSINESS & ADDENDUM

Mrs. Swirsky recommended the Board approve the following:

IIA. Travel requests (attachment).

IIB. Field trip requests (attachment).

IIIC. Affiliation agreement with Dr. Richard Friedland (Internal Medicine) for the training of our health occupation trades for the period January 16, 2013-December 31, 2013 (attachment).

Ms. Stinger asked what are Dr. Friedland’s services or role with the District. Ms. Sharon Nemeth said it is for students clinical rotation as interns.

IID. Continue to use U.S. Communities Government Purchasing Alliance under a Cooperative Purchasing Agreement for the period January 1, 2013 through December 31, 2013 (attachment).

IIE. Continued Shared Service Agreement with Mercer County Community College for printing services, January 1, 2013 through December 31, 2013.

IIF. Accept $2,000 from Burlington County Insurance Pool joint Insurance Fund for recognition of outstanding performance in claims management and for maintaining a loss ratio below 50%.

IIG. Professional Employment Agreement with Annmarie Ricci from the Mercer County Special Services School District as a Payroll Consultant on an as needed basis for the period February 1, 2013 through June 30, 2013 at an hourly rate of $40.00 not to exceed $1,500. Mercer County Technical Schools will pay 100% as per the Inter-local Services Act, N.J.S.A. 40:8A-1 et sq. (11-000-251-104-07-00-2510).

IIH. Revised preliminary Budget Planning Schedule for the 2013-2014 school year (handout).

Mrs. 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 the field trips, travel requests, affiliation agreement and Cooperative Purchasing Agreement shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

There being no further business the Board recessed to Executive Session at 5:40 pm on a motion made by Mrs. Iszard and seconded by Mr. Zoller 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.

1383
Mrs. Iszard introduced a motion to reconvene the regular meeting at 5:48 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

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

There being no further business to come before the Board, Mrs. Iszard introduced a motion the meeting be adjourned at 5:49 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be Tuesday, February 19, 2013 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky  
School Business Administrator/Board Secretary