

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

MINUTES OF JULY 15, 2014

The Board Meeting of July 15, 2014 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 June 30, 2014.

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 - Present	Ms. Stinger - Absent	Dr. Morana - Absent
	Mr. Zoller - Present	Mr. Murphy - Present	Mr. Pitman - Present

PUBLIC DISCUSSION

Mrs. Rossano, parent of a 2014 graduate said her son attended the Health Science Academy for four (4) years and he was part of the founding group. Mrs. Rossano stated that there needs to be more communication between the school and parents, utilizing the phone notification system. She would like to know about student calendar, back to school events, prom and other activities. Mrs. Rossano said she felt left out not knowing when school activities were going on. Mrs. Rossano stated that she wanted the Board members to know, that thanks to Dana (Hice DePugh) she was able to get transcripts so her son could enroll in college. That was another issue that needs to be looked at moving forward.

Mr. Pitman stated that he attended all the awards ceremonies and saw 19 very happy students. He further stated, that he has no doubt that these students will be very successful. Mr. Pitman noted the concerns of Mrs. Rossano stating that Ms. Nemeth is our new principal and she will address the issues brought to the Board's attention.

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of June 17, 2014 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of June 17, 2014. Mr. Zoller 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:	Mrs. Iszard - Yes	Ms. Stinger - Absent	Dr. Morana - Absent
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

The Executive minutes of June 17, 2014 were brought before the Board for approval. Upon reviewing the Executive minutes of June 17, 2014, Mr. Zoller introduced a motion for the Board to approve the minutes. Ms. Iszard seconded the motion and it was carried by roll call vote. Approval of Executive minutes of June 17, 2014 is for content, not for release. Release to be determined when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

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

BILLS TO BE APPROVED/TRANSFERS & HANDOUT

Bills totaling \$2,319,867.12 for July 2014 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Murphy introduced a motion for the Board to approve the bill list totaling \$2,319,867.12. Mr. Zoller 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 - Yes	Ms. Stinger - Absent	Dr. Morana - Absent
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending June 2014, 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. Mr. Zoller 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 – Yes Ms. Stinger – Absent Dr. Morana - Absent
 Mr. Zoller – Yes Mr. Murphy - Yes Mr. Pitman - Yes

CORRESPONDENCE & COMMUNICATIONS

None

SUPERINTENDENT'S REPORT NEW PROGRAMS/SPECIAL PROJECTS

None

PERSONNEL & ADDENDUM

Dr. Schneider recommended Board approve the following personnel in the job categories, salary/wage rates, time periods specified:

1. S. Lucille Jones, Principal of the Assunpink Center, to take leave of absence with pay and continuation of benefits using sick days, effective August 5, 2014 and will return to work upon authorization from her physician and in accordance with the conditions specified in the contractual agreement
2. Sharon Nemeth, current Principal of the Health Careers Center, to be paid an additional \$200 per day while transitioning to her new role as Principal of Assunpink Center and Health Careers Center effective July 14, 2014 through August 31, 2014 (11-000-240-103-01-00-2400)
3. Reduction in force of Jennifer Schimpf, Medical Assistant Instructor at Health Careers Center, caused by program elimination due to low enrollment, effective end of business day September 19, 2014
4. Termination of Tara Otto, Computer Database Support Specialist for the district, effective end of business day August 8, 2014
5. Natalie Aulicino, current half-time employee, to a full-time, 10-month contracted employee in the capacity of Biology Instructor for the Sypek Center at an annual salary of \$52,857 (Step 1 of the 2013-2014 Salary Guide), pending the outcome of negotiations, effective September 1, 2014 through June 30, 2015 (11-320-100-101-03-00-1027) (11-310-100-101-02-00-1719)
6. Hope Costa, current half-time employee, to a full-time, 10-month contracted employee in the capacity of English Instructor for the Health Science Academy at an annual salary of \$52,857 (Step 1 of the 2013-2014 Salary Guide), pending the outcome of negotiations, effective September 1, 2014 through June 30, 2015 (11-310-100-101-01-00-1900)
7. Gargyee Roy as a full-time, 10-month contracted employee in the capacity of Teacher Assistant at the Sypek Center, pending the completion of criminal background check, at an annual salary of \$24,449 (Step 3 of the 2013-2014 Salary Guide), pending the outcome of negotiations, effective September 1, 2014 through June 30, 2015 (11-320-100-106-03-00-1439)
8. Janice LaFleur, Baking and Dining Services Instructor for the Sypek Center, to receive one compensatory day and 5.5 hours additional pay for working after contracted workday hours on Board approved activities, 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)
9. Scott Engle, Culinary Arts Instructor for the Sypek Center, to receive one compensatory day and 21.75 hours additional pay for working after contracted workday hours on Board approved activities, 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)
10. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53 for a total of 11.5 hours, for work due to a water main break at the Sypek Center on June 28 and June 29, 2014 (11-000-262-104-07-01-2620)
11. The resignation of Scott Brettell, Supervisor of Secondary Education at the Assunpink Center, effective the end of the business day September 12, 2014 or sooner if the Superintendent deems appropriate
12. Maria Cram as an Interim Supervisor of Secondary Education at the Sypek Center, on an as needed basis and not to exceed four (4) days per week, at a per diem rate of \$450, effective July 16, 2014 through December 31, 2014 (11-000-218-104-03-00-2183)

13. Revised start date of Ann Marie Bette as a full-time, 12-month, contracted employee in the capacity of Secretary I at the Assunpink Center, pending the completion of criminal background check, at Step 9, at an annual salary of 47,426, prorated, pending the outcome of negotiations, from July 28, 2014 to August 4, 2014 (11-000-240-105-01-00-2400)
14. Monisha Utley as a full-time, 10-month contracted employee in the capacity of Teacher Assistant at the Sypek Center, pending the completion of criminal background check, at an annual salary of \$24,449 (Step 3 of the 2013-2014 Salary Guide), pending the outcome of negotiations, effective September 1, 2014 through June 30, 2015 (11-320-100-106-03-00-1439)
15. 2014-2015 District Substitutes, on an as-needed basis and not to exceed 29 hours per week, effective September 1, 2014 through June 30, 2015, at per diem rates according to the current Salary/Wage Guide (attached) (11-310-100-101-01-01-1701 / 11-310-100-101-02-01-1710)

Mr. Murphy 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 - Absent	Dr. Morana - Absent
	Mr. Zoller - Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

MISCELLANEOUS & ADDENDUM

Dr. Schneider recommended the Board approve the following:

1. Placing the Medical Assistant (MA) program on hold at the Health Careers Center, due to lack of enrollment, effective August 1, 2014
2. School Nursing Services Plans for the 2013-2014 school year for the following schools:
 - a. Assunpink and Sypek Centers (attached)
 - b. Thomas J. Rubino Academy (attached)
3. Standard Procedures of School Health Services/Standing Orders for the 2014-2015 school year for the following schools:
 - a. Assunpink Center, Sypek Center and Career Prep (attached)
 - b. Thomas J. Rubino Academy (attached)
4. District Mentoring Plan for New & Novice Teachers for the 2014-2015 and 2015-2016 school years (attached)
5. District Automated External Defibrillator (AED) Emergency Action Plan (attached)
6. District Safety Team Roster for the 2014-2015 school year (attached)
7. Board policies for first reading:
 - a. 3283 Electronic Communications between Teaching Staff Members and Students (attached)
 - b. 4283 Electronic Communications between Support Staff Members and Students (attached)
8. Board policies for second reading and adoption:
 - a. 2415.01 Academic Standards, Academic Assessments, and Accountability (attached)
 - b. 2423 Bilingual and ESL Education for first reading (attached)
9. NJ DOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for July 1, 2013 through June 30, 2014 for the following schools:
 - a. Assunpink Center (attached)
 - b. Sypek Center (attached)
10. District Harassment, Intimidation & Bullying Report for September 1, 2013 through June 30, 2014 (attached)
11. Emergency Preparedness Drill Report for the month of June 2014 (attached)
12. Advisory Committee Member Lists for the 2014-2015 school year for the following schools:
 - a. Sypek Center (attached)
 - b. Health Careers Center (attached)
13. Curricula and Courses of Study, list of textbooks for the 2014-2015 school year for the following schools:
 - a. Assunpink Center (attached)
 - b. Sypek Center (attached)
 - c. Health Careers Center (attached)

Mr. Murphy 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 School Nursing Plans, Standard Procedures of School Health Services/Standing Orders, District Mentoring Plan, AED Plan, Safety Team Roster, Policies 3283, 4283, 2415.01, 2423, NJDOE Self-Assessment, HIB, Emergency Preparedness Drill Report, Advisory Committee, list of textbooks 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 – Absent
Mr. Murphy – Yes

Dr. Morana – Absent
Mr. Pitman – Yes

OLD BUSINESS - None

NEW BUSINESS & ADDENDUM

Ms. Dawson recommended the Board approve the following:

- IIA. Travel requests (attached)
 - IIB. Field trip requests (attached)
 - IIC. Accept donation to MCTS Diesel Program in memory of Tyler J. Hettel from Shira Leeds and Jacqueline Bodin
 - IID. Membership dues to Middle States Association of Colleges and Schools for the 2014-2015 school year for \$2,600 (11-000-230-590-07-00-2302) (attached)
 - IIE. Agreement by Local Education Agencies for School Meal Programs between Mercer County Special Services School District, Mercer County Technical School District and Camelot Educational Resources, LLC through Sodexo, Inc. for the 2014-2015 school year (attached)
- Mr. Murphy requested a copy of the Sodexo contract. Ms. Dawson said she would provide him a copy.
- IIF. Change Order No. 7 for Rampart Construction Co., Inc. to install additional VCT flooring at Sypek Center in the amount of \$2,646, adjusting contract from \$4,837,193 to \$4,839,839 (attached)
 - IIG. 2014-2015 New Jersey School Boards Association dues of \$4,754.75 (11-000-230-895-07-00-2301) (attached)
 - IIH. Change Order No. 2 for Gabe Sganga, Inc. to address unanticipated water fountain existing waste issues at Sypek Center in the amount of \$8,073.05, adjusting contract from \$383,596.96 to \$391,670.01 (attached)
 - IIJ. Scrap an Esty Skin Machine (MCTS Tag # CU095) and a wig dryer (MCTS Tag # CO257) at the Assunpink Center, due to age and repair parts are not available
 - IIJ. Services of Comcast Spotlight to showcase the Health Science Academy for \$2,576 and Shared Time programs for \$2,534 for a total of \$5,110 (310-100-320-09-00-1760/7202) (attached)
 - IIK. Services of Comcast Spotlight to showcase the Adult Evening Construction for \$2,534, (13-629-200-590-04-00-2400) (attached)
 - IIJ. Contract with Regalena Melrose, PhD, for training and professional development services on October 24, 2014 for \$5,000 per agreement (NCLB 20-231-100-320-00-15-231) (attached)
 - IIJ. Contract with Regalena Melrose, PhD, for training and professional development services on March 20, 2015 for \$5,000 per agreement (NCLB 20-231-100-320-00-15-231) (attached)
 - IIJ. Pay Camelot Educational Resources, LLC \$255,987.50 for the final June 2014 enrollment of AES students at the Rubino Academy (attached)
 - IIJ. Middlesex Regional ESC lease with option to purchase agreement for Canon Imagerunner IR C7260 Color Digital System for Business Office/Superintendent's Office (attached)
 - IIJ. Resolution Authorizing Participation in the Middlesex Regional Educational Services Commission, Small Ticket Lease Program (attached)

- IIQ. Record of sale of 476 SREC's from September 2013 through April 2014 at \$177.25 for a total of \$84,371 on the spot market through the Flett Exchange
- IIR. Renewal of waste removal agreement with Midco Waste Systems, July 1, 2014 – June 30, 2015 for \$15,898.52 (11-000-262-420-01-00-2620; 11-000-262-420-02-00-2620; 13-330-200-420-05-00-2620; 13-629-200-420-04-00-2620) originally Board approved on September 17, 2013 - Year 2 of 3
- IIS. 2014-2015 Purchasing Manual (attached)
- IIT. Annual renewal of PowerSchool through NCS Pearson, Inc. for district student database management system effective July 1, 2014 through June 30, 2015 for \$8,650 (11-000-252-590-07-00-2520)
- IIU. Resolution authorizing the district purchasing agent to make purchases of goods and services from State Contract Vendors (attached)
- IIV. Resolution to adopt the Maximum Travel Budget for the 2014-2015 school year (attached)
- IIW. Services of Susan Lord Van Note, M. Ed., LDTC to provide Educational Testing and Assessments as a NJ licensed Learning Disability Teacher Consultant for the period September 1, 2014 to June 30, 2015 not to exceed \$2,500 (11-310-100-340-01-00-1900) (attached)
- IIX. Services of Dr. Kenneth Shore, consulting psychologist for the Child Study Team from September 1, 2014 to June 30, 2015 not to exceed \$2,500 (11-000-218-590-07-00-2182) (attached)
- IYY. Agreement with FranklinCovey Client Sales, Inc. for four (4) "7 Habits of Highly Effective Teens" Workshops on September 11, 2014; November 21, 2014; January 23, 2015 and April 28, 2015 not to exceed \$16,136 (IDEA 20-250-100-320-00-15-250) (attached)
- IIZ. Agreement with aha! Process, Inc. to present a half day workshop/training program, A Framework for Understanding Poverty, September 2, 2014, not to exceed \$8,000 (20-270-200-320-00-15-270 \$7,576 & 11-000-223-320-01-00-2230 \$424) (attached)

Mr. Murphy 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, Middle States, Sodexo, Change order #7 Rampart, NJSBA, Change order #2 for Sganga, Comcast Spotlight for HSA and Shared Time, Comcast Spotlight Adult Evening, contracts with Dr. Melrose, payment to Camelot, lease option for Canon IRC7260, Resolution, 2014-2015 Purchasing Manual, resolution for State Contract Vendors, services of Susan Lord Van Note, services of Dr. K. Shore, Franklin Covey, aha, Process Inc. for, 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 – Absent	Dr. Morana - Absent
	Mr. Zoller – Yes	Mr. Murphy - Yes	Mr. Pitman - Yes

The Board recessed to Executive Session at 12:11 pm on a motion made by Mr. Zoller and seconded by Mr. Murphy and carried by roll call vote.

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

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

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.

Ms. Iszard introduced a motion to adjourn Executive Session and return to public regular meeting at 12:30 pm. Mr. Murphy seconded the motion and it was carried by roll call vote.

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

PUBLIC DISCUSSION

Jennifer Schimpf, instructor at Health Careers Center for eight (8) years stated that she heard that the Medical Assistant (MA) program was being terminated.

Dana Hice DePugh, Assistant Superintendent, said it is not being terminated, just not running at this time due to low enrollment.

Ms. Schimpf stated she was a graduate of the MA program and returned to teach. She further stated, we are in the community of Robert Wood Johnson University Hospital and Mercer County. It would be sad to see this program go away. We are a post-secondary program and she is asking that we not stop educating our adults. Ms. Schimpf stated that the MA program has been running for 18 years and a possible modification of the program or changing to part-time would be helpful. Ms. Schimpf said it can be a successful modified program in the future, whether it is her or someone else teaching, she would like to see this program return. She further stated, it is a highly accredited program in the area. Don't do away with the program.

Mr. Pitman said, we don't want to eliminate any of our programs, but we do have a policy that allows us not to run a program if enrollment is low.

Madeline Lollo, MCVEA President stated, staff is concerned with the closing of other programs. The members are concerned with the advertising of the technical schools at both levels. The focus has been on Health Science Academy and a comprehensive high school. Ms. Lollo said we need to focus more on the CTE programs at the secondary and post-secondary levels.

Gail Kenney, a 1976 graduate of the LPN program stated she had the opportunity to take over the programs and teach at MCTS. Many women were able to get back to work through these programs. There have been a lot of changes to the health fields and there are many opportunities. It also serves as a stepping stone to many, but our programs need to be advertised. We need a lot more advertising. Ms. Kenney stated that there is a local hospital that will only take students from MCTS. Most students get jobs from the externships and employers love our students. Ms. Kenney stated that the MA program can be revised and be successful.

Ms. Rossano asked, how do we advertise for our programs?

Dana Hice DePugh said, we advertise in newspapers, mail flyers, on our website, through Open Houses, community based information sessions.

Mr. Pitman said he often sees advertisements in the newspapers. I know we are advertising.

Sharon Nemeth, Principal of HCC said there were 64 applicants in the MA program, however, many applicants did not complete the application process. There was no follow through by the applicants

Ms. Schimpf said she had two (2) Nottingham High School student who were not aware that HCC was across the street. She stated that she know Sharon (Nemeth) has been working on getting Federal financial aid along with financial assistance for students and along with advertising are the two (2) big elements to making this school successful. Ms. Schimpf said she asked the Nottingham High School students how they heard about HCC and they said through word of mouth. Ms. Schimpf stated, what we are doing isn't good enough.

Ms. Iszard asked if we take One Stop students.

Ms. Nemeth said we do get students from One Stop, however One Stop only covers \$4,000 if the tuition. The student is responsible for paying the balance and that's the problem. The cost of the program is \$5,400. Ms. Nemeth further stated that we also work with the college for some of the students' tuition needs.

Ms. Kenney said if you split the program 620 hours, these students can still sit for their exam, so there is an opportunity for certified and registered MAs.

Ms. Iszard asked how many students are in the program.

Ms. Schimpf said, currently five (5), four (4) last year and 13 a few years ago. She further said she knows the economy has changed and the One Stop funding has also changed.

Mr. Pitman thanked everyone for their comments and said we will continue to look at these programs.

There being no further business to come before the Board, Mr. Murphy introduced a motion the meeting be adjourned at 12:53 pm. Ms. Iszard seconded the motion and it was carried by roll call vote.

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

The next meeting of the Board shall be Tuesday, August 19, 2014 at 12:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary