

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

MINUTES OF DECEMBER 15, 2015

1. The Board Meeting of December 15, 2015 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 December 7, 2015.  
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 Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE – Lead by Mr. Pitman

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

**PUBLIC DISCUSSION**

Mr. Michael Andriola, Auditor with Wiss & Company, introduced himself to the Board and presented the audit for fiscal year ending June 30, 2015. Mr. Andriola stated that he was pleased to report all good news as the district received three (3) clean unmodified opinions, which are the best opinions to receive. There were no significant deficiencies or material weaknesses to report. Mr. Andriola added that there were no findings for the reported year and there were no corrections needed from the previous year, as no deficiencies were noted. Good to note that in 2014 the district received the Certificate of Excellence in Financial Reporting, which there are not many districts to receive this award statewide.

This year GASB 68 was introduced. This is a pension standard that requires us to determine the net liability as a footnote to the financials and to the government-wide financial statements, but no other impact to the report.

Mr. Andriola stated that the district is in a good financial position. He thanked Tanya Dawson, Business Administrator, Debbie Donnelly, Assistant Business Administrator and the entire Business Office staff for keeping excellent records, making the audit process run smooth. He asked if there were any questions.

Dr. Schneider asked how many districts have no findings during an audit.

Mr. Andriola said of the districts he audits, it is very rare to have a district with no findings.

Mr. Pitman thanked Tanya and Debbie, stating they should be very proud.

Items 9B.1 and 9C.1 will be tabled, with 9C.1 to be discussed in Executive Session. Maria Ricketti received a Rice notice and asked to be part of Public Session.

Yolanda Stinger was excused from Public Session at 5:07 pm.

John Baldino, PE instructor, read a statement on behalf of Maria Ricketti, asking the Board to vote no on suspending the Health Technology program and the termination of Maria Ricketti.

Maria Ricketti addressed the Board. Thank you for having me and hearing me speak. Here are some students to speak on the success of the program. Information was presented on open positions within Mercer County of technicians needed with an average salary of \$34,000.

Barbara Stout, a graduate student of HCC, stated she was unemployed for five years and changed careers to a phlebotomy technician. Thank goodness for Ms. Ricketti. I now am a medical assistant in a program that took six months. Please do not give up on this program.

Debbie Malloy, graduate of HCC stated she lives eight blocks from the school at Klockner Rd. and was laid off from work at age 50. Her son had a medical emergency and while at the hospital she asked the health technician where she learned to do all this. The technician said, MCTS' six month program. So many people were so proud of me for going back to school. Ms. Ricketti is wonderful and she goes above and beyond. Thank you.

Dave Lang presently a student at HCC stated, after 25 years of working I lost my job. I applied for many positions, but did not get anything. So through One Stop I learned about this program and that's how I enrolled, especially since One Stop helped fund the tuition.

Courtney Schwartz, student said, I just graduated from high school last year. College was not an option for me, so I looked into this program and fell in love with it.

Heidi Olson, NJEA Executive Member spoke on behalf of Maria Ricketti. Ms. Ricketti has given so much of herself to this school and program. I come here wearing three hats; teacher, NJEA representative and county taxpayer. As a teacher in Hopewell I know I have sent many students to this program. My students had this program available to them. As a community member, I will never complain about my tax dollars going towards education. I'm finding it hard why we haven't done more to advertise or post for this program. I am concerned about my tax dollars relating to Mercer Technical program. Find ways to better this program than wipe it out.

Sam Bell, MCTS instructor said he was a little dismayed about the decision; not in a financial strain. Not only in this county, but in this state, the medical field is booming. Not rational to eliminate this program. Ms. Ricketti is a valuable employee in this district. You would want this program to continue.

Sharon Nemeth, Principal of Assunpink and Health Careers Center distributed a handout on enrollment at HCC. She stated, I too, wear three hats. Maria Ricketti is an excellent teacher, but this is not about her teaching ability. We have not only done advertising for this program, but for all of our Health Careers programs, such as two open houses in October and March. We created commercials specifically for Health Technician and all of our programs. We also advertised through Adult Evening School. We paired together with our resources as advertising can be expensive. We are on menus at restaurants, newspapers and websites. This program has three students enrolled through InfoSnap – one finished EKG and is ready to start, one we have not heard back from and One Stop will not pay for the other's criminal history background check that is required and there is not guarantee that the student will clear that.

John Baldino stated that when the LPN program had 14 students we made accommodations. The NJ regulation is 1:10 ratio; we don't always adhere. Twenty students all became nationally certified; eight of us are working. This program is not being recruited the way it is supposed to be.

Dr. Schneider, Superintendent, stated, this is not about Maria Ricketti, but this is a program issue due to low enrollment. I had a discussion with Maria about low enrollment back in February 2015. She was aware of this issue back then.

Maria Ricketti stated that advertising for HCC has not been in the newspaper. I don't even get the high school students. They want to come to HCC but financial aid is an issue.

Debbie DiCola handed out a Fact Sheet. Why is there a rush to close this program? Obviously we need more time to discuss more options; more time should be taken. This is no time to close the program

Mr. Pitman said, this program is on hold, not eliminated. If we get the enrollment then we will continue the program. John Baldino stated, we were given a two day notice, but had no other discussion relating to this issue.

Christine Skierski, HCC secretary addressed the Board. I have worked here for seven years. I wear scrubs to work and when I go to the doctor they ask me where I work and I say MCTS. They ask what programs are offered at MCTS? Enrollment has been declining but if we advertise then enrollment will go up. LPN enrollment has also dropped.

Debbie Malloy said, I tend to think enrollment starting in February is a hard start time, giving it is right after the holidays. Maybe starting at a different time of the year would help the program.

Sam Bell stated, each year we start with a budget. In 1996 my budget was \$10,000 and now my budget is \$19,000; that makes no sense.

Heidi Olson said she was a Lawrence Township resident and now Ewing Township. I have seen advertising for post-secondary programs, but not for this program.

Yolanda Stinger returned to the meeting at 5:52 pm.

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of November 17, 2015 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of November 17, 2015, Mr. Zoller introduced a motion for the Board to approve the minutes. Dr. Morana seconded the motion and it was carried by roll call vote.

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

- B. The Executive session meeting minutes of November 17, 2015 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of November 17, 2015, Mr. Zoller introduced a motion for the Board to approve the minutes. Dr. Morana seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$890,910.88 December 2015 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Dr. Morana introduced a motion for the Board to approve the bill list totaling \$890,910.88. 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 Ms. Stinger – Yes Dr. Morana - Yes  
Mr. Zoller – Yes Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending November 2015, 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. 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: Ms. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Yes  
Mr. Zoller – Yes Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Anne Benoit, Secondary Supervisor, reviewed the PARCC data.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

Dr. Schneider asked to table items 9.B.1 and 9.C.1 so the Board can discuss item 9.C.1 further in Executive Session.

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Submission of application for the County Vocational Partnership Grant for the Media, Entertainment, Arts and Design (MEAD) Academy, in the amount of \$600,000

**B. PERSONNEL & ADDENDUM**

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

1. Reduction in force of Maria Ricketti, Health Technology Instructor at Health Careers Center, caused by program elimination due to low enrollment, effective February 15, 2016 - TABLED
2. Corrected salary for Laura Wurtzel, Secretary I at the Assunpink Center, originally approved on November 17, 2015, as follows:

School Year	Dates	Position	Step	Salary
2014-2015	July 1, 2014 - August 19, 2014	Secretary III	8	\$38,766
2014-2015	August 20, 2014 - June 30, 2015	Secretary I	5	\$45,689
2015-2016	July 1, 2015 - June 30, 2016	Secretary I	6	\$46,445

3. Corrected salary for Jose Cruz, Custodian I at the Sypek Center, originally approved on November 17, 2015 for the 2014 - 2015 school year, corrected to \$50,720 (Step 12 of the Custodian I Guide)
4. Mary Smith-Jones, Principal of the Adult Evening Schools, to receive a stipend in the amount of \$150 for presenting at Pathways to Promise and Opportunity in Trenton, NJ on November 14, 2015, as a requirement of the County Apprenticeship Grant (20-333-200-103-15-00-333)
5. Pranab Chandra as a Substitute Academic Instructor for the district, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective December 16, 2015 through June 30, 2016 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
6. An adjustment of one additional increment for Rachel Matushoneck, Math Instructor at the Assunpink Center, acknowledging her prior work experience, and becoming a full-time employee, from Step 3 to Step 4 of the 2015-2016 10-month Teachers Guide, retroactive to September 1, 2015 through June 30, 2016 (11-310-100-101-01-00-1900)
7. An adjustment of one additional increment for Hope Costa, English Instructor at the Assunpink Center, acknowledging her work experience, and becoming a full-time employee, from Step 2 to Step 3 of the 2014-2015, 10-month Teachers Guide, retroactive to September 1, 2014 through June 30, 2015 (11-310-100-101-01-00-1900)
8. Revised 2015-2016 salary for Hope Costa, English Instructor at the Assunpink Center, originally approved on November 17, 2015, updated to \$54,992 (Step 4 of the 10-month Teachers Guide), retroactive to September 1, 2015 through June 30, 2016 (11-310-100-101-01-00-1900)
9. Revised stipend amount for Math League Advisor, originally approved at \$600 on September 16, 2014, updated to \$900 for Rachel Matushoneck, Mathematics Instructor at the Assunpink Center, for services rendered during the 2014-2015 school year, retroactive to September 1, 2014 through June 30, 2015, per the 2014-2017 Agreement with MCVEA (11-310-100-101-01-00-0000)
10. A stipend in the amount of \$1,200 for Valerie Wallace, Mathematics Instructor at the Assunpink Center, for services rendered as the National Honor Society Advisor during the 2014-2015 school year, retroactive to September 1, 2014 through June 30, 2015, per the 2014-2017 Agreement with MCVEA (11-310-100-101-01-00-0000)
11. Sean Cavalier, Manager of Buildings & Grounds for the District, placed on Sick Leave with pay and continuation of benefits retroactive to December 1, 2015 through December 20, 2015
12. A stipend in the amount of \$750 for Felix Rodriguez, Custodian II at the Sypek Center, for obtaining his Black Seal license, retroactive to November 1, 2015, per the 2014-2017 Agreement with MCVEA (11-000-262-110-02-00-2620)

**C. MISCELLANEOUS**

Recommend Board approve the following:

1. Placing the Health Technology program on hold at the Health Careers Center, due to lack of enrollment, effective the end of the business day January 22, 2016 - TABLED
2. 2016-2017 Tuition Fee Schedule, effective July 1, 2016 through June 30, 2017 (attached)
3. Board policies and regulations for first reading: (attached)
  - a. 1240 Evaluation of Superintendent
  - b. 1240R Evaluation of Superintendent
  - c. 3221 Evaluation of Teachers
  - d. 3221R Evaluation of Teachers
  - e. 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - f. 3222R Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - g. 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
  - h. 3223R Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

- i. 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- j. 3224R Evaluation of Principals, Vice Principals, and Assistant Principals
- k. 3431.1 Family Leave (Teaching Staff)
- l. 4431.1 Family Leave (Support Staff)
- m. 7460 Energy Conservation
- n. 7460R Energy Conservation
- 4. Abolish the position of Painter for the district, effective December 16, 2015
- 5. Revised job description for the position of Custodian II (attached)
- 6. Revised job description for the position of Custodian III (attached)
- 7. Revised 2014-2015 Advisor Stipend amounts, originally approved September 16, 2014, as follows:
  - a. Math League – from \$600 to \$900
  - b. National Honor Society – from no cost to the district to \$1,200
- 8. District Harassment, Intimidation & Bullying Report for September 1, 2015 through December 14, 2015 (attached)
- 9. Emergency Preparedness Drill Report for the month of November 2015 (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Dr. Morana seconded the motion and it was carried by roll call vote. A copy 16-17 tuition schedule, 1240, 1240R, 3221, 3221R, 3222, 3222R, 3223, 3223R, 3224, 3224R, 3431.1, 4431.1, 7460, 7460R, Custodian II job description, Custodian III job description, HIB, EPDR 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	Mr. Pitman – Yes	(Abstain on Section 9.B.)

10. OLD BUSINESS

None

11. NEW BUSINESS & ADDENDUM

commend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Affiliation Agreement with St. Peter's University Hospital for the training of Health Occupations trade students, January 1, 2016 – December 31, 2017 (attached)
- D. Professional Services Agreement with Robert Wood Johnson University Hospital for basic medical physical examinations and optional testing fees as detailed on the summary sheet for the period January 1, 2016 – December 31, 2016 (attached)
- E. Renewal of one year licensing with Edmentum for remedial reading and online study skills programs to be used with Title I students, effective December 16, 2015 through December 15, 2016 for \$901 (20-231-100-610-00-16-231 NCLB IA) (attached)
- F. Annual Facilities Checklist Health and Safety Evaluation of School Buildings for Assunpink, Health Careers and Sypek Centers for 2015-2016 (attached)
- G. Proposal from Interstate Outdoor Advertising for the display 10 x 22 billboard promoting shared-time and full-time programs at a cost of \$2,040 from December 28, 2015 through February 21, 2016 (11-000-218-590-09-00-2182) (attached)
- H. Record of sale of 671 SREC's from January 2015 to September 2015 for a total of \$173,200 on the spot market through the Flett Exchange
- I. Donation of a 54 passenger bus VIN 1HVBRAAPX2Z921021 from West Windsor School District, Department of Transportation to the Diesel Program at Assunpink Center
- J. Donation of a Wurlitzer Parlor Spinnet piano to the Culinary Arts Program at the Sypek Center by Rhory and Sandra Anthony
- K. Scrap Super Systems Inc., Op-3 Oven EQP0215 from the Sypek Center due to age and efficiency

L. Scrap the following out dated items from the Adult Evening School:

D.C. Milliampere Model 2100 (19)  
Lab-Volt Microprocessor Training System (4)  
Frequency Function Generator  
4001 Pulse Generator  
Frequency Counter  
RF Signal Generator  
Tektronix TDS 210 60 MHz  
Motorola Fax Machine  
Tektronix Oscilloscope TDS 340A  
Oscilloscope OS-5020 20 MHz  
Oscilloscope LBO-522 20 MHz (2)  
Oscilloscope Model 2000  
I.C. Power 60  
Digital Multi Meter

- M. Dapper Bus Company route AMC2 via MCSSSD to transport Health Science Academy students between Assunpink Center and Mercer County Community College for the period January through June 2016 not to exceed \$4,000 (11-000-270-512-01-00-2700)
- N. Accept the June 30, 2015 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2015 Audit Report) as required by N.J.S.A. 18A:23-4
- O. Nottingham High School as the site for the Post-secondary Health Careers Graduation Ceremony on June 24, 2016; requesting waiver of fee
- P. Revise dates on Agreement with FranklinCovey Client Sales, Inc. for four (4) “7 Habits of Highly Effective Teens” Workshops on September 15, 2015; November 20, 2015; February 10, 2016 and May 19, 2016 originally approved on August 18, 2015
- Q. Clarence Walker from the Mercer County Special Services School District as Buildings & Grounds Supervisor as part of the shared services agreement with Mercer County Special Services School District on an as needed basis for the period December 16 through June 30, 2016 not to exceed \$10,000. Mercer County Technical Schools will pay 100% as per the Inter-local Services Act, N.J.S.A. 40:8A-1 et seq. (11-000-262-590-00-00-2620)
- R. Scrap donated 1999 Chevrolet Mini Van (VIN 1GN DU03E2XD234213) from the Sypek Center, due to vehicle no longer being of further use to the automotive program

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote. A copy of travel, field trips, St. Peter's agreement, RWJ, Edmentum, facilities checklists, 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	Mr. Pitman – Yes	

## 12. EXECUTIVE SESSION

The Board recessed to Executive Session at 6:05 pm on a motion made by Mr. Zoller and seconded by Dr. Morana and carried by roll call vote.

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

Yolanda Stinger was excused from Executive Session at 6:06 pm.

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of discussing Health Technology program at Health Careers Center (Item 9C.1 on agenda) and personnel not relating to Item 9.B.1.

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.

Mr. Zoller introduced a motion to adjourn Executive Session and return to public regular meeting at 6:43 pm. Ms. Iszard seconded the motion and it was carried by roll call vote.

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

Yolanda Stinger returned to the public meeting at 6:43 pm.

Walter Bliss stated, the matter in closed session did not relate to Maria Ricketti or her qualifications. The Board addressed what should or should not be done as it relates to the program.

The Board returned to public and action was taken on Items 9.B.1 and 9.C.1.

Dr. Morana 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: Ms. Iszard - Yes Ms. Stinger - Abstain Dr. Morana - Abstain  
Mr. Zoller - Yes Mr. Pitman - Yes

Ms. Iszard stated, we are going to try and put forth a big effort to get enrollment for this program for the February 2016 start date.

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 6:51 pm. Ms. Stinger 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 Mr. Pitman - Yes

The next Regular Meeting shall be held on Tuesday, January 19, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson  
Business Administrator/Board Secretary