

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

MINUTES OF FEBRUARY 20, 2018

1. The Board Meeting of February 20, 2018 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 February 8, 2018.  
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Ms. Stinger – Present (arrived at 5:01)	Ms. Hernandez-Manno – Present	Mr. Sabo – Present
	Mr. Zoller – Present	Ms. McCoy – Absent	Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE – Led by Mr. Pitman

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Sharon Nemeth, Principal of the Assunpink Center, presented the results of the NJ Biology Testing report, taken by 75 academy freshmen. Results are:

18 – Partially Proficient  
44 – Proficient  
12 – Advanced Proficient

Ms. Nemeth also reported that beginning in May 2018, 45 junior students will take the NJ Student Learning Assessment Science (NJSLAS). This test is replacing NJ Biology Testing.

B. EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETINGS

The regular session meeting minutes of January 22, 2018 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of January 22, 2018, Ms. Stinger introduced a motion for the Board to approve the minutes. Mr. Zoller seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Stinger – Yes	Ms. Hernandez-Manno – Abstain	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$521,826.37 for February 2018 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 grand total of \$521,826.37. Mr. Sabo 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. Stinger – Yes	Ms. Hernandez-Manno – Yes	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending January 2018, Mr. Sabo 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. Stinger – Yes Ms. Hernandez-Manno – Yes Mr. Sabo – Yes  
Mr. Zoller – Yes Ms. McCoy – Absent Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Mr. Pitman shared a Thank You card and note from Judi Iszard, thanking everyone for support over the years and for the dinner in honor of her retirement from the Board after 25 years of service.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Submission of the Grant Solarizing the MCTS Curriculum for the Solar Challenge Award for \$10,000 to Sustainable New Jersey
2. Approval to amend the Postsecondary Perkins Grant application for FY18
3. Approval to amend the Secondary Perkins Grant application for FY18
4. Program relocation for the STEM Academy from Mercer County Community College to the Sypek Center effective September 1, 2018

B. PERSONNEL

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

1. Resignation of Tanya Dawson, Business Administrator/Board Secretary, effective May 1, 2018
2. Ruben Casillas, current Bus Driver for the District, as a full-time, 12-month contracted employee in the capacity of Custodian II at the Sypek Center, at an annual salary of \$34,330 (step 1 of the Custodian II Guide) pending outcome of negotiations, effective February 15, 2018 through June 30, 2018
3. An adjustment of one additional increment for Heather Cassidy, School Nurse at the STEM Academy, for attainment of her Bachelor's degree, pending outcome of negotiations, effective September 1, 2018 through June 30, 2019 in accordance with the agreement between the Board and MCVEA (11-000-213-104-01-00-2130-030)
4. Maternity Leave-of-Absence for Corrina Green, Health and Physical Education Instructor at the Sypek Center, anticipated effective date of May 1, 2018 through June 30, 2018
5. A stipend for Amanda McCobb, Social Studies Instructor for the District, in the amount of \$75 for chaperoning students to the Model United Nations competition event at Hightstown High School in Hightstown, NJ on February 24, 2018 (11-310-100-101-01-01-0000)
6. Amanda McCobb, Social Studies Instructor for the District will be completing home instruction for the District, on an as needed basis, four (4) hour per week, at an hourly rate of \$32, effective retroactive to October 1, 2017 through June 30, 2018 or until student requiring home instruction is released from district physician (11-310-100-101-01-00-1900)
7. Michaela Matthews, Math Instructor for the District will also be completing home instruction for the District, on an as needed basis, four (4) hour per week, at an hourly rate of \$32, effective retroactive to October 1, 2017 through June 30, 2018 or until student requiring home instruction is released from district physician (11-310-100-101-01-00-1900)

C. MISCELLANEOUS

Recommend Board approve the following:

1. The following bylaw, policies and regulations for first reading: (attached)
  - a. 0169.02 Board Member Use of Social Networks
  - b. 5460.1 R High School Transcripts
  - c. 7101 R Educational Adequacy of Capital Projects
  - d. 7425 Lead Testing of Water in Schools
  - e. 7440 School District Security
  - f. 7440 R School Security
  - g. 7441 Electronic Surveillance in School Buildings and on School Grounds
  - h. 7441 R Electronic Surveillance in School Buildings and on School Grounds
  - i. 8220 R School Closings
  - j. 8507 Breakfast Offer Versus Serve (OVS)
  - k. 9242 Use of Electronic Signatures
2. 2018-2019 Tuition Fee Schedule for the Postsecondary Health Careers Center (attached)
3. 2018-2019 Tuition Fee Schedule for the Adult Evening Schools (attached)
4. The following curricula for the district: (available in the Superintendent’s office for review)
  - a. Health 9
  - b. Health 10 & Drivers Education
  - c. Health 11
  - d. Health 12
  - e. Physical Education 9-12
5. New job description for the position of Community Liaison – Office of Admissions, Curriculum and Instruction (attached)
6. District Harassment, Intimidation & Bullying Report for September 1, 2017 through February 12, 2018 (attached)
7. Emergency Preparedness Drill Reports for the month of January 2018 (attached)

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Mr. Sabo seconded the motion and it was carried by roll call vote. A copy of 0169.02, 5460.1R, 7101R, 7425, 7440, 7440R, 7441, 7441R, 8220R, 8507, 7242, 18-19 post-secondary tuition, 18-19 adult evening tuition, new 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. Stinger – Yes	Ms. Hernandez-Manno – Yes	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

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. Revised Budget Planning Schedule for the 2018-2019 school year (attached)
- D. Annual Facilities Checklist Health and Safety Evaluation of School Buildings for Assunpink, Health Careers and Sypek Centers for 2017-2018 (attached)
- E. Rescind vehicle donation of a 2000 Volvo from Edward Brady, Board approved September 19, 2017

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 of travel, field trips, revised budget planning schedule, facilities checklists, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Stinger – Yes	Ms. Hernandez-Manno – Yes	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Dr. Kimberly Schneider, Superintendent, reminded everyone of the 6<sup>th</sup> Annual Soup 4 You Cook-off to be held on Monday, February 26, 2018, 4:30 – 7:00 pm at Steinert High School. Board member, Ms. Stinger is a part of the committee raising money to benefit scholarships for graduating seniors of Hamilton.

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:07 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Stinger – Yes	Ms. Hernandez-Manno – Yes	Mr. Sabo Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

The next regular meeting shall be held on Tuesday, April 17, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly  
Assistant Business Administrator/Board Secretary