

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

MINUTES OF NOVEMBER 28, 2017

1. The Board Meeting of November 28, 2017 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 November 17, 2017.
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	Ms. Hernandez-Manno – Absent
	Mr. Zoller – Present	Ms. McCoy – Absent	Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

- Auditor Michael Andriola, Partner, Wiss and Company, LLP introduced himself to the Board, thanking them for the opportunity to present the results of the audit.

I am pleased to report the District has received:

- An unmodified opinion (clean opinion – best you can get)
- No significant deficiencies or material weaknesses in internal control
- No reportable instances of non-compliance with respect to any of your major federal or state programs

The District received the Certificate of Excellence in Financial Reporting again for its 2016 CAFR – that’s three years in a row and we’re going for number four this year.

The District’s budgetary fund balance of \$4,188,609 as of June 30, 2017, of which,

- \$1,796,552 is in a Capital Reserve to be used for current and future capital projects
- \$1,280,095 is prior year surplus that is being used in the 2017-18 budget

The district has the full 6% of unrestricted/unassigned fund balance as required. This is a very healthy financial position for the District to be in.

The District is making progress with its two main capital projects, which are upgrades to the Assunpink and Sypek Centers. Both projects are anticipated to be completed in June 2018.

The District took corrective action on all prior year findings. There were no current year findings to report in the management report, therefore there are no repeat findings.

I would like to mention that we received full cooperation from all of the District staff. They were very professional and responded timely to all of our requests for information. Tanya, Debbie and their staff do an excellent job with maintaining the books and records of the District and managing their staff. This management is what allows the audit to run smoothly and contributes to the accuracy of your books and records and they should be commended for a job well done.

Any questions?

Mr. Pitman: Thank you for the report. I also want to thank Tanya (Dawson) and Debbie (Donnelly) for their stellar work. We truly appreciate all your hard work.

- Thomas Bolton, Assunpink student and member of Eagle Scout Troop 63, Washington Crossing Council addressed the Board to propose a fund raising project. The project, specifically for the Assunpink Center, would be supported by the graduates of MCTS and became members of the military. The project would consist of constructing five (5) benches, each representing the five (5) branches of the military and the purchase of a perpetual plaque.

Dr. Schneider asked, are you working with Ms. Nemeth, Assunpink Principal?

Thomas Bolton: Yes I have. (presented two handouts)

Mr. Pitman: How would you do fundraising?

Thomas Bolton: Health Science Academy has dress down day for a fee. Maybe we can use local companies who can donate materials.

Mr. Zoller: Are you in high school? You present yourself very well.

Thomas Bolton: Yes, I am in high school.

Mr. Zoller: How long have you been a Boy Scout?

Thomas Bolton: Five (5) years.

Mr. Pitman: Thank you, I think this is a great idea. Let us know what we can do to help.

- Dr. Kimberly J. Schneider, Superintendent, requested a moment of silence for Joseph Borgia, former apprentice coordinator and principal of the Adult Evening School who passed away on November 23, 2017. Dr. Schneider read from the obituary, noting that Mr. Borgia attended Trenton High School and after, enlisted in the Air Force in 1961. He earned his bachelor's degree in education from Trenton State College and went on to teach electrical construction and maintenance at Trenton Central High School while studying for his master's degree in educational administration. Mr. Borgia served as principal of Adult Evening School and apprentice coordinator at MCTS from November 1, 1984 to December 31, 2005.
- Madeline Lollo asked for clarification of the September meeting minutes. She noted that some substitutes paid at \$90 per day and others are \$125.

Mr. Pitman: Did you bring this to the attention of administration?

Ms. Lollo: No, because the Board approved the minutes.

- Elise Lybrand thanked the Board regarding her concerns from the October 17, 2017 meeting, i.e., IT training. The IT technician was very helpful. She further addressed the following concerns:
 - Bus transportation issues for clinical training – bus broke down
 - Health Occupations moved to Health Careers Center
 - Email from Human Resources to complete training
 - Preferential treatment given to some staff
 - Work through prep and lunch

Walter Bliss, Attorney: These are repeat concerns from the October meeting. This kind of presentation is occurring more frequently. We talked about a policy for staff to speak with administration before bringing items to the Board.

Ms. Lollo: This is a public discussion; we were advised that we can talk about anything.

Mr. Bliss: Yes you can, but before staff come before the Board, they should speak to administration. Coming before the Board with gripes can affect someone's reputation, good name and there is no opportunity for a defense. Some of these matters cannot be addressed by the Board.

Ms. Lollo: Communication with administration is limited. Board meetings are five minutes long and you don't have the answer to a question on something you voted on. We have a Board and administration that is disengaged and staff is frustrated. There needs to be an open line of communication without retaliation.

Mr. Bliss: Minutes you referenced are not readily available to the Board. You did not supply a copy of the minutes you referenced. This is not a reasonable approach.

4. MINUTES OF PREVIOUS MEETINGS

The regular session meeting minutes of October 17, 2017 and Reorganization Meeting of November 1, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of October 17, 2017 and Reorganization Meeting of November 1, 2017, 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:	Ms. Iszard - Yes	Ms. Stinger - Yes 10/17; Abstain on 11/1	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$687,829.45 for November 2017 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Stinger introduced a motion for the Board to approve the bill list grand total of \$687,829.45. 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:	Ms. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	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 October 2017, 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. 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. Iszard - Yes	Ms. Stinger - Yes	Ms. Hernandez-Manno - Absent
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent: I would like to thank those who attended our 50th Reunion Launch Party on November 21, 2017. There were approximately 130 attendees, including alumni, business partners and other from the community.

Mr. Pitman: I attended and it was a nice affair.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

N/A

B. PERSONNEL

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

1. Resignation of John Haines, Teacher Assistant at the Sypek Center, effective end of the business day October 23, 2017
2. Ruben Casillas, as a full-time, 10-month, unaffiliated Bus Driver for the District, at a revised salary of \$27,252, prorated, and a revised start date of October 30, 2017 through June 30, 2018 (11-000-270-162-00-00-2700)

3. The following to serve on the New Jersey Quality Single Accountability Continuum (QSAC) District Steering Committee at no cost to the district, effective November 1, 2017 through June 30, 2018:
 - a. Dr. Kimberly J. Schneider, Superintendent
 - b. Tanya Dawson, Business Administrator/Board Secretary
 - c. Dana Hice DePugh, Assistant Superintendent
 - d. Sharon Nemeth, Principal
 - e. Rachel Hendrickson, English Instructor and member of local collective bargaining unit
 - f. Kimberlie Gartner, Human Resources Manager
 - g. Patti Michalchuk, Administrative Assistant to the Superintendent
4. The following to serve as Proctors for the Health Science Academy at the Assunpink Center, on an as-needed basis and at an hourly rate of \$32, effective January 1, 2018 through June 30, 2018 (11-310-100-101-01-01-0000):
 - a. John Baldino, Health and Physical Education Instructor at the Assunpink Center
 - b. Doshia Brown, Secretary I at the Health Careers Center
 - c. Heather Cassidy, School Nurse for the STEM Academy
 - d. Johnathan Gaul, Biology Instructor for the District
 - e. Corrina Green, Physical Education Instructor for the Sypek Center
 - f. Michele Harcher, Payroll/Accounting Specialist
 - g. Rachel Hendrickson, English Instructor for the Health Science Academy
 - h. Daniel Levinson, Substitute Academic Instructor
 - i. Amanda McCobb, Social Studies Instructor at the Assunpink Center
 - j. Cynthia McKenna, Administrative Assistant to the Business Administrator
 - k. Lisa Rubino, Teacher Assistant at the STEM Academy
 - l. John Takach, Engineering Instructor
 - m. Marcie Tandy, Guidance Counselor for the STEM Academy
 - n. Jennifer Terepka, Secretary III at the Assunpink Center
 - o. Robert Wurm, Business Technology Instructor
 - p. Laura Wurtzel, Secretary I at the Assunpink Center
5. Heather Danley as a Substitute Cosmetology Instructor for the District, on an as needed basis and not to exceed 29 hours per week, pending criminal history review, at a per diem rate of \$90, effective December 1, 2017 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
6. A stipend for the following, in the amount of \$75 each, for Health Science Academy testing on January 27, 2018 for a half day (11-310-100-101-01-01-0000)
 - a. Sharon Nemeth, Principal Assunpink Center
 - b. Douglas Shunk, Supervisor Health Science Academy
7. A stipend for the following staff, in the amount of \$75 each, for chaperoning Robotics Club students to a Robotics team competition event held at South Brunswick High School in South Brunswick, NJ on Saturday, January 20, 2018 (11-310-100-101-02-00-0000)
 - a. Sam Chilkotowsky, Engineering Instructor
 - b. John Takach, Engineering Instructor

C. MISCELLANEOUS

Recommend Board approve the following:

1. Uniform State Memorandum of Agreements between MCTS and the following Police Departments for the 2017-2018 school year, (attached)
 - a. Ewing Township (*Addendum #3 removed*)
 - b. Hamilton Township (*Optional language on page 34 removed*)
 - c. Hopewell Township
 - d. Lawrence Township
 - e. West Windsor Township
2. The following bylaw, policies and regulations for first reading: (attached)
 - a. 7100 Long-Range Facilities Planning
 - b. 7100 R Long-Range Facilities Planning
 - c. 7101 Educational Adequacy of Capital Projects
 - d. 7101 R 7101 Educational Adequacy of Capital Projects
 - e. 7102 Site Selection and Acquisition
 - f. 7102 R Site Selection and Acquisition
 - g. 7130 School Closing
 - h. 7300 Disposition of Property
 - i. 7300.2 R Disposition of Land
 - j. 7300.3 R Disposition of Personal Property

- k. 7300.4 R Disposition of Federal Property
 - l. 8505 Local Wellness Policy/Nutrient Standards for Meals and other Foods
- 3. Abolish regulation 7300.1 Disposition of Instructional Property (attached)
- 4. 2017 QSAC Equivalency Application to extend the district's certification for an additional three (3) years (attached)
- 5. The following curricula for the district: *(available in the Superintendent's office for review)*
 - a. NJ Green Program of Study:
 - Energy
 - Sustainable Design
 - Construction
- 6. District Harassment, Intimidation & Bullying Report for September 1, 2017 through November 22, 2017 (attached)
- 7. Emergency Preparedness Drill Reports for the month of October 2017 (attached)
- 8. Revised Uniform State Memorandum of Agreements between MCTS and the following Police Departments for the 2017-2018 school year, (attached)
 - o Ewing Township (*Addendum #3 removed*)
 - o Hamilton Township (*Optional language on page 34 removed*)
 - o Hopewell Township
 - o Lawrence Township
 - o West Windsor Township

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 Uniform MOAs (5), 7100, 7100R, 7101, 7101R, 7102, 7102R, 7130, 7300, 7300.2R, 7300.3R, 7300.4R, 8505, 7300.1, QSAC app, HIB, EPDR, revised MOA's, 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	Ms. Hernandez-Manno - Absent
	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)
- C. Resolution authorizing MCTS to continue Cooperative Pricing Agreement with The Educational Services Commission of New Jersey 65MCESCCPS (attached)
- D. Resolution authorizing MCTS to continue Cooperative Pricing Agreement with Mercer County Special Services School District 103-MCSSSD CPS (attached)
- E. Preliminary Budget Planning Schedule for the 2018-2019 school year (attached)
- F. 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 through December 31, 2018 (attached)
- G. Use of Robbinsville High School for Assunpink, Sypek and Health Careers Centers' Awards Ceremonies on June 13, 2018, not to exceed \$550 – includes \$250 credit (11-000-218-590-01-00-2180 \$225; 11-000-218-590-02-00-2180 \$225; 13-330-200-590-05-00-2400 \$350)
- H. Revise agreement with Elizabeth Garcia, Esq., Parker McCay P.A., as special counsel, July 1, 2017 through June 30, 2018 at a rate of \$175 and \$85 for clerks/paralegals, originally Board approved on June 20, 2017, not to exceed \$15,000 (11-000-230-331-07-00-2301)

- I. Year four of five, January 30, 2018 through January 30, 2019, lease agreement with Pitney Bowes for New Connect 1000 postage machine, to include all maintenance, meter subscription, rate changes, training and installation at \$275 per month, billed quarterly at \$825, under NJ State Contract #A75237 (11-000-240-440-01-00-2400)
- J. Review, accept and approve the June 30, 2017 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2017 Audit Report) as required by N.J.S.A. 18A:23-4
- K. Reject Milling Machinery Bid 18-04 per 18A:18A-22b as the lowest bid substantially exceeds the Board of Education's appropriation for the goods or services - **Pulled**
- L. Reject Lathe Machinery Bid 18-05 per 18A:18A-22b as the lowest bid substantially exceeds the Board of Education's appropriation for the goods or services - **Pulled**
- M. Resolution to reject, revise and re-advertise Milling Machinery Bid 18-04 (attached)
- N. Resolution to reject, revise and re-advertise Lathe Machinery Bid 18-05 (attached)

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, Coop resolutions (2), budget schedule, RWJ agreement, milling resolution, lathe resolution, 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	Ms. Hernandez-Manno - Absent
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Madeline Lollo, Cosmetology Instructor/MCVEA President: We are going to the 2nd round of mediation and we recognize all the hard work of all the staff, not just the Business Office.

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:30 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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

The next regular meeting shall be held on Tuesday, December 19, 2017 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson
Business Administrator/Board Secretary