

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

MINUTES OF JANUARY 19, 2016

1. The Board Meeting of January 19, 2016 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 January 12, 2016.  
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

3.            EXECUTIVE SESSION /PUBLIC DISCUSSION

A.    PUBLIC DISCUSSION

John Baldino, MCVEA President readdressed a couple of issues discussed at the December 15, 2015 Board meeting. The Phlebotomy and EKG course that Maria Ricketti has been asked to do some leg work by herself and Mr. Bell’s point about having less of a budget then in the past. I just want to follow up from the last meeting. Ms. Ricketti has been asked to do some leg work herself in terms of recruiting which I do not think is right. So, can I get an update on that? Also, I want to follow up on Mr. Bell’s statement about having less of a budget then in the past.

Mr. Pitman stated, someone will be in touch with you to follow up.

B.    EXECUTIVE SESSION

The Board recessed to Executive Session at 5:03 pm on a motion made by Ms. Iszard 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

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of discussing personnel and legal matters.

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 5:46 pm Mr. Zoller 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

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of December 15, 2015 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of December 15, 2015, Ms. Iszard 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. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Yes  
Mr. Zoller – Yes Mr. Pitman – Yes

A correction to the minutes was noted.

- B. The Executive session meeting minutes of December 15, 2015 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of December 15, 2015, Ms. Iszard 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. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Yes  
Mr. Zoller – Yes Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$720,107.92 for January 2016 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 totaling \$720,107.92. Dr. Morana 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 December 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. 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 Dr. Morana - Yes  
Mr. Zoller – Yes Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider reviewed several handouts.

- a. Smriti Moorjani, MCTS HSA student, has been awarded/nominated for Plainsboro Human Relation Council “Make A Difference” Youth Award
- b. Rescue Mission of Trenton breaks Guinness World Record by collecting 179,550 items of clothing within a one month period
- c. Hinal Shah, student at the Assunpink Center, has been selected as the recipient of the 2016 Mercer County Woman of Achievement Award, presented by the Mercer County Department of Human Services
- d. Henry Pfeffer, Instructor, has been selected as one of two STEM Teachers of the Year by the Professional Engineers Society of Mercer County
- e. Sanjana Duggirala, HSA student, has been elected President of the New Jersey Association of Student Councils Executive Board
- f. MCTS is launching the Academy of Culinary Arts, a full time, four year high school program for incoming 9<sup>th</sup> graders at the Sypek Center in September 2016

Dr. Schneider said, good news for today!  
Mr. Pitman thanked Dr. Schneider.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Revision of the enrollment schedule, to now take place annually, for the part-time, evening Licensed Practical Nurse (LPN) Program at the Health Careers Center, effective January 20, 2016 (attached)
2. Articulation Agreement between Mercer County Technical Schools (MCTS) and Mercer County Community College (MCCC) for the 2015-2016 school year, for the Diesel Technology program (attached)
3. Articulation Agreements between MCTS and MCCC for the 2016-2017 school year, for the following programs: (attached)
  - a. Architectural Engineering & Design
  - b. Automotive Technology
  - c. Automotive Technology Fundamentals
  - d. Baking and Dining Services
  - e. Business Office Applications & Technology
  - f. Criminalistics and Criminal Science
  - g. Culinary Arts
  - h. Diesel Technology
  - i. Graphic Arts Technology
  - j. Health and Child Care
  - k. Health Occupations
  - l. Heating, Ventilating, Air Conditioning and Refrigeration
  - m. Landscape Maintenance and Design
4. Articulation Agreement between MCTS and MCCC for the 2016-2017 school year, for the Career Prep Program (attached)
5. Articulation Agreements between MCTS and MCCC for the 2016-2017 school year, for the following Career Prep programs: (attached)
  - a. Advertising Design
  - b. Business Studies
  - c. Communication
  - d. Criminal Justice
  - e. Culinary and Pastry Arts
  - f. Dance
  - g. Entertainment Technology: Music Technology
  - h. Entertainment Technology: Technical Theater
  - i. Exercise Science
  - j. Fashion/Apparel Design
  - k. Fashion Merchandising
  - l. Fire Science Technology
  - m. Gaming
  - n. Hospitality Management
  - o. Information Technology
  - p. New Media & Journalism
  - q. Photography
  - r. Pre-Engineering
  - s. Radio and Television Production
  - t. Theatre
  - u. Visual Arts
6. Articulation Agreement between MCTS and MCCC for the 2016-2017 school year, for the Medical Assistant Program at the Health Careers Center (attached)
7. Application for the extension of the FY 2015 County Apprenticeship Coordinator Grant, adding \$8,250 WDP funds and \$1,250 NJBUILD funds, effective January 1, 2016 through June 30, 2016 (attached)
8. A project proposal with Trane Corporation to administer their apprenticeship program test at the Health Careers Center on February 13, 2016, pending enrollment (attached)

## B. PERSONNEL & ADDENDUM

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

1. Termination of Patricia Griffin, IT Manager for the district, effective end of the business day January 19, 2016
2. Resignation of Ronda Robinson, Health and Childcare Instructor for the Sypek Center, effective end of the business day June 30, 2016, due to retirement
3. Sean Cavalier, Manager of Buildings & Grounds for the district, placed on Sick Leave with pay and continuation of benefits, retroactive to December 21, 2015 through January 15, 2016
4. Lisa Nolan, LPN Instructor at the Health Careers Center, placed on Sick Leave with pay and continuation of benefits, effective January 21, 2016 through March 17, 2016
5. Lance Simek, Social Worker Coordinator at the Sypek Center, to serve as the Affirmative Action Officer for the 2016-2017 school year, effective July 1, 2016 through June 30, 2017
6. Janice LaFleur, Baking and Dining Instructor at the Sypek Center, to receive a stipend in the amount of \$75 for chaperoning HOSA students to the NJHOSA Northern Regional Conference Event at the Passaic County Technical Institute in Wayne, NJ on January 23, 2016 (11-310-100-101-01-01-0000)
7. Resignation Jennifer Gelak, Substitute Academic Instructor and Substitute Nurse for the district, effective January 20, 2016
8. Daniel Sbar, Biology Instructor at the Assunpink Center, to receive a stipend in the amount of \$75 for chaperoning HOSA students to the NJHOSA Southern Regional Conference Event at the Camden County Technical Institute in Sicklerville, NJ on January 30, 2016 (11-310-100-101-01-01-0000)
9. Katherine Posch, School Nurse at the Assunpink Center, to receive a stipend in the amount of \$75 for chaperoning HOSA students to the NJHOSA Southern Regional Conference Event at the Camden County Technical Institute in Sicklerville, NJ on January 30, 2016 (11-310-100-101-01-01-0000)
10. Laura Wurtzel, Secretary I at the Assunpink Center, to receive a stipend in the amount of \$75 for chaperoning HOSA students to the NJHOSA Southern Regional Conference Event at the Camden County Technical Institute in Sicklerville, NJ on January 30, 2016 (11-310-100-101-01-01-0000)
11. Sharon Nemeth, Principal at the Assunpink Center, to receive a stipend in the amount of \$150 for Health Science Academy Testing and to attend the NJHOSA Southern Regional Conference Event at the Camden County Technical Institute in Sicklerville, NJ on January 30, 2016 (11-310-100-101-01-01-0000)
12. 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 30, 2016 through June 30, 2016 (11-310-100-101-01-01-0000):
  - a. John Baldino, Health and Physical Education Instructor at the Assunpink Center
  - b. Doshia Brown, Secretary III at the Sypek Center
  - c. Hope Costa, English Instructor at the Assunpink Center
  - d. Katrina Daniels, Secretary I at the Sypek Center
  - e. Rachel Hendrickson, English Instructor for the Health Science Academy
  - f. Sylvia Kraehenbuehl, Secretary III at the Assunpink Center
  - g. Elise Lybrand, Health Occupations Instructor for the Health Science Academy
  - h. Rachel Matushoneck, Math Instructor at the Health Science Academy
  - i. Cynthia McKenna, Administrative Assistant to the Business Administrator
  - j. William Park, Automotive Technology Instructor at the Sypek Center
  - k. James Parker, District Substitute Teacher
  - l. John Takach, STEM Instructor at the Assunpink Center
  - m. Marcie Tandy, Guidance Counselor at the Assunpink Center
  - n. Robert Wurm, BOAT Instructor at the Sypek Center
  - o. Laura Wurtzel, Secretary I at the Assunpink Center

## C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Board policies and regulations for second reading and adoption: (*copies available in the Superintendent's office for review*)
  - 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
2. Board policies for first reading: (attached)
  - a. 2312 Class Size
  - b. 5337 Service Animals
  - c. 5516 Use of Electronic Communication and Recording Devices (ECDR)
  - d. 7444 Use of Metal Detectors
  - e. 9150 School Visitors
3. Revised job description for the position of Manager of Technology (attached)
4. District Harassment, Intimidation & Bullying Report for September 1, 2015 through December 13, 2015 (attached)
5. Emergency Preparedness Drill Report for the month of December 2015 (attached)
6. Statement of Assurance Regarding the Use of Paraprofessional Staff Report for the 2015-2016 school year (attached)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Ms. Stinger seconded the motion and it was carried by roll call vote. A copy of revised enrollment schedule, Articulation agreement for diesel, Articulation agreements for 9.A.3.a-m; 9.A.4; 9.A.5.a-u; 9.A.6; extension application, Trane proposal, 2312, 5337, 5516, 7444, 9150, revised job description, HIB, EPDR, Statement of Assurance 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 (Abstain on 9B)
	Mr. Zoller – Yes	Mr. Pitman – Yes	

10. OLD BUSINESS

None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Contract with Regalena Melrose, PhD, for training and professional development services on March 4, 2016 and May 6, 2016 not to exceed \$5,000 per each agreement (NCLB 20-231-100-320-00-16-231) (attached)

Dr. Morana wanted to know more about this training.

Dana Hice DePugh explained about the “60 second fix” and behavior strategy.

- D. Services of Comcast Spotlight to showcase the Culinary Arts Academy for \$3,749 (11-00-218-590-09-00-2182 7025) (attached)
- E. Final payment to Zsenak Electric Co., Inc. for Alterations and Additions Project FVHD #4313 at Sypek Center in the amount of \$23,037.50 (30-000-400-450-40-00-1002) (attached)
- F. Scrap 1989 Dodge Ram Wagon VIN 3B4HM17ZXXM944497 from the Assunpink Center due to condition and cost to repair/maintain vehicle
- G. Scrap the following vehicles from the Sypek Center due to no longer being of instructional use:

1995 Buick LeSabre	VIN IG4HP5216SH446205
1997 Chevrolet Venture	VIN IGNDX06E6WD126324

- H. Write off the balance of a cosmetology kit in the amount of \$280 for Cosmetology I student at Assunpink Center

- I. NJSchoolJobs.com for posting of position vacancies, February 1 through June 30, 2016 at a prorated cost of \$133 (11-000-230-895-07-00-2302)
- J. Use of the Competitive Contracting Procurement Method
- K. Final payment to Performance Mechanical Corp. for Alterations and Additions Project FVHD #4312/4313 at Assunpink and Sypek Centers in the amount of \$32,665.87 (30-000-400-450-40-00-1002) (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Ms. Stinger seconded the motion and it was carried by roll call vote. A copy of travel, field trips, Melrose agreements, Comcast, Zsenak, Performance 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 - Moved to the beginning

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 6:02 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, February 16, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson  
 Business Administrator/Board Secretary