

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

MINUTES OF JANUARY 17, 2017

1. The Board Meeting of January 17, 2017 was called to order by President Albert Pitman at 5:08 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 10, 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 – Absent	Ms. Stinger – Absent	Ms. Hernandez-Manno – Present via phone
	Mr. Zoller – Present	Ms. McCoy – Present	Mr. Pitman – Present

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

- A. PUBLIC DISCUSSION - None
- B. EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of December 20, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of December 20, 2016, Mr. Zoller introduced a motion for the Board to approve the minutes. Ms. McCoy seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,299,453.22 for January 2017 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 \$1,299,453.22. Ms. McCoy 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 – Absent	Ms. Stinger – Absent	Ms. Hernandez-Manno - Yes
	Mr. Zoller – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending December 2016, Ms. McCoy 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 – Absent
Mr. Zoller – Yes

Ms. Stinger – Absent
Ms. McCoy – Yes

Ms. Hernandez-Manno - Yes
Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider reported to the Board: Dr. Jane Pruitt, MSA-CESS Accreditation Officer said we have shown compliance in our Health Careers Center and Adult Evening School, which will allow us to continue to pursue financial aid for postsecondary.

Dr. Schneider shared an email from Rachel Hendrickson, Student Council Advisor.

- HSA Senior Sanjana Duggirala made her farewell speech as NJASC State President. She will officially turn over the presidency at our transition meeting (to be held at Sypek) on 2/6. It has been a pleasure working with her (we both received plaques).
- MCTS received a Top Ten Projects award for the Assunpink Cultural Day Celebration. Top Ten Projects recognizes approximately ten schools each year for outstanding projects or activities that they conduct in their schools. This is the first time we've received this award, so we are excited to have another plaque to add to our collection.
- MCTS received the NJASC Honor School distinction for the second year in a row. Honor School recognizes accumulated consecutive years that schools follow criteria recognized by NJASC as being important for developing and maintaining a successful Student Council program.
- I am now the High School (northern region) advisory board member.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Business Plan for Nurse Aide in Long-term Care Facilities Training and Competency Evaluation Program (NATCEP) at the Health Careers Center, pending enrollment (attached)
2. Business Plan for Homemaker-Home Health Aide (CHHA) Training Program at the Health Careers Center, pending enrollment (attached)
3. Submission of application for the County Vocational Partnership Grant with Mercer County Community College, for a new Law and Public Safety Academy, in the amount of \$330,000

B. PERSONNEL & ADDENDUM

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

1. Dana Vander Muellen, as a part-time Sign Language Interpreter at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$75, effective January 18, 2017 through June 30, 2017 (13-629-100-101-04-01-1600)
2. Dawn Gibson, as a substitute Sign Language Interpreter at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$75, retroactive to January 12, 2017 through June 30, 2017 (13-629-100-101-04-01-1910)(13-629-100-101-04-01-1600)
3. A stipend for Janice LaFleur, Baking and Dining Instructor, in the amount of \$75 for chaperoning students to the NJHOSA Northern Regional Conference event held in Wayne, NJ on Saturday, January 14, 2017 (11-310-100-101-01-01-0000) Beverly Schnegelsberger, as a Criminalistics 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 January 18, 2017 through June 30, 2017 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
4. Isabell Sutton, as a Substitute Program Assistant at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective January 18, 2016 through June 30, 2017 (13-629-200-104-04-00-2400)
5. A stipend for the following in the amount of \$75 each for Health Science Academy testing on January 21, 2017 for a half day (11-310-100-101-01-01-0000)
 - a. Sharon Nemeth, Principal Assunpink Center
 - b. Marcie Tandy, Supervisor STEM Academy

6. Stipends in the amount of \$1,200 each for curriculum writing, to be paid upon completion, for the following staff members, in accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.) (11-310-100-101-02-02-0000) (11-310-100-101-01-01-0000) :
 - a. Rachel Hendrickson, English Instructor (English I-Grade 9)
 - b. Rachel Hendrickson, English Instructor (English II-Grade 10)
 - c. Hope Nemeth, Health and Child Care Instructor (Health and Child Care)
 - d. Eric Palm, English Instructor (English-Academy of Culinary Arts)
6. The following revised list of Proctors for the Health Science Academy at the Assunpink Center, on an as-needed basis and at an hourly rate of \$32, effective January 18, 2017 through June 30, 2017 (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 Sypek Center
 - c. Mary Carlsson, School Nurse at the Assunpink Center
 - d. Anne Conyers-Hom, part-time LPN Instructor at the Health Careers Center
 - e. Hope Costa, English Instructor at the Assunpink Center
 - f. James Devaney, Social Studies Instructor for the District
 - g. Heather Flyge, Part-time Clinical Instructor for the District
 - h. Rachel Hendrickson, English Instructor for the Health Science Academy
 - i. Elise Lybrand, Health Occupations Instructor for the Health Science Academy
 - j. Amanda McCobb, Social Studies Instructor at the Assunpink Center
 - k. Lisa Nolan, LPN Instructor at the Health Careers Center
 - l. Cynthia McKenna, Administrative Assistant to the Business Administrator
 - m. James Parker, District Substitute Teacher
 - n. Nicholas Sakowski, Teacher Assistant at the Sypek Center
 - o. John Takach, STEM Instructor at the Assunpink Center
 - p. Jennifer Terepka, Secretary III at the Assunpink Center
 - q. Susan Walker, Secretary I at the Sypek Center
 - r. Robert Wurm, BOAT Instructor at the Sypek Center

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. The following bylaws, policies and regulations for second reading and adoption: *(available in the Superintendent's office for review)*
 - a. 3111 Creating Positions
 - b. 3124 Employment Contract
 - c. 3125 Employment of Teaching Staff Members
 - d. 3125.2 Employment of Substitute Teachers
 - e. 3126 District Mentoring Program
 - f. 3126 R District Mentoring Program
 - g. 3141 Resignation
 - h. 3144 Certification of Tenure Charges
 - i. 3144 R Certification of Tenure Charges
 - j. 3159 Teaching Staff Member/School District Reporting Responsibilities
 - k. 4159 Support Staff Member/School District Reporting Responsibilities
 - l. 5330 R Administration of Medication
 - m. 5350 Student Suicide Prevention
 - n. 5350 R Student Suicide Prevention
 - o. 8454 Management of Pediculosis
2. The following bylaws, policies and regulations for first reading: (attached)
 - a. 2418 Section 504 of the Rehabilitation Act of 1973 – Students
 - b. 2418 R Section 504 of the Rehabilitation Act of 1973 – Students
 - c. 2624 R Grading System
 - d. 3231 Outside Employment as Athletic Coach
3. Abolish the following policy and revision: (attached)
 - a. 3244 In-Service Training
 - b. 3244 R In-Service Training
4. Statement of Assurance Regarding the Use of Paraprofessional Staff Report, Period 1, for the 2016-2017 school year (attached)
5. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) 2016-2017, Report Period 1, September 1, 2016 through December 31, 2016 (attached)
6. District Harassment, Intimidation & Bullying Report for September 1, 2016 through January 12, 2017 (attached)

7. Emergency Preparedness Drill Reports for the month of December 2016 (attached)
8. New Video Production curriculum for the district (available at table for review)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Ms. McCoy seconded the motion and it was carried by roll call vote. A copy of NATCEP, CHHA, Statement of Assurance, EVVRS, HIB, EPDR, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Absent	Ms. Stinger – Absent	Ms. Hernandez-Manno – Yes (Abstain on 9B)
	Mr. Zoller – Yes	Ms. McCoy – Yes	Mr. Pitman – Yes

10. OLD BUSINESS

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Agreement for Professional Services with Burlington County Special Services School District to provide Assistive Technology Evaluation not to exceed \$2,000 (11-310-100-340-01-00-1900) (attached)
- D. Revised Preliminary Budget Planning Schedule for the 2017-2018 school year (attached)
- E. Donation of a tire wheel weight stand and organizer with two different styles of weights to the Automotive Program at the Sypek Center from American Tire & Auto Care
- F. Accept \$1,000 Safety Award from Burlington County Insurance Pool Joint Insurance Fund 2015-2016 Safety Incentive Program
- G. Fraytak Veisz Hopkins Duthie, P.C. Architects as architects of record for ROD Grant projects during the 2016-2017 school year
- H. Donation of 1999 Pontiac Firebird to Sypek Center - PULLED
- I. Donation of 1999 Volkswagen Beetle from Ms. Kathleen Sommers to the Sypek Center
- J. Change Order No. 5 for Performance Mechanical Corp., to install track lift conversions at Sypek Center in the amount of \$2,728 (attached)
- K. Affiliation agreement with Trenton Psychiatric Hospital for the training of Health Occupations Trade students through December 31, 2017 (attached)
- L. Affiliation agreement with Genesis Elder Care – Mercerville Center for the training of Health Occupations Trade students through December 31, 2017 (attached)

Ms. McCoy 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, change order #5, affiliation agreements shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:15 pm. Ms. McCoy seconded the motion and it was carried by roll call vote.

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

The next Regular Meeting shall be held on Tuesday, February 21, 2017 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary