

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

MINUTES OF OCTOBER 15, 2013

The Board Meeting of October 15, 2013 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 October 10, 2013.  
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Mr. Flora - Absent	Mr. Pitman - Yes

PUBLIC DISCUSSION

Dr. Kimberly J. Schneider, Superintendent noted that the District has successfully transitioned students to a four (4) year program and our first student has received early admission at Coastal (Carolina) University. Parent, Mrs. Rossano acknowledged the student was her son. Dr. Schneider continued to say that with the support of staff and parents we are ready to look at another four (4) year program, Design and Merchandising Academy, which has been Board approved. MCTS is also looking into Pre Engineering/Advanced Manufacturing and Sustainable Green Job programs with three (3) four year programs at Assunpink with our consultants, Dr. Bistocci and Dr. McAndrews with the next 5 year plan and then moving to full-time at Sypek. Dr. Schneider said administrators have already met with representatives from MCCC and the college is committed to have an Associate’s degree in Technical Programs where our programs will lead. We will prepare our plans and reach out to the Executive County Administrator.

Ms. Dana Hice DePugh announced that we currently have 85 applicants for 2014-2015 school year, which is significantly higher at this time compared to past years. In addition, enrollment at Assunpink has increased over September of last year. Students in the AM increased from 90 to 127; Architecture from 10 to 14; Carpentry from 7 to 14; Diesel from 12 to 22 and Electrician from 12 to 24. Sypek enrollment has been consistent with 267. Ms. Hice DePugh stated the online application process, commercials, outreach to districts and parents who appreciate the support of the Board have all made it happen. “See you at the Tech School” has had an impact.

Mr. Pitman said the Board appreciated all Ms. Hice DePugh’s efforts working hard and getting the word out.

Dr. Schneider said we only see good things happening in Mercer and industries in the County are asking when we will we have more full-time programs. Last week Mr. Brian Hughes, Executive County Administrator met with HSA students and plans to come to visit the school.

Mr. Zoller asked if there was a budget for the new programs.

Dr. Schneider said the District will take care of the operational costs with the tuition, but we will need more space. Dr. Schneider stated that MCTS is working with MCCC who will be building classes and we would explore a new building.

Mrs. Rossano asked if she could read a letter written by her son who could not attend the meeting because of the project he’s working on planning a wedding. She read the attached letter in public.

Dr. Schneider noted that the project was a traditional high school item but that she will look into his suggestions with the Principals.

Ms. Lucille Jones, Principal of Assunpink, said the senior health project must be about family life as required by DOE. Ms. Jones said this letter indicates he has done well, so our staff has done their job.

Dr. Schneider discussed the handout from the National Center for College and Career Transitions who published surveys on CTE programs that reflect our pathways and trends in Mercer County. She said we have tremendous support from the legislature and since this data is compelling and supports the four (4) year programs, we will also be looking into academies in Finance and Criminal Science with our stakeholders.

## MINUTES OF PREVIOUS MEETING

The regular session meeting and Executive session minutes of September 17, 2013 were brought before the Board for approval. Upon reviewing the minutes of September 17, 2013, Mr. Zoller introduced a motion for the Board to approve the minutes. Mrs. Iszard seconded the motion and it was carried by roll call vote.

Roll Call:           Mrs. Iszard - Yes                                       Ms. Stinger - Yes  
                          Mr. Zoller - Yes                                       Mr. Flora - Absent                                       Mr. Pitman - Yes

## BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,474,341.01 for October 2013 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 \$1,474,341.01. 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:           Mrs. Iszard - Yes                                       Ms. Stinger - Yes  
                          Mr. Zoller - Yes                                       Mr. Flora - Absent                                       Mr. Pitman - Yes

## BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending September 2013, Mrs. 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:           Mrs. Iszard - Yes                                       Ms. Stinger - Yes  
                          Mr. Zoller - Yes                                       Mr. Flora - Absent                                       Mr. Pitman - Yes

## CORRESPONDENCE & COMMUNICATIONS

Dr. Kimberly Schneider, Superintendent, stated that there will be a new Board member joining us on November 1, 2013, Mr. Joseph Murphy, a former councilman from Ewing, NJ.

## SUPERINTENDENT'S REPORT

### NEW PROGRAMS/SPECIAL PROJECTS:

Recommend the Board approve the following:

1. A contract agreement for the Workforce Development Partnership program through the Department of Labor & Workforce Development, PY 2013-397, effective retroactive to July 1, 2013 through June 30, 2014; this agreement will enable the Workforce Development Partnership to refer individuals to various training programs, day and/or evening, upon class space availability; tuition and reimbursement of supplies will be paid by the Mercer County Career One-Stop Center

## PERSONNEL & ADDENDUM

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

1. Resignation of Howard Eldridge, part-time Bus Driver, effective retroactive to October 2, 2013
2. Resignation of Joseph Chell, part-time Culinary Instructor at Katzenbach School for the Deaf, effective retroactive to September 1, 2013
3. Revised Professional Employment Agreement between Board of Education for Mercer County Special Services School District and Tanya Dawson, Assistant Business Administrator/Board Secretary, effective July 1, 2013 and June 30, 2014 (attached)

4. John Gragilla as a temporary Leave-replacement Health and Physical Education/ Driver's Education Instructor at the Sypek Center, pending completion of the criminal history background check, at a per diem rate of \$264.29 (calculated from Step 1 of the current 10-Teacher Salary Guide), replacing Corrina Green, effective at the start of Ms. Green's medical leave on or before November 18, 2013 pending direction from her physician (11-310-100-101-02-00-0000, 11-320-100-101-03-00-0000)
5. John Gragilla as a Substitute Health and Physical Education/ Driver's Education 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 October 16, 2013 through June 30, 2014 (11-310100-101-01-01-1701, 11-310-100-101-02-01-1710)
6. Nicholas Brachelli as a part-time Iron Worker Instructor for the Adult Evening Schools, on an as-needed basis and at an hourly rate of \$30, effective October 16, 2013 through June 30, 2014 (13-629-100-101-04-01-1700)
7. Julie Ann Malinowski as a part-time Massage Therapy Instructor for the Health Careers Center, on an as-needed basis and at an hourly rate of \$32, effective October 16, 2013 through June 30, 2014 (13-330-100-101-05-01-1768)
8. Shannon Cranmer as a part-time Massage Therapy Instructor for the Health Careers Center, on an as-needed basis and at an hourly rate of \$32, effective October 16, 2013 through June 30, 2014 (13-330-100-101-05-01-1768)
9. Salary adjustment of one additional increment for Corrina Green, Health and Physical Education/ Driver's Education Instructor at the Sypek Center, for attainment of her Standard teaching certification, current salary is \$53,357 (Step 2 on the current 10-month Teacher salary guide), increase to \$53,857 (Step 3) effective October 16, 2013 in accordance with the 2011-2014 agreement between the Board of Education and the MCVEA, Article IX, Item B (11-310-100-101-02-00-0000, 11-320-100-101-03-00-0000)
10. A salary adjustment of one additional increment for Shefali Kumar, School Nurse at the Sypek Center, currently on Step 10 of the 10-month Teacher Salary Guide, for attainment of her master's degree as per the 2011-2014 agreement between the Board and the MCVEA, Article IX, Item C, effective July 1, 2014, step value to be determined pending the outcome of negotiations (11-000-213-104-02-00-2130)
11. A salary adjustment of \$500 for Joanna Koreyva, Payroll/Accounting Specialist for the district, from \$45,394 originally approved on September 17, 2013, to \$45,894 retroactive to October 1, 2013
12. Revised 2013-2014 Contracted Staff and Confidential Staff Salaries (attached)
13. A stipend in the amount for \$400 for S. Lucille Jones, Principal of the Assunpink Center, for chaperoning students at the 6<sup>th</sup> Annual Washington Leadership Academy (WLA) in Alexandria, Virginia from September 21, 2013 to September 24, 2013 at a rate of \$100 per day (11-310-100-101-01-01-0000)
14. A stipend in the amount of \$320 for the following staff for attending the 10 hour Stronge Training on August 27, 2013 for five (5) hours, and on August 28, 2013 for five (5) hours:
  - a. Rachel Matushoneck, Math, Assunpink Center (11-310-100-101-01-01-0000)
  - b. Valerie Wallace, Math, Assunpink Center (11-310-100-101-01-01-0000)
  - c. Hope Costa, English, Assunpink Center (11-310-100-101-01-01-0000)
  - d. James Walker, HVAC, Assunpink Center (11-310-100-101-01-01-0000)
  - e. Richard Furda, Criminalistics, Sypek Center (11-310-100-101-02-02-0000)
  - f. Tom O'Brien, Building Maintenance Trades, Sypek Center (11-310-100-101-02-02-0000)
  - g. Timothy Keating, Language Arts, Sypek Center (11-310-100-101-02-02-0000)
15. A stipend in the amount of \$256 for Mary Sirangelo, Science Instructor for the Assunpink Center, for attending the Stronge Training on August 27, 2013 for three (3) hours and on August 28, 2013 for five (5) hours (11-310-100-101-01-01-0000)
16. 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 October 16, 2013 through June 30, 2014 (11-310-100-101-01-01-0000):
  - a. John Baldino, Physical Education Instructor, Assunpink Center
  - b. Elise Lybrand, Health Occupations Instructor, Assunpink Center
  - c. Cynthia McKenna, Administrative Assistant for the district
  - d. Barbara Paskewicz, Accounts Payable Specialist for the district
  - e. Laura Wurtzel, Secretary III, Assunpink Center
17. The following to serve as unpaid Proctors for the Health Science Academy at the Assunpink Center on an as-needed basis, effective October 16, 2013 through June 30, 2014:
  - a. S. Lucille Jones, Principal for the Assunpink Center
  - b. Scott Brettell, Supervisor for the Assunpink Center
  - c. Dana Hice DePugh, Supervisor for Career Prep
  - d. Sharon Nemeth, Principal for the Health Careers Center
18. A stipend in the amount of \$100 per work day for Dana Hice DePugh, Supervisor of Secondary Education, as Acting Superintendent for Administration, beginning October 17, 2013 through October 28, 2013 (11-000-230-104-07-00-2302)

Mrs. Iszard 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:	Mrs. Iszard - Yes	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Mr. Flora - Absent	Mr. Pitman - Yes

## MISCELLANEOUS

Dr. Schneider recommended the Board approve the following:

1. Uniform State Memorandum of Agreements for the 2013-2014 school year between MCTS and the Hamilton Police Department
2. Job Description for Bus Driver (attached)
3. Curricula for the following Health Science Academy courses: (*copies available for review in the Superintendent's office*)
  - a. Computer Assisted Art
  - b. Fitness and Health III
4. School Safety and Security Plan Procedures and Guidelines for the district (*copy available for review in the Superintendent's office*)
5. The following policies and regulations for **FIRST reading**:
  - a. 2363 Pupil Use of Privately-owned Technology (attached)
  - b. 3144.12 Certification of Tenure Charges – Inefficiency (attached)
  - c. 3144.3 Suspension Upon Certification of Tenure Charge (attached)
  - d. 3372 Teaching Staff Member Tenure Acquisition (attached)
  - e. 3373 Tenure Upon Transfer or Promotion (attached)
  - f. 3374 Tenure Upon Transfer to an Underperforming School (attached)
  - g. 4124 Employment Contract (attached)
  - h. 5111 Eligibility of Resident/Nonresident Pupils (attached)
  - i. 5512 Harassment, Intimidation, and Bullying (attached)
  - j. 5512R Harassment, Intimidation, and Bullying (attached)
  - k. 7522 School District Provided Technology Devices to Staff Members (attached)
  - l. 7523 School District Provided Technology Devices to Pupils (attached)
6. Karen C. Yan, Ph.D. as member of the 2013-2014 Craft Advisory Committee for the Health Science Academy
7. Revised District Harassment, Intimidation & Bullying Safety Team Roster for the 2013-2014 school year (attached)
8. District Harassment, Intimidation & Bullying Report for September 1, 2013 through October 7, 2013 (attached)
9. Emergency Preparedness Drill Reports for the month of September 2013 (attached)

Mrs. Iszard 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 bus driver job description, policies/regulations 2363, 3144.12, 3144.3 3372, 3373, 3374, 4124, 5111, 5512, 5512R, 7522, 7523, revised HIB, drill reports for September 2013 shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Mrs. Iszard - Yes Ms. Stinger – Yes  
Mr. Zoller - Yes Mr. Flora - Absent Mr. Pitman – Yes

## OLD BUSINESS

Nancy Swirsky, Business Administrator, informed the Board that the chemistry lab project closed out with the vendor after nearly three (3) years. Nancy also stated that the ESIP project with Johnson Controls, Inc. (JCI) is near completion. Mr. Walter Bliss, Board Attorney is reviewing JCI accepting the 10 year warranty on the solar investors for Satcon that went bankrupt. Note: 13 staff members attended AED training provided by our JIF.

## NEW BUSINESS & ADDENDUM

Mrs. Swirsky recommended the Board approve the following:

- I.A. Travel requests (attached).
- I.B. Field trip requests (attached).
- I.C. Contract with Hess Corporation for electricity and/or natural gas to Hess Energy Marketing, LLC as of November 1, 2013 (attached).
- I.D. Contract with Shade Environmental for asbestos abatement from Building D3 at the Sypek Center for an amount of \$15,404 (30-000-400-450-40-00-1002/7512) (attached).

- II.E. Contract with Elizabeth Jensen for services as a Student Assistance Coach (SAC) to provide counseling and educational services to students and staff as needed at an hourly rate of \$50 not to exceed \$5,000 (11-000-218-590-07-00-2182) (attached).
- II.F. Contract with Willis of NJ, Inc. for the Public Official Bond for School Treasurer, Thomas M. Venanzi from September 27, 2013 through September 27, 2014 for premium of \$516 (11-000-230-590-07-00-2302) (attached).
- II.G. Change Order No. 1 for Rampart Construction Co., for painting of corridor and lobby walls and door frames in Building A of Sypek Center for an additional cost of \$6,997, base contract of \$4,795,900 to \$4,802,897 on PO 13-01322 (attached).
- II.H. Change Order No. 1 for Rampart Construction Co., for painting of corridor and lobby walls and door frames in Building A of Sypek Center for an additional cost of \$6,997, base contract of \$4,795,900 to \$4,802,897 on PO 13-01322 (attached).
- III. Comprehensive Maintenance Plan for the District buildings based on actual 2012-2013, budgeted 2013-2014 and planned 2014-2015 (attached).
- II.J. Submission of the Annual Maintenance Budget Worksheet M-1 to the DOE County Office (attached as item III).
- II.K. Eastern Armored Services, Inc. Service Agreement effective October 16, 2013 through June 30, 2014 at a rate of \$28 per pick up or \$252 per month at the Sypek Center (11-000-251-590-07-00-2510) (attached).
- III.L. Air monitoring services for the abatement of Building D3 at the Sypek Center with PARS Environmental, Inc. for \$3,350 (30-000-400-450-40-00-1002/7512) (attached).
- II.M. Donation of a 1997 Honda Accord to the Sypek Center.
- II.N. Donation of two (2) trailer dollies from DeSandre Brothers Trucking to the Assunpink Center.
- II.O. Donation of an audio-visual cart from Perlow Productions to the Assunpink Center.
- II.P. Recommend the Board approve the list of vendors paid through Federal funds and ensured as not listed as federally suspended or debarred by the Qualified Purchasing Agent (attached).
- II.Q. Donation of various baking and dining items from Pennswood Village to the Sypek Center.
- II.R. Contract with Comcast for a two (2) week cable schedule, multi-media promotion for Health Science Academy in the amount of \$2,504 (11-310-100-320-09-00-1760/7202) (attached).
- II.S. Contract with Comcast for a two (2) week cable schedule, multi-media promotion for Career Prep in the amount of \$2,520 (11-310-100-320-09-00-1760/7202) (attached).
- II.T. Contract with Comcast for a two (2) week cable schedule, multi-media promotion for Shared Time Academy in the amount of \$2,520 (11-310-100-320-09-00-1760/7202) (attached).
- II.U. Contract with Mercer County Special Services for the transportation of 13 Health Science Academy students to Mercer County Community College from September 2013 through December 2013 not to exceed \$2,600 (11-000-270-512-01-00-2700/7152)
- II.V. Change Order No. 2 for Rampart Construction Co, for unforeseen condition requiring replacement of existing gypsum board and adding additional metal stack at the Sypek Center for an additional cost of \$8,875, adjusted contract of \$4,802,897 to \$4,811,682 on PO 13-01322 (attached).
- II.W. Donation of exercise equipment from Princeton Orthopedics to the Assunpink Center.
- II.X. Services of Memos A-Plus to move and set up exercise equipment for an amount not to exceed \$2,000 (11-000-262-490-07-00-2620/7140).
- II.Y. Revise the special legal services of Comegno Law Group originally approved June 18, 2013 not to exceed \$3,000 to \$10,000 with the approval from Burlington County Joint Insurance Fund to provide reimbursement up to \$140 per hour.

- IIZ. Educational professional consultant services of Educational Alternatives, LLC for the period September 30, 2013 through January 31, 2014 to assist MCTS in the transition from shared time to full time educational programming and develop draft program proposals for CTE programs not to exceed \$10,000 (11-310-100-320-09-00-1760/7202).
- IIAA. Sale of Solar Renewable Energy Certificates (SREC) from calendar year 2013 as follows: 337 from Assunpink and 375 from Sypek for a total of 712 SREC's using the services of Flett Exchange Online Auction. Date and time to be determined (attached).

Mrs. 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 the field trips, travel requests, Hess contract, Shade Environmental, Elizabeth Jensen, Willis of NJ, Willis of NJ, Change order #1 for Rampart, maintenance plan, Eastern Armored Services, PARS, Federal vendor list, Comcast for HSA, Career Prep, Shared Time, Change Order #2 for Rampart, SREC shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Mr. Flora - Absent	Mr. Pitman - Yes
	(abstain on IIA)		

There being no further business to come before the Board, Mrs. Iszard introduced a motion the meeting be adjourned at 5:25 pm. Mr. Zoller seconded the motion and it was carried by roll call vote.

Roll Call:	Mrs. Iszard - Yes	Ms. Stinger - Yes	
	Mr. Zoller - Yes	Mr. Flora - Absent	Mr. Pitman - Yes

The next meeting of the Board shall be Friday, November 1, 2013 at 12:00 noon at the Assunpink Center.

Respectfully submitted,

Nancy R. Swirsky  
 School Business Administrator/Board Secretary