

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

MINUTES OF DECEMBER 18, 2018

1. The Board Meeting of December 18, 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 Times newspaper December 14, 2018.

This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer".

	Absent	Present
Hernandez		x
McCoy	x	
Pitman		x
Sabo		x
Stinger		x
Zoller		x

2. PLEDGE OF ALLEGIANCE

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Assunpink student, Thomas Bolton, thanked the Board for providing him the opportunity to complete a project of constructing and installing benches, as well as a memorial plaque at the Assunpink Campus, as a requirement for his becoming an Eagle Scout, which he successfully completed. Thomas distributed invitations to attend the Eagle Court of Honor. Dr. Schneider asked what were his future plans? Thomas said he was accepted and is attending the Virginia Tech Engineering Program. Ms. Stinger asked Thomas to return to the school in the future to let them know how he is doing. Dr. Schneider noted that every year there is an alumni event on the Tuesday before Thanksgiving.

B. EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of November 27, 2018 were brought before the Board for approval.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez	x		x			
McCoy						x
Pitman			x			
Sabo			x			
Stinger					x	
Zoller		x	x			

- B. The Executive Session meeting minutes of November 27, 2018 were brought before the Board for approval.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez	x		x			
McCoy						x
Pitman			x			
Sabo			x			
Stinger					x	
Zoller		x	x			

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$735,544.58 December 2018 and budget transfers to date were brought before the Board. 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:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez					x	
McCoy						x
Pitman			x			
Sabo			x			
Stinger	x		x			
Zoller		x	x			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending November 2018. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo			x			
Stinger	x		x			
Zoller		x	x			

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider told the Board members that the students were invited to an event at the State House on Monday, December 10, and the Culinary Program provided a dome-shaped cake (as a replica of the State House).

Dana Hice DePugh shared an event that took place at Hedgehog Middle School on Saturday, December 8, 2018 with New Jersey's first lady. The culinary program supplied 900 hors d'oeuvres for that event and all were gone. Ms. Hernandez said that there were 181 tables at the event. The Commissioner and the first lady were so impressed by the turnout that they asked Ms. Hernandez to assist with the event in the South, which will be held in Atlantic City.

Ms. Stinger discussed the Soup 4 You Cook Off which will be held on February 26, 2019, 4:30 pm, at Steinert High School. She said she will send out a flyer to everyone.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Articulation Agreement between University of Northwestern Ohio College of Applied Technologies and Mercer County Technical Schools effective December 19, 2018 (attached)
2. Submission of grant application for additional funding as part of the current FY2019 Secondary Perkins grant in the amount of \$25,985 (Special Revenue) (attached)

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger			x			
Zoller		x	x			

B. PERSONNEL & ADDENDUM

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

1. Resignation of Sharon Musser, LPN Instructor at the Health Careers Center, effective July 1, 2019, due to retirement
2. Resignation of Linda Reasoner, part-time LPN Instructor at the Health Careers Center, effective July 1, 2019, due to retirement
3. Lisa Nolan, LPN Instructor at the Health Careers Center, placed on Administrative Leave with pay and continuation of benefits, retroactive to December 3, 2018 through December 18, 2018
4. Anthony Giovannetti as a full-time, 12-month contracted employee in the capacity of IT Technician for the district, pending completion of criminal history background check, at an annual salary of \$45,000 prorated, effective January 2, 2019 through June 30, 2019 (11-000-252-110-07-00-2520)
5. Agreement between Board of Education of the Area Vocational-Technical Schools of Mercer County and Mercer County Vocational Administrators/Supervisors Association, effective 2018-2019 through 2020-2021, retroactive to July 1, 2018 through June 30, 2021 (attached)
6. Personnel at the salaries indicated, retroactive to July 1, 2018 for the 2018-2019 school year, per the 2018-2021 Agreement with the Mercer County Vocational Administrators/Supervisors Association (attached)
7. Revised salary approved on October 16, 2018 for David Nash, removing longevity, retroactive to July 1, 2018 through June 30, 2019 as follows: (11-310-100-101-01-00-1800-030)

Title	Last	First	Step	Salary	Longevity
CIE Coordinator	Nash	David	OG	\$90,422	

8. Revised longevity for Scott Engle, Culinary Arts Instructor at the Sypek Center, from \$1,050 to \$1,300 retroactive to December 1, 2018 through June 30, 2019 (11-310-100-101-02-00-1765-300)
9. Bryana Carrea, current .5 FTE LPN Instructor and .3 FTE Manager, as a full-time, 12-month contracted employee in the capacity of Manager at the Health Careers Center, at an annual salary of \$81,241 prorated, effective December 19, 2018 through June 30, 2019 (13-330-200-103-05-00-2400-037)
10. Wayne Hummel, Long-term Leave Replacement Instructor for the district, in the capacity of .87 FTE Spanish Instructor and .13 FTE History Instructor, at a per diem rate of \$274.85 (calculated from Step 2 of the 10-month Teacher Guide) effective retroactive to November 30, 2018 through June 30, 2019 (11-310-100-101-02-00-1950-302- 34%, 11-310-100-101-02-00-1765-300 -33%, 11-320-100-101-03-00-1765-300 -33%)
11. Maria Bevins as a Substitute Cosmetology Instructor for the district, on an as needed basis and not to exceed 29 hours per week, pending certification and criminal history review, at a per diem rate

of \$95, effective December 19, 2018 through June 30, 2019 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)

12. Glenn Northey as a Part-time Blueprint Reading Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective December 19, 2018 through June 30, 2019 (13-629-100-101-04-01-1314)
13. David Puca Part-time HVAC Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective December 19, 2018 through June 30, 2019 (13-629-100-101-04-01-1600)
14. Lucille Cavanaugh, Secretary III at the Sypek Center, to receive the Perkins Grant Program Stipend in the amount of \$3,000, retroactive to November 28, 2018 through June 30, 2019 (13-330-200-105-05-00-2400-037)
15. Angelo DeStefano, Principal of the Assunpink Center, as the backup Affirmative Action Officer for the district, for the 2018-2019 school year and at no cost to the district
16. Mary Smith-Jones, Principal of Adult Evening Schools and HCC Secondary Programs, continuation of unpaid Sick Leave through January 30, 2019
17. Bryana Carrea, Manager at the Health Careers Center, to be paid an hourly rate of \$45.83 for a total of 25 hours work for additional support with daily operations at HCC, retroactive to November 27, 2018 through December 18, 2019 (13-330-200-103-05-00-2400-037)

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger			x			
Zoller		x	x			

C. MISCELLANEOUS

Recommend Board approve the following:

1. The following policy and regulation for second reading and adoption: (*available in the Superintendent's office for review*)
 - a. 1550 Equal Employment/Anti-Discrimination Practices
 - b. 1550 R Equal Employment/Anti-Discrimination Practices
2. Revised District Automated External Defibrillator Emergency Action Plan (attached)
3. Revised District Blood Borne Pathogens Exposure Control Plan (attached)
4. Revised District Foodservice Biosecurity Management Plan (attached)
5. 2019-2020 for Tuition Fee Schedule the district (attached) **REVISED HANDOUT**
6. Revised Criminalistics and Criminal Science curriculum for the district (*available in the Superintendent's office for review*)
7. District Harassment, Intimidation & Bullying Report for September 1, 2018 through December 11, 2018 (attached)
8. Emergency Preparedness Drill Reports for the month of November 2018 (attached)

A copy articulation agreement, admin/supv agreement, admin/supv salaries, revised AED plan, revised Blood Borne Pathogens plan, revised Foodservice plan, 19-20 tuition fees, HIB, EPDR, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger			x			
Zoller		x	x			

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (attached)
- C. Resubmission of Annual Facilities Checklist Health and Safety Evaluation of School Buildings for Assumpink, Health Careers and Sypek Centers for 2018-2019 (attached)
- D. Donation of 2004 Pontiac Grand Prix GTP from Ms. Joanne Lekulitch to the automotive program at the Sypek Center
- E. Accept \$2,000 Safety Award from Burlington County Insurance Pool Joint Insurance Fund 2017-2018 Safety Incentive Program
- F. Confirm award of Structured Cabling – Fiber & Copper Bid #19-06 to Tricomm Services Corp (attached Board Attorney letter to Excel Communications) Walter Bliss, Attorney, elaborated on this item, explaining the course of events to the Board.

A copy of travel, field trips, Checklists, attorney letter to Excel, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger			x			
Zoller	x		x			

12. EXECUTIVE SESSION

13. PUBLIC DISCUSSION

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:15 pm.

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x			
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger			x			
Zoller	x		x			

The next meeting shall be held on Tuesday, January 15, 2019 at 5:00 pm at the Assumpink Center.

Respectfully submitted,

Lisa Flynn

Assistant Business Administrator/Board Secretary