

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

**MINUTES OF MARCH 26, 2019
RESCHEDULED FROM MARCH 19, 2019**

1. The Board Meeting of March 26, 2019 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 March 21, 2019.

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		By phone

2. **PLEDGE OF ALLIGANCE**

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Doug Shunk, Secondary Supervisor presented the semi-annual HIB reports. There have been six (6) investigations (same as last school year) and one (1) HIB confirmed incident (three (3) last school year). Confirmed incidents are down for this year vs last year. The district continues to improve, in part, due to the work of the Anti-bullying Specialist, training of faculty, and each campus hosting a Week of Respect.

B. EXECUTIVE SESSION - None

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of February 19, 2019 were brought before the Board for approval.

Roll call:

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

- B. The Executive session meeting minutes of February 19, 2019 were brought before the Board for approval.

Roll call:

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

- C. The Special meeting minutes of March 7, 2019 were brought before the Board for approval.

Roll call:

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

5. BILLS TO BE APPROVED/TRANSFERS – revised handout

Bills totaling \$1,150,133.98 March 2019 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	x			
Sabo	x		x			
Stinger						x
Zoller			x			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending February 2019. 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	x			
Sabo	x		x			
Stinger						x
Zoller			x			

7. CORRESPONDENCE & COMMUNICATIONS - None

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Revised 2018-2019 Articulation Agreements between Mercer County Technical Schools and Mercer County Community College for the following programs: (attached)
 - a. Advertising & Design
 - b. Automotive Technology
 - c. Automotive Technology Fundamentals
 - d. Business Studies
 - e. Communication
 - f. Criminal Justice
 - g. Criminalistics and Criminal Science
 - h. Culinary
 - i. Dance
 - j. Diesel Technology
 - k. Technical Theater
 - l. Music Technology
 - m. Exercise Science
 - n. Fashion/Apparel Design
 - o. Fashion Merchandising
 - p. Fire Science Technology
 - q. Gaming
 - r. Health & Child Care
 - s. Health Occupations
 - t. Pre-Nursing Architectural
 - u. Engineering & Design
 - v. Baking
 - w. Business Studies
 - x. Culinary Arts
 - y. Digital Media Arts
 - z. Hospitality Management
 - aa. Photography
 - bb. Radio and Television Production
 - cc. Theatre
 - dd. Visual Arts

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 Madeline Lollo, Cosmetology Instructor at the Assunpink Center, effective June 30, 2019 due to retirement
2. Resignation of Justin DeLisa, Part-time IT Technician, retroactive to March 15, 2019
3. Revised end date for Madeline Lollo, Cosmetology Instructor at the Assunpink Center, returning from Sick Leave using paid time off with continuation of benefits, retroactive to March 11, 2019

4. Shared Manager of Technology, Buildings and Grounds, Employment Agreement between MCSSSD and MCTS for Frederick Hillman, as part of the current Interlocal Services Agreement, effective July 1, 2019 through June 30, 2020 (attached)
5. Michael Orfe, School Psychologist, to participate in the Master of Arts in Educational Leadership through Thomas Edison State College, will complete his Administrative Internship with Dana Hice DePugh, at no cost to the district
6. The following 10-month Coordinators for compensation at a per diem rate, for additional work days as indicated:

Name	Account #	Dates
a. Megan Ferdetta	11-000-218-104-01-00-2180-030	June 19, 20, 24-26 August 23, 26-29
b. Lance Simek	11-000-218-104-02-00-2180-040	June 19-21, 24, 25 August 23, 26-29
c. David Nash	11-310-100-101-01-00-1800-030	June 19-21 July 1-3 August 26-29
d. Michael Orfe	11-000-218-104-01-00-2180-030	July 8-12, 15-19, 22-26, 29-31 August 1, 2, 5-9, 12-16

7. Stipend in the amount of \$100 for Amanda McCobb, Social Studies Instructor and Model UN Advisor, serving as a chaperone at the Model UN Competition at Hightstown High School on Saturday, April 6, 2019 (11-310-100-101-01-01-000)
8. A stipend in the amount of \$750 for Ruben Casillas, Custodian II at the Sypek Center, for obtaining his Black Seal license, per the 2017-2020 Agreement with MCVEA, retroactive to November 30, 2018 (11-000-262-110-02-00-2620)
9. Doreen Brades, current Cosmetology Instructor at the Adult Evening Schools, as a Substitute Cosmetology Instructor for the district, pending the completion of criminal history background check, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$95, retroactive to February 20, 2019 through June 30, 2019 (11-310-100-101-01-01-1701-030 and 11-310-100-101-02-01-1710-040)
10. Stephen Vetrano as a Substitute Health Occupations Instructor and Substitute Academic Instructor for the district, pending certification and the completion of criminal history background check, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$95, effective March 27, 2019 through June 30, 2019 (11-310-100-101-01-01-1701-030 and 11-310-100-101-02-01-1710-040)
11. Sudharani Raja as a Substitute Health Occupations Instructor and Substitute Academic Instructor for the district, pending certification and the completion of criminal history background check, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$95, effective March 27, 2019 through June 30, 2019 (11-310-100-101-01-01-1701-030 and 11-310-100-101-02-01-1710-040)

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 Policies and Regulations for first reading: (attached)
 - a. 2422 Health and Physical Education
 - b. 2431.3 Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities
 - c. 2460.8 Special Education – Free and Appropriate Public Education

- d. 2610 Educational Program Evaluation
 - e. 5111 Eligibility of Resident/Nonresident Students
 - f. 5111 R Eligibility of Resident/Nonresident Students
 - g. 5330.04 Administering an Opioid Antidote
 - h. 5330.04 R Administering an Opioid Antidote
 - i. 5337 Service Animals
 - j. 5530 R Substance Abuse
 - k. 5600 Student Discipline/Code of Conduct
 - l. 5600 R Student Discipline/Code of Conduct
 - m. 5611 Removal of Students for Firearms Offenses
 - n. 5611 R Removal of Students for Firearms Offenses
 - o. 5612 Assaults on District Board of Education Members or Employees
 - p. 5612 R Assaults on District Board of Education Members or Employees
 - q. 5613 Removal of Students for Assaults with Weapons Offenses
 - r. 5613 R Removal of Students for Assaults with Weapons Offenses
 - s. 5756 Transgender Students
 - t. 7440 School District Security
 - u. 7440 R School District Security
 - v. 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses
 - w. 8461 R Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses
 - x. 8860 Memorials
2. Board Policy 7446 School Security Program for second reading and adoption (*available in the Superintendent's office for review*)
 3. The following Job Descriptions for Summer Student Worker positions: (attached)
 - a. Maintenance
 - b. Secretarial Aide
 - c. Graphic Arts Print Production Aide
 4. 2019-2020 Calendars for the following: (attached)
 - a. Secondary
 - b. Health Careers Center
 - c. Adult Evening Schools
 - d. 12-month Employee
 5. 2018-2019 District Student Safety Data System (SSDS) Report of Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) and Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 1: September 1, 2018 through December 31, 2018 (attached)
 6. Semi-Annual Harassment, Intimidation, or Bullying Report for July 1, 2018 through December 31, 2018 (attached)
 7. The following curricula for the district: (*available in the Superintendent's office for review*)
 - a. English IV - The Human Experience
 - b. Architecture and Engineering Design
 - c. Medium and Heavy Truck Technology - Diesel
 8. District Discipline Report as of March 13, 2019 (attached)
 9. District Harassment, Intimidation & Bullying Report for September 1, 2018 through March 13, 2019 (attached)
 10. Emergency Preparedness Drill Reports for the month of February 2019 (attached)

A copy revised articulation agreements (30), 2422, 2431.3, 2460.8, 2610, 5111, 5111R, 5612R, 5613, 5613R, 5756, 7440, 7440R, 8461, 8461R, 8860, summer worker job descriptions (3), 19-20 calendars, 18-19 SSDS HIB-TP EVVRS, discipline report, 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) – revised handout
- B. Field trip requests (attached) – revised handout
- C. Affiliation agreement with Preferred Nursing for the training of LPN students (attached)
- D. Resolution to approve the appropriation of \$330,000 during the 2018-2019 school year for the purpose of covering the expenditure for the replacement of the Welding Shop Ventilation System (attached)
- E. Resolution to adopt the Maximum Travel Budget for the 2019-2020 school year (attached)
- F. Resolution and Indemnity & Trust Agreement to renew membership in the Burlington County Insurance Pool for one (1) year beginning July 1, 2019 and ending June 30, 2020 (attached)
- G. Continuation of agreement with Frontline Technologies Group, LLC customer agreement for Frontline Central, Stronge, Absence Management, and Employee Evaluation Management for the 2019-2020 school year in the amount of \$12,296.56
- H. Renewal of Systems 3000 software for, personnel, accounting, and payroll for the 2019-2020 school year in the amount of \$20,526
- I. Donation of 1998 Ford Ranger by Michael Fries to the Automotive Program at the Sypek Center
- J. Donation of 2003 Hyundai Accent by Erica Warner to the Automotive Program at the Sypek Center
- K. Award Bid 19-12 Electrical Services to Magic Touch Construction Co., Inc.
- L. Reject proposal for Bid 19-09 Dishwasher – Conveyor Type as being non-responsive
- M. Accept donation to the Hettel Scholarship Fund from Mr. and Mrs. Shenker
- N. Submission of Perkins Post-Secondary Grant Amendment 2
- O. Rescind donation of 2004 Pontiac Grand Prix GTP from Ms. Joanne Lekulitch Board approved on December 18, 2018
- P. Accept donation to the Tyler Hettel Scholarship Fund from Beth El Sisterhood Werner Lecture Fund
- Q. Accept additional Secondary Perkins grant funds in the amount of \$25,985

A copy of travel, field trips, affiliation agreement, appropriation resolution, max travel budget resolution, BCIP resolution, 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	x			
McCoy						x
Pitman			x			
Sabo	x		x			
Stinger						x
Zoller			x			

12. **EXECUTIVE SESSION** - None

13. **PUBLIC DISCUSSION**

Alex Mikarski, STEM student, introduced himself and let the Board know that he will be giving a presentation at the April Board meeting. He is presenting as part of the requirement for obtaining a Boy Scout badge.

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:09 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, April 16, 2019 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary