

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

MINUTES OF APRIL 16, 2019

1. The Board Meeting of April 16, 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 April 9, 2019.

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

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

2. **PLEDGE OF ALLIGANCE** – Led by Mr. Pitman

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Mr. Nick Sakowski showed a film presentation featuring Alex Micharski, promoting the STEM Academy. The film will be posted on social media platforms.

Mr. Sabo asked who came up with the concept.

Mr. Sakowski stated it was a collaboration of Dana Hice DePugh, Mr. Orfe and me.

Dr. Schneider shared the following SkillsUSA competition results, noting nationals are in June in Kentucky; these students are very talented.

2019-NJ SkillsUSA MCTS-ASSUNPINK STATE MEDALISTS

CONTEST	PLACE	SHOP
HVAC (Post-Secondary)	1 st	HVAC-Walker
Carpentry	2 nd	Carpentry- Nace
HVAC	2 nd	HVAC- Walker
Carpentry	3 rd	Carpentry-Nace
Employment Application Process	3 rd	BOAT- Bradshaw

2019-NJ SkillsUSA MCTS-SYPEK/STEM STATE MEDALISTS

CONTEST	PLACE	SHOP
Career Pathways-Natural Resources	1 st	Horticulture and Turf Management – Birdsall
Building Maintenance (Post-Secondary)	1 st	Horticulture and Turf Management- Birdsall
Building Maintenance	1 st	Horticulture and Turf Management- Birdsall
Automotive Light Maintenance	1 st	Automotive Technology- Cramer
Barbering	1 st	Cosmetology -Cardinale
Cosmetology Knowledge Bowl	1 st	Cosmetology- Cardinale & Cash
Culinary Arts	2 nd	Culinary- Engle/Silverman
Restaurant Service	2 nd	Baking and Dining-LaFleur
Team Skills Demo	2 nd	Baking and Dining-LaFleur
Team Skills Demo	2 nd	Baking and Dining-LaFleur
Building Maintenance	2 nd	Horticulture and Turf Management- Birdsall
Automotive Light Maintenance	2 nd	Automotive Technology- Park
Automotive Light Maintenance	3 rd	Automotive Technology- Cramer
Building Maintenance	3 rd	Horticulture and Turf Management- Birdsall
Basic Masonry	3 rd	Building Maintenance Trades- Obrien
Motorcycle Service Technology	3 rd	STEM Academy
Medical Terminology	3 rd	Pre-Nursing- Nemeth

Ms. Stinger presented a certificate for appreciation of supporting Soup 4 You.

Mr. Sakowski noted that MCTS was awarded most growth in participants as a school for SkillsUSA. Also, a cosmetology student won a scholarship.

Mr. Sakowski provided information on the MCTS Experience Podcast; Students, Mr. Dave Nash and Mr. Orfe present items of school relevance each month; NPR student podcast challenge was submitted.

Mr. Angelo DeStefano noted that 6 HOSA students are going to compete in Orlando, FL in June.

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of March 26, 2019 were brought before the Board for approval.

Roll call:

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

5. BILLS TO BE APPROVED/TRANSFERS & ADDENDUM

Bills totaling \$587,020.09 April 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			
Sabo			x			
Stinger	x		x			
Zoller		x	x			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending March 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			
Sabo		x	x			
Stinger	x		x			
Zoller			x			

7. CORRESPONDENCE & COMMUNICATIONS

8. COMMITTEE REPORTS – Mr. Pitman reported: March 28, 2019 – Board of School Estimate – met with Freeholders for 2019-2020 budget approval. Thank you Dana Hice DePugh, Lisa Flynn and Deborah Donnelly for being prepared and answering all Freeholders' questions.

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

N/A

B. PERSONNEL

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

1. Reduction in force of Meagan Greenberg, Art Instructor, caused by reorganization, effective June 30, 2019
2. Resignation of Taylor Kemp, Architectural and Engineering Design Instructor at the Sypek Center, effective June 30, 2019
3. Resignation of Amy Nemeth, Secretary I at the Sypek Center, effective April 26, 2019 or sooner if a replacement is found
4. Employee #5242 placed on Administrative Leave with pay, pending investigation, retroactive to April 4, 2019
5. Members of the Mercer County Vocation Education Association at the salaries indicated, effective July 1, 2019 through June 30, 2020 (attached)

4. Employee #5242 placed on Administrative Leave with pay, pending investigation, retroactive to April 4, 2019
5. Members of the Mercer County Vocation Education Association at the salaries indicated, effective July 1, 2019 through June 30, 2020 (attached)
6. An adjustment of one additional increment for Julie Trauger, World Language Instructor, for attainment of an advanced degree, effective September 1, 2019 in accordance with the agreement between the Board and MCVEA (11-310-100-101-01-00-1900-304)
7. A stipend in the amount of \$750 for John Allen, Maintenance Technician, for obtaining his Black Seal license, per the 2017-2020 Agreement with MCVEA, retroactive to November 30, 2018 (11-000-262-110-07-00-2620)
8. Stipend in the amount of \$800 for Angelo DeStefano, Principal, for chaperoning students to the HOSA 2019 International Leadership Conference in Orlando, FL from June 18 through June 23, 2019 (11-310-100-101-01-01-0000-030)
9. Stipend in the amount of \$200 each for the following chaperoning students to the FFA Conference at Monmouth University from May 22 through May 24, 2019 (11-310-100-101-02-02-0000-040):
 - a. Edward Birdsall, Horticulture and Turf Management Instructor
 - b. Jessica Warshauer, Math Instructor - **RESCIND**
10. Lucille Cavanaugh, current Secretary III at the Sypek Center, as a full-time, 12-month contracted employee in the capacity of Secretary I at the Sypek Center, at an annual salary of \$47,529 (Step 1-Secretary I Guide) prorated, effective April 29, 2019 through June 30, 2019 (11-000-240-105-02-00-2400-040)
11. Barbara Urban as a full-time, 12-month contracted employee in the capacity of Secretary III in the Admissions Office, pending completion of criminal history background check, at an annual salary of \$39,971 (Step 2-Secretary III Guide) prorated, effective April 29, 2019 through June 30, 2019 (11-000-221-105-09-00-2210-030)
12. Stipend in the amount of \$200 for Olga Schmid for chaperoning students to the FFA Conference at Monmouth University from May 22 through May 24, 2019 (11-310-100-101-02-02-0000-040)

Roll call:

	Motion	Second	Yes	No	Abstain	Absent ¹
Hernandez			x			
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger	x		x			
Zoller			x			

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. The following Policies and Regulations for second reading and adoption: *(available in the Superintendent's office for review)*
 - 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. A Host Site Collaborative Agreement with Hopewell Valley Regional School District for operating an Automotive Technology Program (11:45 am – 2:30 pm session only) at Hopewell Valley Central High School, September 1, 2019 through June 30, 2020 (attached)
 3. Revised 2019-2020 Adult Evening Schools Calendar (attached)
 4. District Discipline Report as of April 10, 2019 (attached)
 5. District Harassment, Intimidation & Bullying Report for September 1, 2018 through April 9, 2019 (attached)
 6. Emergency Preparedness Drill Reports for the month of March 2019 (attached)

A copy AES calendar, 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		x			
Zoller			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. Resolution to Adopt the 2019-2020 School Budget (attached)
- D. Renewal of Service Agreement with Eastern Armored Services, Inc. for 2019-2020 (attached)
- E. Resolution appointing Deborah Donnelly as the Purchasing Agent for the District at the Bid/Quotation Threshold effective July 1, 2019 (attached)
- F. Revised agreement with Jonathan Catherman; date change from April 5, 2019 to April 4, 2019 (attached)
- G. Reject all Culinary Lab Renovation Bids
- H. Continuation of agreement with Camelot Education, LLC for the 2019-2020 school year; Year 2 of 3

- I. Record of sale of 148 SREC's from June 2018 to January 2019 for \$32,930 on the spot market through the Flett Exchange
- J. Donation of culinary books for the Culinary Arts library at the Sypek Center from the Ewing Library
- K. Donation to General Advisory Scholarship Fund from Team Toyota of Princeton
- L. Donation of split heat pumps to the HVAC Program from Paul Shore - System 1, outdoor unit manufacturer – Fujitsu; Model number AOU36RLX; Serial number CWN002409. Indoor unit, Manufacturer – Fujitsu; Model number AUU36RCLX Serial number, DVA 000636.
System 2, outdoor unit manufacturer – Sanyo; Model number CH3632; Serial Number 0005131. Indoor unit manufacturer – Sanyo; Model Number XHS3632; serial number 0001294.
- M. Terminate the retirement plan administration services of PenServ Plan Services, Inc., third party administrator for the district 403(b) and 457(b) plans, effective June 30, 2019.
- N. Resolution and Agreement for Plan Connect to provide retirement plan administrative services, as third party administrator for the district's 403(b) and 457(b) plans, as per the service agreement (attached).
- O. Write-off the following invoice deemed uncollectible from 2017-2018:
Sea Girt School District Invoice #18-00019 \$181.32
- P. Revised affiliation agreement with Preferred Nursing for the training of LPN Students (attached)
- Q. Donation of a used cylinder head, short block, transmission and hybrid inverter by Team Toyota to the Automotive Program at the Sypek Center
- R. Donation of 2005 Honda Odyssey Touring by Princeton Alliance Church to the Automotive Program at the Sypek Center

A copy of travel, field trips, budget resolution, Eastern Armored, Purchasing Agent resolution, Catherman agreement, 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 (11C)	
McCoy						x
Pitman			x			
Sabo			x			
Stinger	x		x			
Zoller		x	x			

12. **EXECUTIVE SESSION** - None

13. **PUBLIC DISCUSSION**

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:19 pm.

Roll call:

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

The next meeting shall be held on Tuesday, May 21, 2019 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary

