

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

**MINUTES OF JUNE 19, 2019
RESCHEDULED FROM JUNE 18, 2019**

1. The Board Meeting of June 19, 2019 was called to order by Vice President Yolanda Stinger at 12:13 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 May 28, 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		x

Arrived at 12:12

2. **PLEDGE OF ALLIGANCE** - suspend

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Dr. Schneider asked for a moment of silence for former 2013 graduate of cosmetology Laura Verone.

Pat Schroeder, Association President, stated that he was looking forward to working with the Board for the 19-20 school year. This past school year was Mr. Schroeder's first year as president and feels that everything went well. He is looking forward to a great negotiation year.

Mike Kramer, Auto Tech Instructor and Association VP, thanked Mr. Schroeder for his nomination of VP. He also thanked the Board for the opportunity to teach here. Thank you to Dana (Hice DePugh) and administration at Sypek Center; happy to work with Mr. Bittings and Mr. Ketterer. Great administration!

Tennille McCoy informed the Board that the Department of Labor does a car show. Ms. McCoy will get the information to the district in order to invite students.

B. EXECUTIVE SESSION

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of May 21, 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	x			
Zoller					x	

B. The Executive session meeting minutes of May 21, 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	X			
Zoller					X	

5. BILLS TO BE APPROVED/TRANSFERS - Handout

Bills totaling \$657,557.21 June 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	X			
Pitman						X
Sabo			X			
Stinger			X			
Zoller	X		X			

6. BOARD SECRETARY/TREASURER'S REPORT

Review of the financial reports for the period ending May 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		X			
Pitman						X
Sabo		X	X			
Stinger			X			
Zoller			X			

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider shared the Annual District Summary Progress Report – School Wellness Policy with the Board.

Dr. Schneider noted that the district received a Certificate of Excellence Award for the Comprehensive Annual Financial Report (CAFR) for the Fiscal year Ending June 30, 2018. Debbie Donnelly thanked Lisa Flynn, Assistant Business Administrator, for her great effort and working with the auditors to accomplish this result.

Dr. Schneider informed the Board about the initiative with the Park Service. Dam #21, created after the 1970's flood to prevent flooding, is in need of repair. Dr. Schneider and Rick Hillman, Manager of B&G/IT have attended several meetings due to the dam being adjacent to MCTS property.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Amended Inter-local Services Agreement, July 1, 2017 to June 30, 2022, between Mercer County Technical School District (MCTS) and Mercer County Special Services School District (MCSSSD), originally approved by the Board on April 18, 2017 and revised May 15, 2018 (attached)
2. Submission of grant application for FY2020 IDEA-B in the amount of \$43,614 (Special Revenue)
3. Submission of grant application for FY2020 ESEA, waiving Title III, in the amount of \$144,837 (Special Revenue) (attached)
4. Revised 2018-2019 Articulation Agreement between MCTS and Mercer County Community College (MCCC) for the following programs: (attached)
 - a. Academy of Culinary Arts
 - b. STEM Academy
5. 2019-2020 Articulation Agreement between MCTS and MCCC for the Academy of Culinary Arts (attached)
6. Articulation Agreement between MCTS and MCCC for the Career Prep's Aviation Program (attached)
7. Revised Memorandum of Understanding between Princeton Plasma Physics Laboratory and Mercer County Technical Schools (attached)

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez						x
McCoy		x	x			
Pitman						x
Sabo			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. Employee #5224 placed on Paid Administrative Leave, retroactive to May 15 through June 30, 2019
2. Employee #5148 placed on Paid Administrative Leave, retroactive to May 22 through June 30, 2019
3. Employee #5227 placed on Paid Administrative Leave, retroactive to June 10 through June 30, 2019
4. Employee #4458 taking Unpaid Leave for two (2) days, retroactive to May 24 and May 28, 2019
5. Employee #5210 taking Unpaid Leave for one (1) day, retroactive to June 7, 2019
6. Resignation of Valentino Massari, Welding Substitute Instructor for the Adult Evening Schools, effective May 31, 2019 due to retirement
7. Resignation of Bryana Carrea, Manager of Health Careers Center, effective June 30, 2019
8. Resignation of Kacy Hill, Custodian III at the Assunpink Center, effective June 30, 2019
9. Rescind the 2019-2020 employment offer to Andrew Csorba, Auto Technology Instructor at the Adult Evening Schools, due to discontinuation of the program
10. Revised employment contract for Lisa Flynn, Assistant Business Administrator/Board Secretary, effective July 1, 2019 through June 30, 2020 (attached with highlights)
11. Revised employment contract for Kimberlie Gartner, Payroll and Benefits Manager, as part of the current Inter-local Services Agreement with MCSSSD, effective July 1, 2019 through June 30, 2020 (attached with highlights)
12. Revised employment contract for Anthony Giovannetti, IT Technician, effective July 1, 2019 through June 30, 2020 (attached with highlights)

13. Maggie Rogers, Secretary III at the Sypek Center, revised start date, effective July 16, 2019 through June 30, 2020
14. Lisa Nolan, current 12-month LPN Instructor, as a full-time 12-month contracted employee in the capacity of Non-Certified Nurse for the district, at her current salary of \$88,992 (Step 16 on the 12-month Teacher Guide), effective August 1, 2019 through June 30, 2020
15. Hope Nemeth, Pre-Nursing Instructor at the Health Careers Center, transferred to the Assunpink Center effective September 1, 2019
16. Jennifer Hardwick, Secretary III at the Health Careers Center, transferred to the Sypek Center, retroactive to June 3, 2019
17. Daniel Levinson as a full-time, 10-month contracted employee in the capacity of Architecture, Engineering and Design Instructor at the Assunpink Center, pending certification, at an annual salary of \$55,135 (Step 1 on the 10-month Teacher Guide), effective September 1, 2019 through June 30, 2020 (11-310-100-101-01-00-1721-030)
18. Wayne Hummel as a full-time, 10-month contracted employee in the capacity of Half-time Criminalistics Instructor and Half-time History Instructor at the Sypek Center, at an annual salary of \$55,635 (Step 2 on the 10-month Teacher Guide), effective September 1, 2019 through June 30, 2020 (11-310-100-101-02-001739-040-50%) (11-310-100-101-02-00-1765-300-16.6%) (11-310-100-101-02-00-1950-302-33.3%)
19. Hope Nemeth, Pre-Nursing Instructor, to work Extra Duty in accordance with the 2019-2020 Salary/Wage Guide, to complete Health Careers Center inventory assessment, not to exceed 30 hours, effective June 20, 2019 through August 30, 2019
20. The following additional staff to serve as Instructors for the 2019 Summer Camp at the Sypek Center, in accordance with the current Salary/Wage Guide, during Session I (July 2 through July 16, 2019) and/or Session II (July 17 through July 30, 2019)
 - a. Wayne Hummel, Cup Cake Camp
 - b. Edward Birdsall, Construction Camp
 - c. Eric Palm, Video Camp
21. David Nash, CIE Coordinator, to provide summer supervision of students on dealership jobs under the AYES program, at an hourly rate of \$28, not to exceed 30 hours, effective July 1, 2019 through August 30, 2019 (11-320-100-101-03-00-1711-040)
22. Personnel to receive a 2019-2020 Advisor Stipend as indicated, to be paid in two equal payments at the end of the first and second semesters, effective July 1, 2019 through June 30, 2020 (attached)
23. The following personnel to serve as Proctors for the district, on an as needed basis in accordance with the current Salary/Wage Guide, effective September 1, 2019 through June 30, 2020 (attached)
24. Stipends in the amount of \$1,200 each as follows for curriculum writing as indicated, to be completed by September 1, 2019, in accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.) (11-310-100-101-01-01-0000-030) (11-310-100-101-02-02-0000-040):
 - a. Christine Cardinale, Cosmetology 2
 - b. Janet Cash, Cosmetology 1
 - c. Rachel Hendrickson, Forensic Speech/Debate
 - d. Rachel Hendrickson, English 3 HSA
 - e. Eric Palm, English 1 STEM
 - f. Eric Palm, English 2 STEM
 - g. Eric Palm, English 3 STEM
 - h. Joseph Ragusa, Global Health
25. Stipend in the amount of \$100 each for the following personnel for chaperoning students to the SkillsUSA competition at Camden County Technical School and Gloucester County Technical School on Saturday, March 9, 2019 (11-310-100-101-02-02-0000-040) (11-310-100-101-01-01-0000-030):
 - a. Janice La Fleur, Baking and Dining Services Instructor
 - b. Scott Engle, Culinary Arts Instructor
 - c. Erik Silverman, Culinary Arts Instructor
 - d. James Walker, HVAC Instructor
 - e. Bong Kim, Math Instructor

26. Jaime Antonio-Bravo, School Psychologist, to receive a stipend in the amount of \$100 for chaperoning students to the SkillsUSA competition at Lincoln Technical School on Saturday, March 16, 2019 (11-310-100-101-02-02-0000-040)
27. Stipend in the amount of \$100 each for the following personnel for chaperoning students to the SkillsUSA competition at Sussex County Technical School on Saturday, March 23, 2019 (11-310-100-101-02-02-0000-040):
 - a. Samuel Chilkotowsky, Engineering Instructor
 - b. Janice La Fleur, Baking and Dining Services Instructor
 - c. Edward Birdsall, Horticulture and Turf Management Instructor
28. 2019-2020 District Substitutes as indicated, on an as-needed basis and not to exceed 29 hours per week, at per diem rates in accordance the current Salary/Wage Guide, effective September 1, 2019 through June 30, 2020 (11-310-100-101-01-01-1701-030 / 11-310-100-101-02-01-1710-040) (attached)
29. Revised listing of students to participate in the Summer Work Study Program at the Assunpink and Sypek Centers, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$10, beginning July 8, 2019 through August 15, 2019 (attached)
30. 2019-2020 County District School (CDS) Information System List of personnel in positions indicated, at no cost to the district (attached)
31. List of students to volunteer at the 2019 Summer Camp at the Sypek Center, at no cost to the district, during Session I (July 2 through July 16, 2019) and/or Session II (July 17 through July 30, 2019) (attached)
32. Employee #4997 continuation of unpaid Sick Leave through July 31, 2019
33. Resignation of Micheal Ruppert, Plumbing Instructor at the Adult Evening Schools, effective June 17, 2019, due to retirement
34. Revised list of students to volunteer at the 2019 Summer Camp at the Sypek Center, at no cost to the district, during Session I (July 2 through July 16, 2019) and/or Session II (July 17 through July 30, 2019) (attached)
35. Janet Cash to serve as Beauty Camp Instructor for the 2019 Summer Camp at the Sypek Center, in accordance with the current Salary/Wage Guide, during Session I (July 2 through July 16, 2019) and/or Session II (July 17 through July 30, 2019)
36. Corrected salary, originally approved on June 28, 2018, for Susan Slowick, at an annual salary of \$55,970, effective September 1, 2018 through June 30, 2019 (50% ESSA 20-231-100-101-00-19-231) (50% IDEA 20-250-100-101-00-19-250).

Roll call:

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

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. The following Board Policies/Regulations for second reading and adoption: (available in Superintendent's office for review)
 - a. 1642 Earned Sick Leave Law
 - b. 1642 R Earned Sick Leave Law
 - c. 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing
 - d. 8660 Transportation by Private Vehicle
2. Physics curriculum for the district (available in the Superintendent's office for review)
3. Revised 2019-2020 Tuition List for the Adult Evening Schools (attached)
4. Revised Job Description for Non-Certified Nurse (attached)
5. Job Description for Summer Student Worker position of Technology Intern (attached)

6. 2018-2019 New Jersey High School Voter Registration Law Annual Statement of Assurance (attached)
7. 2018-2019 School Security Drill Statement of Assurance (attached)
8. District Discipline Report as of June 12, 2019 (attached)
9. District Harassment, Intimidation & Bullying Report for September 1, 2018 through June 12, 2019 (attached)
10. Emergency Preparedness Drill Reports for the month of May 2019 (attached)
11. Location change for the Architecture, Engineering and Design program from the Sypek Center to the Assunpink Center, effective September 1, 2019
12. Location change for the Pre-Nursing program from the Health Careers Center to the Assunpink Center, effective September 1, 2019
13. Location change for the Medical Assistant program from the Health Careers Center to the Assunpink Center, effective September 1, 2019
14. 2018-2019 Lead Testing Program Statement of Assurance (attached)

A copy MCTS/MCSSSD Inter-local, ESEA, revised 18-19 articulation agreement, 19-20 articulation agreements (2), MOU, revised ABA contract, revised Payroll/Benefits contract, revised IT tech contract, Advisor list, Proctor list, 19-20 sub list, revised student summer work list, 19-20 CDS, summer camp volunteer list, revised 19-20 AES tuition list, revised job description, tech intern job description, 18-19 voter SOA, 18-19 security drill SOA, discipline report, HIB, EPDR, lead testing SOA, 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	x			
Pitman						x
Sabo			x			
Stinger			x			
Zoller	x		x			

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (None)
- B. Field trip requests (attached)
- C. Library and Educational Goods & Services resolution for the 2019-2020 school year (attached)
- D. Resolution authorizing the district purchasing agent to make purchases of goods and services from State Contract Vendors for the 2019-2020 school year (attached)
- E. Capital Reserve Account Resolution for an amount not to exceed \$500,000 (attached)
- F. Resolution for Vendor Payment Authorization Between Board Meetings for the 2019-2020 school year (attached)
- G. Resolution Opposing Bills A-3664 and S-3089 (Creates Tenure-Like Protections for Non-Teaching Staff) (attached)
- H. Re-roof maintenance garage at Assunpink Center resolution for DOE submission (attached)

- I. Contract with Parker McCay P.A., as special counsel, July 1, 2019 through June 30, 2020 at a rate of \$195 for attorney and \$100 for clerks/paralegals, not to exceed \$7,500 (attached)
- J. Contract with Parker McCay P.A., as Negotiations Counsel for the 2019-2020 school year a rate of \$195 for attorney and \$100 for clerks/paralegals (attached)
- K. Professional Services Agreement with David Sharlin, DO, FAAP for consultant services as School Medical Director for the 2018-2019 school year for the amount of \$7,750 (attached)
- L. Burlington County Insurance Pool Joint Insurance Fund coverage, including student accident premium for July 1, 2019 through June 30, 2020 for a total cost of \$180,617 and surplus resolution (attached)
- M. Agreement by Local Education Agencies for School Meal Programs between Mercer County Special Services School District, Mercer County Technical School District and Camelot Educational Resources, LLC through Sodexo, Inc. for the 2019-2020 school year (attached)
- N. Planned Service Renewal with Johnson Controls for planned services beginning July 1, 2019 through June 30, 2020 for \$6,659.98 (attached)
- O. Continuation of Agreement between Camelot Educational Resources, LLC and Mercer County Technical School District for Alternative High School and Interim Alternative Setting Education Programs; year 2 of 3
- P. Waste and Recycling Services Bid 19-05 to Republic Services of New Jersey, LLC; Year 2 of 3
- Q. IMX Medical Management Services Fit for Duty Exams for the 2019-2020 school year at a cost not to exceed \$2,500
- R. Arnold Barlow from Mercer County Special Services School District as a bus driver on an as needed basis for the period September 6, 2019 through June 30, 2020 at the employee's current hourly rate of pay, not to exceed \$3,000. Mercer County Technical Schools will pay 100% as per the Uniform Shared Services Consolidation Agreement N.J.S.A 40A:65-1, et seq.
- S. Authorize the sale of 41 Solar Renewable Energy Certificates (SREC) from Assunpink, February 2019 to April 2019 (2019ey) and 169 from Sypek, July 2017 to April 2019 (2018ey and 2019ey) for a total of 210, using the services of Flett Exchange Online Auction
- T. Donation of 150 various size three-ring binders from John Zoller of Shiseido Company to MCTS
- U. Award Architect of Record RFP 20-03 to DI Group Architecture
- V. Donations to the HVAC Program at the Assunpink Center in memory of Charles Jones, Sr., from:

Stuart Day School	Domowicz Family
Danko Family	Lisnak Family
Santangelo Family	Burdett Family
Suzette Carr	Mr. & Mrs. James Snyder
- W. Reject submitted bid proposals for Site Lighting Upgrades at Sypek Center as being over budgeted amount

A copy of travel, field trips, Library resolution, state contractor vendor resolution, capital reserve resolution, vendor payment resolution, opposing bills resolution, re-roof resolution, Parker McCay contracts (2), Sharlin agreement, BCIFJIF, Sodexo agreement, Johnson Controls renewal, 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		x			
Pitman						x
Sabo			x			
Stinger			x			
Zoller		x	x			

12. **EXECUTIVE SESSION** - None

13. **PUBLIC DISCUSSION** - None

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 12:34 pm.

Roll call:

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

The next meeting shall be held on Tuesday, July 16, 2019 at 12:00 noon at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary