

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

MINUTES OF FEBRUARY 19, 2019

1. The Board Meeting of February 19, 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 February 12, 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

2. **PLEDGE OF ALLIGANCE** -

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Gary Mattia, Interim Adult Evening School/Secondary Health Careers Center Principal reported on:

- LPN statistics
- Students should test on 11th grade level due to the complexity of the program
- Permitted to take tests a second time
- 2018-2019 students accepted below 11th grade and used boost program to improve remedial problems
- Some students come through One Stop and they do not share test scores with us – only report that they were adequately tested
- Currently at 21 students; down from 30 originally enrolled
- Open House will be held in March
- April/May – testing will determine our enrollment status for next school year

B. EXECUTIVE SESSION – moved to the end

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of January 15, 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			

- B. The Executive Session meeting minutes of January 15, 2019 were brought before the Board of 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

Bills totaling \$659,139.22 February 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 January 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

Dana Hice DePugh, Assistant Superintendent, informed the Board that the CTE Luncheon scheduled for February 21, 2019 will be postponed until March 6, 2019 due to weather.

MCTS culinary/baking and dining students will participate in the Soup 4 You competition, hosted by the Hamilton Rotary Club, being held at Steinert High School on February 25. Proceeds go to local scholarships.

Dr. Kimberly Schneider, Superintendent, shared a thank you note from Hamilton Continuing Care, regarding assistance extended by MCTS students and staff during a recent power outage.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Revised 2018-2019 Articulation Agreement for the Business Studies Program with Career Prep at the Mercer County Community College (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

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

1. Jennifer Terepka, Secretary I at the Adult Evening Schools, to take Sick Leave using paid time off with continuation of benefits, retroactive to January 7, 2019 through February 8, 2019
2. Dennis Juliano, Custodian II at the Assunpink Center, to take Sick Leave using paid time off with continuation of benefits, effective February 1, 2019 and anticipated through March 15, 2019
3. Madeline Lollo, Cosmetology Instructor at the Assunpink Center, to take Sick Leave using paid time off with continuation of benefits, effective February 8, 2019 and anticipated through March 22, 2019
4. Dana Hice DePugh as a full-time, 12-month, contracted employee in the capacity of Assistant Superintendent, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, according to the Interim Executive County Superintendent's approval letter dated February 14, 2019, effective July 1, 2019 through June 30, 2020 (11-000-221-102-09-00-2230) (attached)
5. Doreen Brades, 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 an hourly rate of \$30, effective February 20, 2019 through June 30, 2019 (13-629-100-101-04-01-1700)
6. Stipend in the amount of \$600 for Scott Engle, Culinary Arts Instructor, serving as the ProStart Advisor 1 for the Sypek Center, to be paid in two (2) payments of \$300 at the end of the first and second semesters, retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-02-00-0000-040)
7. Stipend in the amount of \$600 for Erik Silverman, Culinary Arts Instructor, serving as the ProStart Advisor 2 for the Sypek Center, to be paid in two (2) payments of \$300 at the end of the first and second semesters, retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-02-00-0000-040)
8. Stipend in the amount of \$600 for Edward Birdsall, Horticulture and Turf Management Instructor, serving as the Future Farmers of America (FFA) Advisor for the Sypek Center, to be paid in two (2) payments of \$300 at the end of the first and second semesters, retroactive to September 1, 2018 through June 30, 2019 (11-310-100-101-02-00-0000-040)
9. Stipend in the amount of \$100 for Joseph Ragusa, Biological Science Instructor, serving as a chaperone at the HOSA State Leadership Conference Event in East Brunswick, NJ on Saturday, March 16, 2019 (11-310-100-101-01-01-000)
10. Stipends in the amount of \$200 each for the following, serving as a chaperones at the HOSA State Leadership Conference Event in East Brunswick on Saturday, March 16, and Sunday, March 17, 2019 (11-310-100-101-01-01-000):
 - a. Daniel Sbar, Biological Science Instructor
 - b. Laura Wurtzel, Secretary I
11. The following to serve on the Intervention and Referral Service (I&RS) Team, at no cost to the district, retroactive to September 1, 2018 through June 30, 2019:
 - a. Angelo DeStefano, Principal
 - b. Megan Ferdetta, Counselor
 - c. Henry Pfeffer, Physical Science Instructor
 - d. Douglas Shunk, Supervisor
12. Dana Hice DePugh, as administrative liaison for Seton Hall University's Executive Master of Arts/Education Specialist Program as per the agreement with Seton Hall University, Board

approved June 26, 2018, at an hourly rate of \$73.21 for initial database development and on-site presence for hours of program operation

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x		x (B.4.)	
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger			x			
Zoller	x		x			

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Uniform State Memorandum of Agreements between MCTS and the following Police Departments for the 2018-2019 school year, (attached)
 - a. Ewing Township
 - b. Hamilton Township
 - c. Hopewell Township
 - d. Lawrence Township
 - e. West Windsor Township
2. Revised Medium and Heavy Truck Technology Curriculum for the Diesel Program (available in the Superintendent's office for review)
3. Board Policy 7446 School Security Program for first reading (attached)
4. District Harassment, Intimidation & Bullying Report for September 1, 2018 through February 8, 2019 (attached)
5. Emergency Preparedness Drill Reports for the month of January 2019 (attached)

A copy revised articulation agreement, Uniform MOA (5), 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. Resolution to purchase testing materials from Assessment Technologies Institute, LLC (ATI) (attached)
- D. Revised Budget Planning Schedule for the 2019-2020 school year (attached)

- E. Advertising agreement with NJ Advance Media for online advertising for Shared-time, Full-time Academies and Career Prep programs, not to exceed \$10,000 (attached)
- F. Services of Comcast Spotlight to showcase the Adult Evening Programs for \$15,100 (attached)
- G. Services of Comcast Spotlight to showcase the Shared-Time Culinary Programs for \$3,296 (attached)
- H. Services of Comcast Spotlight to showcase various Shared-Time Trades for \$4,702 (attached)
- I. Audit services of Wiss & Company, LLP (with a Peer Review Rating of Pass) for the school year ending June 30, 2019 per engagement letter dated January 24, 2019 for \$37,650 (attached)
- J. Consultant services of Jody P. Gazenbeek-Person, a local community college professor, to speak with students regarding post-secondary placement opportunities for the Spring of 2019 at \$75 per hour not to exceed \$600.00
- K. Authorize the sale of Solar Renewable Energy Certificates (SREC) from June 2018 to January 2019 as follows: 148 from Assunpink using the services of Flett Exchange Online Auction
- L. Review, accept and approve the June 30, 2018 Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2017-2018 Audit Report) as required by N.J.S.A. 18A:23-4
- M. Donation of various cans of Finish Master Automotive & Industrial Paint from Team Toyota of Langhorne to the Automotive Program at the Sypek Center
- N. Reject proposal submitted for the bid 19-09 Dishwasher, Conveyor Type – Grant Funded as being non-responsive to bid requirements
- O. Award Bid 19-11 Plumbing Services to Magic Touch Construction Co., Inc.
- P. Proposal from DIGroup Architecture for the architectural services for Security Door Integration at the Assunpink Center (attached)
- Q. Proposal from DIGroup Architecture for the architectural services for Re-roof of the Maintenance Building at the Assunpink Center (attached)

A copy of travel, field trips, ATI resolution, budget planning, NJ Advance Media, Comcast Spotlight (3), Wiss, DIGroup proposals (2) 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			

12. **EXECUTIVE SESSION**

BE IT RESOLVED that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of student behavior issue update.

BE IT FURTHER RESOLVED, that the minutes of the executive session shall be released to the public when the need for confidentiality no longer exists, except personnel information or information pertaining to legal settlements with personnel which by agreement must remain confidential shall not be released unless otherwise required by law.

A motion was made for the Board to enter into Executive Session at 5:13 pm.

Roll call:

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

A motion was made for the Board to return to Public Session at 5:43 pm.

Roll call:

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

13. PUBLIC DISCUSSION

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:47 pm.

Roll call:

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

There will be a Special Board Meeting to be held on Thursday, March 7, 2019 at 5:00 pm for the 2019-2020 budget.

The next regular meeting shall be held on Tuesday, March 19, 2019 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Deborah Donnelly
Business Administrator/Board Secretary