

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

MINUTES OF JANUARY 15, 2019

1. The Board Meeting of January 15, 2019 was called to order by Board Secretary, Deborah Donnelly at 5:11 pm. The meeting took place at the Mercer County Vocational-Technical Schools, 1085 Old Trenton Road, Trenton, New Jersey. The Board Secretary 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 January 7, 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 |

The Board Secretary called for a motion to nominate Michael Sabo as temporary President for the purpose of presiding over this meeting.

Roll call:

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

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

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION - None

B. EXECUTIVE SESSION – moved to the end

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of December 18, 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 \$705,391.48 January 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 December 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 | X | | | |
| Pitman | | | | | | X |
| Sabo | | | X | | | |
| Stinger | | | | | | X |
| Zoller | X | | X | | | |

7. CORRESPONDENCE & COMMUNICATIONS

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. 2018-2019 Articulation Agreement between Mercer County Technical Schools and Mercer County Community College for the Postsecondary HVAC Program (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. Resignation of Dasha Brown, Secretary I at the Health Careers Center, effective July 1, 2019 due to retirement
2. Resignation of David Lugo, Supervisor of Secondary Education at the Sypek Center, effective March 4, 2019

3. Mary Smith-Jones, Principal of Adult Evening Schools and HCC Secondary Programs, continuation of unpaid Sick Leave, effective January 3, 2019 through June 28, 2019

4. Brenda Jenkins, Secretary III at the Assunpink Center, placed on Sick Leave as follows:

| Start | End | Type |
|-------------------|--------------------------------|------------------------------|
| December 12, 2018 | January 4, 2019 | Paid Sick days with benefits |
| January 7, 2019 | (anticipated) January 25, 2019 | Unpaid and without benefits |

5. The following to serve as Proctors for the district, on an as needed basis and at an hourly rate of \$32, effective January 16, 2019 through June 30, 2019 (11-310-100-101-01-01-0000):

- a. Daniel Levinson, District Academic Substitute
- b. Elise Lybrand, Health Occupations Instructor
- c. Joseph Ragusa, Biological Science
- d. Lisa Rubino, Teacher Assistant
- e. Daniel Sbar, Biological Science
- f. Jessica Warshouser, Math Instructor

6. Peter Burns as a Part-time Industrial Maintenance Mechanic Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, retroactive to January 9, 2019 through June 30, 2019 (13-629-100-101-04-01-1910)

7. Stephen Heringes as a Part-time Math/Blueprint Reading Instructor for the Adult Evening Schools, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$30, retroactive to January 9, 2019 through June 30, 2019 (13-629-100-101-04-01-1314)

8. James Heringes as a Part-time Substitute Math/Blueprint Reading Instructor for the Adult Evening Schools, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$30, retroactive to January 9, 2019 through June 30, 2019 (13-629-100-101-04-01-1314)

9. Heather Pyle, Data Administrator, to receive a stipend not to exceed \$400 for additional work (grant funded Postsecondary Perkins Grant) at an hourly rate of \$32.67, retroactive to August 11, 2018 through June 30, 2019 (20-362-200-300-19-01-362)

10. A stipend in the amount of \$150 each for the following staff for supervising Academy Assessment Testing on Saturday, January 26, 2019 at the Assunpink Center: (11-310-100-101-01-01-0000)

- a. Angelo DeStefano, Principal
- b. Douglas Shunk, Supervisor of Secondary Education

11. A stipend in the amount of \$100 each for the following staff for chaperoning students to the NJHOSA Southern Regional Conference event held at Cumberland County Technical Education Center on Saturday, February 2, 2019 (11-310-100-101-01-01-0000)

- a. Daniel Sbar, Biological Sciences Instructor
- b. Laura Wurtzel, Secretary I

12. Brian Bittings, Interim Principal at the Sypek Center, to serve in the following positions, at no cost to the district, effective March 4, 2019 through June 30, 2019:

- a. ESSA Coordinator (NCLB)
- b. Bilingual/ESL Point of Contact

13. Justin DeLisa as a Part-time IT Technician for the district, on an as needed basis and not to exceed 16 hours per week, pending the completion of criminal history background check, at an hourly rate of \$18, effective January 22, 2019 through June 30, 2019 (11-000-252-110-07-00-2520)

14. A stipend in the amount of \$100 for Laura Wurtzel, Secretary I, for chaperoning students to the NJHOSA Northern Regional Conference event held at Passaic County Technical Education Center on Saturday, January 12, 2019 (11-310-100-101-01-01-0000)

15. Samuel Chilkotowsky, Engineering Instructor, to serve as a Proctor for the district, on an as needed basis and at an hourly rate of \$32, effective January 16, 2019 through June 30, 2019 (11-310-100-101-01-01-0000)

Roll call:

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

C. MISCELLANEOUS

Recommend Board approve the following:

1. Statement of Assurance Regarding the Use of Paraprofessional Staff Report for the 2018-2019 school year (attached)
2. District Harassment, Intimidation & Bullying Report for September 1, 2018 through January 11, 2019 (attached) **REVISED HANDOUT**
3. Emergency Preparedness Drill Reports for the month of December 2018 (attached)

A copy Articulation Agreement, SOA, 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 | 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 (attached)
- B. Field trip requests (attached)
- C. Revised Budget Planning Schedule for the 2019-2020 school year (attached)
- D. Special Education Medicaid Initiative (SEMI) Program Waiver Resolution for the 2019-2020 school year (attached)
- E. Donation from George and Carol Sherman to the Tyler Hettel Scholarship Fund
- F. Electronics donation of various items from DVX LLC to the STEM Program:
 - Bulk electronic components: Resistors, Capacitors, Inductors, Integrated circuits, Breadboards
 - Electronics storage containers (12)
 - Solid core cable
 - Paper cutter
- G. Agreement with Jonathan Catherman, 1M LLC, for presentation on Non-Traditional Career Pathways, April 3, 2019 at a cost not to exceed \$3,000 (20-362-100-300-19-04-362) (attached)
- H. Closeout documents for GPC, Inc. on the completion of the Science Lab Renovation at the Sypek Center, DI Group Architects Project No. 17.635 (attached)
- I. Agreement with IES to provide web design/development for a one-time fee of \$3,900, content migration and styling for an estimated cost of \$1,875, and annual hosting services at a rate of \$995 per year or \$95/month (attached)

J. Rejection of proposals for Bid 19-07 Dishwasher – Conveyor Type

A copy of travel, field trips, SEMI, Catherman agreement, GPC closeout, IES 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 | | x | | | |
| Pitman | | | | | | x |
| Sabo | | | x | | | |
| Stinger | | | | | | 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 reporting a confidential student matter. A memo has been provided by the Superintendent to the Board members regarding such matter.

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 5:19 pm.

Roll call:

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

A motion was made for the Board to return to Public Session at 5:45 pm.

Roll call:

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

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:46 pm.

Roll call:

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

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Deborah Donnelly". The signature is written in black ink and is centered on the page.

Deborah Donnelly
Business Administrator/Board Secretary