

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

MINUTES OF JULY 16, 2019

1. The Board Meeting of July 16, 2019 was called to order by President Albert Pitman at 12:00 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 July 3, 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** - Suspend

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Doug Shunk, District Coordinator for Harassment, Intimidation, or Bullying, presented the yearly HIB report.

B. EXECUTIVE SESSION - None

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of June 19, 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**

Bills totaling \$341,930.60 for June 2019 and \$1,451,366.12 for July 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	x			
Stinger	x		x			
Zoller			x			

6. BOARD SECRETARY/TREASURER'S REPORT - HANDOUT

Review of the financial reports for the period ending June 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			
Zoller		x	x			

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider reported that the first session of Summer Camp classes is complete and the second session is beginning. There will be a report at the end of the summer.

Assunpink, Adult Evening and Health Careers have submitted their annual school reports (handouts). Sypek will submit their report in August. We can review and address any questions at the August Board Meeting.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Submission of grant application for Acellus School-wide Deployment Grant in the amount of \$11,297.50
2. New Solar Energy program for the Adult Evening Schools, beginning September 2019, pending enrollment

Roll call:

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

B. PERSONNEL & ADDENDUM

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

1. Resignation of Angelo DeStefano, Principal of the Assunpink Center, effective August 26, 2019 or sooner if a replacement is hired
2. Resignation of Hope Nemeth, Pre-Nursing Instructor, effective August 29, 2019

3. Employee #4906 to take FMLA/FLA Leave retroactive to July 1, 2019 through July 5, 2019
4. Employee # 5242 returning from Administrative Leave with pay retroactive to June 27, 2019
5. James Fazzone as a Substitute Principal at the Sypek Center, pending background check, on an as needed basis and at a per diem rate of \$400, effective July 17, 2019 through June 30, 2020 (11-000-240-103-02-00-2400-040)
6. Teresa Bradshaw as a full-time, 10-month contracted employee in the capacity of Business Technology Instructor at the Assunpink Center, at an annual salary of \$56,635 (Step 4 of the 10-month Teacher Salary Guide), effective September 1, 2019 through June 30, 2020 (11-320-100-101-01-00-1399-030)
7. David Hartner as a full-time, 10-month contracted employee in the capacity of Electrical Instructor at the Assunpink Center, pending certification and background check, at an annual salary of \$55,135 (Step 1 of the 10-month Teacher Salary Guide), effective September 1, 2019 through June 30, 2020 (11-310-100-101-01-00-1740-030)
8. Revised start dates for students to participate in the Summer Work Study Program at the Assunpink and Sypek Centers as indicated (attached)
9. Dorothy Johnson, Substitute Secretary for the district, revised start date effective July 20, 2019 through June 30, 2020
10. The following staff to receive one Compensatory day each, in addition to the additional hours of pay indicated for working after contracted workday hours on Board approved activities during the 2018-2019 school year, at an hourly rate of \$31, in accordance with the Agreement between the Board and MCVEA – Article IXX.A.3:

Last Name	First Name	Title	Comp Day	Additional Hours
Engle	Scott	Culinary Arts Instructor	1	116
LaFleur	Janice	Baking & Dining Instructor	1	14
McCobb	Amanda	Social Studies Instructor	1	2.75
Pietras	John	Teacher Assistant	1	7.75
Silverman	Erik	Culinary Arts Instructor	1	125.25

11. Revised list of Student Volunteers for Summer Camp (attached)
12. School Improvement Panel (SCiP) that served the district during the 2018-2019 school year, at no cost to the district (attached)
13. School Improvement Panel (SCiP) to serve the district during the 2019-2020 school year, at no cost to the district (attached)
14. Revised 2019-2020 County District School (CDS) Information System List of personnel in positions indicated, at no cost to the district (attached)
15. Affirmative Action Team Members for the district, to conduct a Needs Assessment and develop the Comprehensive Equity Plan (CEP), at no cost to the district, effective July 1, 2019 through June 30, 2020:
 - a. Lance Simek, Social Worker
 - b. Brian Bittings, Interim Principal
 - c. Joan Hylton, Teacher Assistant
 - d. Dana Hice DePugh, Assistant Superintendent
 - e. Angelo DeStefano, Principal
16. Mary Smith-Jones, Principal of Adult Evening Schools, continuation of unpaid Sick Leave, effective through August 31, 2019

Roll call:

	Motion	Second	Yes	No	Abstain	Absent
Hernandez			x		x on 9B.12 & 9B.13	
McCoy						x
Pitman			x			
Sabo		x	x			
Stinger	x		x			
Zoller			x			

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Curriculum for the district: (available in the Superintendent's office for review)
 - a. Solar 101
2. Semi-Annual Harassment, Intimidation, or Bullying Report for January 1, 2019 through June 30, 2019 (attached)
3. As part of NCLB requirements for the 2019-2020 school year, the School-Parent Compact will be used in support of Board Parental Involvement Policy 2415.04 (attached)
4. 2019-2020 District Substance Abuse Prevention Program Plan (attached)
5. 2019-2020 Nursing Services Plan, reflecting 2018-2019 data, for the following: (attached)
 - a. Assunpink Center, Sypek Center and Academy/Full-time Programs
 - b. Thomas J. Rubino Academy
6. 2019-2020 Standard Procedures of School Health Services/Standing Orders for the following: (attached)
 - a. Assunpink Center, Sypek Center and Academy/Full-time Programs
 - b. Thomas J. Rubino Academy
7. 2019-2020 District Mentoring Plan (attached)
8. Annual approval of Policy 5512 Harassment, Intimidation, and Bullying for the 2019-2020 school year (attached)
9. Revised 2018-2019 Lead Testing Program Statement of Assurance for Non-Lead Testing Year (attached)
10. District Discipline Report as of June 30, 2019 (attached)
11. District Harassment, Intimidation & Bullying Report for September 1, 2018 through June 30, 2019 (attached)
12. Emergency Preparedness Drill Reports for the month of June 2019 (attached)
13. 2019-2020 Professional Development Plans for the following: (attached)
 - a. District
 - b. Assunpink Center
 - c. Sypek Center

A copy rev work study, 18-19 SCiP, 19-20 SCiP, rev CDS, semi-annual HIB, school-parent compact, 19-20 abuse prevention plan, 19-20 nursing services plan, 19-20 orders, 19-20 mentoring plan, 5512, 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		x 9C.13	
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 (none)
- B. Field trip requests (none)
- C. Services of Comcast Spotlight to showcase the Adult Evening Programs for \$8,030 (attached)

- D. AXA Equitable Life Insurance Company Governmental 457(b) Plan Adoption Agreement (attached) *Basic Plan Document is available to view in the Business Office*
- E. AXA Equitable Life Insurance Company Governmental 403(b) Plan Adoption Agreement (attached) *Basic Plan Document is available to view in the Business Office*
- F. Proposal of Bittings Educational Consulting, LLC to provide support for inclusion and special education best practices to CST and instructional staff at a rate of \$400 per day, not to exceed 29 days (attached)
- G. Revised proposal from Robert S. Paylor, SWPC, for consulting services to the Baking and Dining Program at the Sypek Center for the 2018-2019 school year at a rate of \$31 per hour, not to exceed 26 hours, originally Board approved on June 26, 2018
- H. Disposal of Champion Commercial Dishwasher (EQP0200) from the Sypek Center due to age
- I. Disposal of Smartboard (IT0693) from Sypek AED due to damage being non-repairable

Mr. Sabo asked about Smartboard replacements.

Dana Hice DePugh noted we will be replacing several Smartboards with Perkins money and extra aid funding.

- J. Record of sale of 210 SRECs from February-April 2019 (Assunpink) and July 2017-April 2019 (Sypek) for a total of \$47,040 on the spot market through the Flett Exchange
- K. Vanguard as an additional investment choice for 403(b) elective salary deferral tax shelter
- L. Accept Perkins Secondary Grant funds in the amount of \$214,545 (\$186,838 Federal and \$27,707 Reserve Funds)
- M. Accept Perkins Post-Secondary Grant funds in the amount of \$108,152 (State funds)
- N. Accept IDEA Basic Grant funds in the amount of \$50,299
- O. Accept Acellus School-wide Deployment Grant in the amount of \$11,297.50
- P. Gina Buzgo from Mercer County Special Services School District to be responsible for the update of district policies and regulations for Mercer County Technical Schools at her professional hourly rate of \$52.13 paid 100% by Mercer County Technical School District
- Q. Continuation of Cooperative Pricing Agreements for the 2019-2020 school year with the following:
 - Mercer County Special Services Cooperative Pricing System #103
 - Mercer County Cooperative Pricing System #94
- R. Continuation of Wage Works Reimbursement Services Agreement for the 2019-2020 school year

A copy of Comcast, AXA 457(b), AXA 403(b) 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			

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 12:14 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, August 20, 2019 at 12:00 noon at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary