

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

MINUTES OF MAY 21, 2019

1. The Board Meeting of May 21, 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 May 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	

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

3. **EXECUTIVE SESSION /PUBLIC DISCUSSION**

A. PUBLIC DISCUSSION

Dr. Schneider requested a moment of silence for Pete Schroeder (Hamilton's Officer Friendly), Pat Schroeder's (MCTS instructor) dad who passed away. Mr. Schroeder was a former bus driver for MCTS.

David Nash, CEC, shared with the Board the wonderful year SkillsUSA has had. Mr. Nash distributed the list of state medalists (included in the April minutes). Also, he thanked students and staff for awareness, participation and passion. Of 27 participants in various categories, 12 placed first, 8 placed second and 7 placed third. Students Richard Gaskill and Luis Figueroa represented SkillsUSA at the meeting. Congratulations to all who participated.

Dr. Schneider thanked everyone for always supporting the teams.

B. EXECUTIVE SESSION – moved to the end

4. **MINUTES OF PREVIOUS MEETINGS**

A. The regular session meeting minutes of April 16, 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

Bills totaling \$675,145.94 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
Pitman			x			
Sabo		x	x			
Stinger	x		x			
Zoller						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
Pitman			x			
Sabo	x		x			
Stinger		x	x			
Zoller						x

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider – thank you to Dana Hice DePugh and staff for a successful first outdoor CIE banquet. The new graphic arts teacher did a great job.

Dr. Schneider and Yasmin Hernandez-Manno recently met to discuss a county-wide ELL Academy. Yasmin noted the academy is for ages 14 and above, who currently have no formal education setting and generally are at risk of drop out; first in the state of New Jersey; September 2020 implementation. Currently there are 221 students across the county, 70 in Trenton and 60 in East Windsor, remaining are scattered. There will be monthly meetings beginning June 5 to develop sub-committees. Yasmin created a similar program in Newark, NJ. This will be an alternative program to allow for curriculum flexibility; bi-lingual, not special education. The County Commissioner is excited and plans to attend meetings.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Submission of the grant application for FY20 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Secondary: (Special Revenue) (attached)
 - Total Allocation - \$214,545
2. Submission of the grant application for FY20 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Postsecondary: (Special Revenue) (attached)
 - State funds - \$108,152

3. Submission of the Pre-Apprenticeship in Career Education (PACE) grant in the amount of \$50,000 (Special Revenue)
4. 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
Pitman			x			
Sabo		x	x			
Stinger	x		x			
Zoller						x

B. PERSONNEL

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

1. Resignation of Sylvia Correa, Secretary III at the Sypek Center, effective June 30, 2019
2. Lucille Cavanaugh, as a full-time, 12-month contracted employee in the capacity of Secretary I at the Sypek Center, at an annual salary of \$48,374 (Step 1 – 2019-2020 Secretary I Guide), effective July 1, 2019 through June 30, 2020 (11-000-240-105-02-00-2400-040)
3. 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 \$40,816 (Step 2 – 2019-2020 Secretary III Guide), effective July 1, 2019 through June 30, 2020 (11-000-221-105-09-00-2210-0300)
4. Maggie Rogers as a full-time, 12-month contracted employee in the capacity of Secretary III at the Sypek Center, pending completion of criminal history background check, at an annual salary of \$40,816 (Step 2 – 2019-2020 Secretary III Guide) prorated, effective July 22, 2019 (or earlier if released from current employer) through June 30, 2020 (11-000-240-105-02-00-2400-040)
5. Personnel at the salaries indicated for the following positions, effective July 1, 2019 through June 30, 2020: (attached)
 - a. Mercer County Vocational Administrators/Supervisors Association Members
 - b. Contracted and Confidential Staff
 - c. Per Diem Staff, on an as needed basis
 - d. Adult Evening Schools Staff, on an as needed basis and not to exceed 29 hours per week
 - e. Part-time/Hourly Secondary School Staff, on an as needed basis and not to exceed 29 hours per week
6. A stipend in the amount of \$100 each for the following chaperones during the SkillsUSA State Competition in Bridgewater, NJ on Saturday, April 13, 2019 (11-310-100-101-02-02-0000-040):
 - a. David Nash, CIE Coordinator
 - b. Carolyn Brenner-Perlman, Graphic Arts Instructor
 - c. Nicholas Sakowski, Community Liaison
 - d. Janice LaFluer, Baking and Dining Instructor
 - e. Jaime Antonio-Bravo, School Psychologist
 - f. Gina Feeney, School Nurse
 - g. Jessica Warshauer, Math Instructor
7. A stipend in the amount of \$600 each for the following chaperones during the SkillsUSA National Competition in Louisville, KY from Monday, June 24 through Saturday, June 29, 2019 (11-310-100-101-02-02-0000-040):
 - a. Edward Birdsall, Horticulture and Turf Management Instructor
 - b. Gina Feeney, School Nurse
 - c. David Nash, CIE Coordinator
 - d. James Walker, HVAC Instructor
8. A stipend in the amount of \$1,500 for Lance Simek, Social Worker Coordinator at the Sypek Center, for services to be rendered as the Affirmative Action Officer for the district, to be paid in two equal payments of \$750 at the end of the first and second semesters, effective July 1, 2019 through June 30, 2020 (11-000-218-104-02-00-2180-040)

9. Affirmative Action Team Members for the district, 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
10. Angelo DeStefano, Principal of the Assunpink Center, to serve as backup Affirmative Action Officer for the district, effective July 1, 2019 through June 30, 2020, at no cost to the district
11. A stipend in the amount of \$1,500 for Megan Ferdetta, Guidance Counselor at the Assunpink Center, for services to be rendered as the Student 504 Coordinator for the district, to be paid in two equal payments of \$750 at the end of the first and second semesters, effective July 1, 2019 through June 30, 2020 (11-000-218-104-02-00-2180-030)
12. The following staff to serve as instructors for the 2019 Summer Camp at the Sypek Center, in accordance with the 2019-2020 Salary/Wage Guide, during Session I (July 2 through July 16, 2019) and/or Session II (July 17 through July 30, 2019), as follows:
 - a. Christine Cardinale, Beauty Camp
 - b. Hope Nemeth, Babysitting Camp
 - c. Joan Hylton, Babysitting Camp
 - d. Wayne Bender, Coding Camp
 - e. Thomas O'Brien, Construction Camp
 - f. Thomas Spezzano, Construction Camp
 - g. Scott Engle, Cooking Camp
 - h. Erik Silverman, Cooking Camp
 - i. TBD, Cupcake Camp
 - j. Joseph Ragusa, Environmental Camp
 - k. Caroyln Brenner-Perlman, Graphic Design Camp
 - l. Samuel Chilkotowsky, Robotics Camp
 - m. Adam Kovitz, Robotics Camp
 - n. Gina Feeney, School Nurse
13. The attached 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)

Roll call:

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

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. The elimination of the Licensed Practical Nurse program at the Health Careers Center effective August 1, 2019
2. Three Year Comprehensive Equity Plan, School Years 2019-2020 through 2021-2022 (attached)
3. The following Board Policies/Regulations for first reading: (attached)
 - 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
4. 2019-2020 Salary/Wage Guide for Hourly and Per Diem Substitute Employees, on an as needed basis and not to exceed 29 hours per week (attached)
5. 2019-2020 Tuition Rates for the Adult Evening Schools (attached)

6. 2019-2020 Calendar for the Thomas J. Rubino Academy (attached)
7. District Discipline Report as of May 16, 2019 (attached)
8. District Harassment, Intimidation & Bullying Report for September 1, 2018 through May 6, 2019 (attached)
9. Emergency Preparedness Drill Reports for the month of April 2019 (attached)

A copy submission of grants (3), MOU, salary list, summer work student list, Comp Eq Plan, 1642, 1642R, 4219, 8660, wage guide, tuition rates, 19-20 Rubino 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. Professional service agreement with Walter Bliss, Attorney, as the Board attorney during the 2019-2020 school year at a rate of \$37,750 (attached)
- D. Agreement for Legal Services – Special Counsel, Comegno Law Group, PC for the period July 1, 2019 through June 30, 2020 at the hourly rate of \$185, not to exceed \$7,500 (attached)
- E. Agreement with Culinary Ventures Vending, effective July 1, 2019 through June 30, 2020; year 1 of 2 (attached)
- F. Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (NVA) plan for staff at the rate of \$5.15 per employee for the 2019-2020 school year; year 2 of 4 (attached)
- G. Participating Addendum agreement with NASPO ValuePoint in order to purchase wireless services for state agencies through December 31, 2019 (attached)
- H. Agreement for consulting services of Dr. Ruby Payne of aha! Process, Inc., presenting Emotional Poverty on September 5, 2019 for staff development (including books), at a cost not to exceed \$17,501 (attached)
- I. Proposal of Duff & Phelps, LLC to provide MCTS with an updated fixed assets accounting records, financial reporting, and IT inventory for fiscal year ending June 30, 2019, not to exceed \$9,400 (attached)
- J. Continuation of petty cash funds for the 2019-2020 school year

Administration - P. Michalchuk	\$75
Assunpink Center - L. Wurtzel	\$75
Board - C. McKenna	\$200
Evening – J. Terepka	\$75
HCC – J. Hardwick	\$75

Admissions - A. Hoffman \$75
 Sypek – L. Cavanaugh \$75

- K. Award Cosmetology Supplies Bid 20-02 to The Burmax Co, Inc. and Salon Centric
- L. Award Construction Supplies Bid 20-01 to Heath Lumber Company
- M. Award Welding Shop Dust Collection Bid to William Kohl Construction
- N. Scrap 1992 Buick LeSabre from the automotive program at the Sypek Center due to vehicle no longer being usable for teaching purposes
- O. Scrap 1992 BMW 318ci from the automotive program at the Sypek Center due to vehicle no longer being usable for teaching purposes
- P. Accept donation of two Stop the Bleed Kits from Capital Health, one for Assunpink and one for Sypek
- Q. Disposal of Cosmetology Stations 1-6 from Sypek Center due to age:
 EQP0127; EQP0128; EQP0129; EQP0130; EQP0131; EQP0132
- R. Continuation of the cooperative pricing agreements for the 2019-2020 school year with the following:
 Hunterdon County Educational Services Commission
 The Educational Services Commission of New Jersey
 Mercer County
- S. Reject proposals for Site Lighting Upgrades – Sypek Center due to one being non-responsive and others exceeding budgeted amount
- T. Use of Kelsey Theater at Mercer County Community College for Health Science Academy graduation ceremony on June 18, 2019 at a cost of \$125
- U. Use of Kelsey Theater at Mercer County Community College for Assunpink Shared-Time completion ceremony on June 13, 2019 at a cost of \$125
- V. Award Culinary Arts Lab Renovation - Sypek Bid to Levy Construction Co., Inc., including Alternatives 1, 2 and 5.

A copy of travel, field trips, Bliss agreement, Comegno, CVV, Brown & Brown, NASPO, aha!, Duff & Phelps, 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 personnel.

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 5:33 pm.

Roll call:

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

A motion was made for the Board to return to Public Session at 5:35 pm.

Roll call:

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

13. PUBLIC DISCUSSION

14. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:35 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 Wednesday, June 19, 2019 at 12:00 pm at the Assunpink Center.

Respectfully submitted,

Deborah Donnelly
Business Administrator/Board Secretary