

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

MINUTES OF MARCH 21, 2017

1. The Board Meeting of March 21, 2017 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 on March 10, 2017.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer".

Roll Call: Ms. Iszard - Present Ms. Stinger - Present Ms. Hernandez-Manno - Absent
Mr. Zoller - Present Ms. McCoy - Present Mr. Pitman - Present

2. PLEDGE OF ALLIGANCE -

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION - None

B. EXECUTIVE SESSION - None

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of February 21, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of February 21, 2017. Ms. Iszard introduced a motion for the Board to approve the minutes. Ms. McCoy seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard - Yes Ms. Stinger - Abstain Ms. Hernandez-Manno - Absent
Mr. Zoller - Abstain Ms. McCoy - Yes Mr. Pitman - Yes

B. The special session meeting minutes of March 7, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of March 7, 2017, _____ introduced a motion for the Board to approve the minutes. _____ seconded the motion and it was carried by roll call vote. **PULLED**

Roll Call: Ms. Iszard - Yes Ms. Stinger - Yes Ms. Hernandez-Manno - Yes
Mr. Zoller - Abstain Ms. McCoy - Yes Mr. Pitman - Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$915,339.97 for March 2017 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Zoller introduced a motion for the Board to approve the bill list grand total of \$915,339.97. Ms. Stinger seconded the motion and it was carried by roll call vote. 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: Ms. Iszard - Yes Ms. Stinger - Yes Ms. Hernandez-Manno - Absent
Mr. Zoller - Yes Ms. McCoy - Yes Mr. Pitman - Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending February 2017, Ms. Iszard introduced a motion the Board approve the reports as presented, whereby, that major accounts and fund balances have not been over-expended and sufficient funds are available to meet the District's financial obligations. Ms. Stinger seconded the motion and it was carried by roll call vote. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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| Roll Call: | Ms. Iszard – Yes | Ms. Stinger – Yes | Ms. Hernandez-Manno - Absent |
| | Mr. Zoller – Yes | Ms. McCoy – Yes | Mr. Pitman – Yes |

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent, addressed the Board. I am thrilled to announce that Scott Engle, Culinary Instructor, as selected as Pro-Start Teacher of the Year. Diesel students received a gold medal, Cosmetology students _____ and 3 Culinary Arts students are going to national.

Mr. Pitman: Please let these students know that the Board is very proud of them.

Congratulations to Dave Nash, CIE Coordinator for hosting over 400 students at Sypek. Mr. Nash is the Regional Advisor of the Year.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT & ADDENDUM

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Memorandum of Understanding between Mercer County Technical Schools and Preferred Home Health Care and Nursing Services for a new Certified Homemaker Home Health Aide program at the Health Careers Center, effective March 22, 2017, pending enrollment (attached)

B. PERSONNEL

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

1. Resignation of Patrick Ryan, part-time Art Instructor at the Assunpink Center, effective end of the business day March 14, 2017
2. Resignation of Linda Potter, Mathematics Instructor at the Sypek Center, effective end of the business day June 30, 2017, due to retirement
3. A stipend for Patrick Schroeder, Diesel Instructor, in the amount of \$75 for chaperoning students to the SkillsUSA Diesel Competition event held in South Plainfield, NJ on Saturday, March 18, 2017 (11-310-100-101-01-01-0000)

C. MISCELLANEOUS

Recommend Board approve the following:

1. The following policies and regulation for second reading and adoption: (*available in the Superintendent's office for review*)
 - a. 5305 Health Services Personnel
 - b. 8330 Student Records
 - c. 8330 R Student Records
2. The following bylaw, policies and regulations for first reading: (attached)
 - a. 0160.1 Board Member Participation at Board Meetings Using Electronic Device
 - b. 2460 Special Education
 - c. 2460 R Special Education
 - d. 2460.1 Special Education – Location, Identification, and Referral
 - e. 2460.15 R Special Education – In-Service Training Needs for Professional and Paraprofessional Staff

- f. 2467 Surrogate Parents and Foster Parents
- 3. Program name change for the Business Office Applications & Technology (BOAT) program, to Business Technology, effective July 1, 2017
- 4. Program name change for the Landscape Maintenance and Design program, to Horticulture and Turf Care Management, effective July 1, 2017
- 5. District Harassment, Intimidation & Bullying Report for September 1, 2016 through March 1, 2017 (attached)
- 6. Emergency Preparedness Drill Reports for the month of February 2017 (attached)
- 7. Revised job description for the position of Art Teacher (attached)
- 8. Revised job description for the position of Health/Physical Education Instructor (attached)
- 9. Revised job description for the position of Teacher Assistant (attached)
- 10. Revised job description for the position of Secretary III (attached)
- 11. Revised 2016-2017 Secondary Calendar (attached)
- 12. Revised 2016-2017 Health Careers Center Calendar (attached)
- 13. The following district stipends, prorated for the 2016-2017 school year, effective March 22, 2017:
 - a. Robotics Team Advisor 1 in the amount of \$1,200
 - b. Robotics Team Advisor 2 in the amount of \$1,200

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote. A copy MOU, 0160.1, 2460, 2460R, 2460.1, 2460.15R, 2467, revised job descriptions (4), revised calendars, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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| Roll Call: | Ms. Iszard – Yes | Ms. Stinger – Yes | Ms. Hernandez-Manno – Absent |
| | Mr. Zoller – Yes | Ms. McCoy – Yes | Mr. Pitman – Yes |

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached)
- B. Field trip requests (Handout)
- C. Resolve to adopt the 2017-2018 School Base Budget (attached)
- D. Revised Budget Planning Schedule for 2017-2018 (attached)
- E. Agreement with Connoisseur Media for radio advertising for Adult Evening School, June 3 – August 18, 2017, not to exceed \$5,820 (13-629-200-590-04-00-2400 \$5,115; 13-330-200-590-05-00-2400 \$705) (attached)
- F. Change Order #6 for Zsenak Electric Company, Inc., for labor and material to replace burnt conductors in Building B at the Assunpink Center in the amount of \$1,474.30 (attached)
- G. Year 5 of 5 for Hosted VOIP Phone and Internet Services contract with Broadview Network beginning July 1, 2017 through June 30, 2018 for the base amount of \$106,806 (11-000-xxx-530-xx-xx-xxx)
- H. Services of Peter Laviola to obtain NATEF Diesel Accreditation in accordance with NJDOE as it pertains to Perkins Funding at the Assunpink Center, in the amount of \$662.78 (11-310-100-610-01-00-1713)
- I. Services of Peter Laviola to obtain NATEF Automotive Accreditation in accordance with NJDOE as it pertains to Perkins Funding at Hopewell Valley, in the amount of \$659.06 (11-000-223-590-02-00-2230)
- J. Services of Vehicle Training Group, LLC to obtain NATEF Automotive Fundamentals and Collision/Repair/Refinishing Initial Accreditation in accordance with NJDOE as it pertains to Perkins Funding at the Sypek Center, in the amount of \$1,300 (11-000-223-590-02-00-2230)
- K. Write-off 2015-2016 Rubino Academy invoices due from Trenton School District; 60-00118 \$5,370; 16-00138 \$3,580; 16-00129 \$3,580

- L. Donation of various plumbing and HVAC products from LA-CO Industries, Inc. to the Career and Technical Educational programs at Assunpink Center
- M. Proposal from New Jersey School Boards Association (NJSBA) to provide 4 days/28 hours of training on Differentiated Instruction at an amount not to exceed \$3,400 (20-250-200-320-00-17-250 11220)
- N. Accept donation of five (5) Easton Power Divider Differentials Assemblies from Lincoln Technical Institute to the Diesel Program at the Assunpink Center
- O. Proposal from Comegno Law Group, PC to provide four (4) hours of direct special education and compliance training to the School Psychologist and follow up consultation, review and support for special education related paperwork and forms for a fee not to exceed \$2,000 (20-250-200-320-00-17-250)

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Mr. Zoller seconded the motion and it was carried by roll call vote. A copy of travel, field trips, budget resolution, revised budget planning schedule, agreement with Connoisseur Media, Change Order #6 for Zsenak shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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| Roll Call: | Ms. Iszard - Yes | Ms. Stinger - Yes | Ms. Hernandez-Manno - Absent |
| | Mr. Zoller - Yes | Ms. McCoy - Yes | Mr. Pitman - Yes |

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Sharon Nemeth, Principal, reported that MCTS had three HOSA winners, of which, two were first place winners and will go to national competition.

14. ADJOURNMENT

There being no further business to come before the Board, Ms. McCoy introduced a motion the meeting be adjourned at 5:10 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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| Roll Call: | Ms. Iszard - Yes | Ms. Stinger - Yes | Ms. Hernandez-Manno - Absent |
| | Mr. Zoller - Yes | Ms. McCoy - Yes | Mr. Pitman - Yes |

The next Regular Meeting shall be held on Tuesday, April 18, 2017 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary