

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

MINUTES OF APRIL 17, 2018

1. The Board Meeting of April 17, 2018 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 April 11, 2018.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

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

2. PLEDGE OF ALLIGANCE -

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

B. EXECUTIVE SESSION – Moved to the end

4. MINUTES OF PREVIOUS MEETINGS

The regular session meeting minutes of March 26, 2018 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of March 26, 2018 Mr. Zoller introduced a motion for the Board to approve the minutes. Mr. Sabo seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS - HANDOUT

Bills totaling \$454,543.07 for April 2018 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Sabo introduced a motion for the Board to approve the bill list grand total of \$454,543.07. Mr. Zoller 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. Stinger – Absent Ms. Hernandez-Manno – Yes Mr. Sabo – Yes
 Mr. Zoller – Yes Ms. McCoy – Absent Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending March 2018, Mr. Zoller 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. Mr. Sabo 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.

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

7. CORRESPONDENCE & COMMUNICATIONS

Tanya Dawson informed the Board that MCTS received the Certificate of Excellence (COE) in Financial Reporting from the Association of School Business Officials International (ASBO) for CAFR ending June 2017. This is the 4th year in a row receiving this award.

Dana Hice DePugh, Assistant Superintendent, presented a handout, MREs – Meals Ready to Eat – on Menus at Student Skills Competition. The first annual SkillsUSA state-level MRE competition was held in partnership with the Mid-Atlantic Army Recruiting Battalion and the NJSBA at Mercer County Technical School District on March 2.

Dr. Kimberly J. Schneider, Superintendent, read a resolution, thanking Tanya Dawson for her service. The resolution shall be included as part of the official minutes.

Dana Hice DePugh stated that Dave Nash, CIE Coordinator, will have a presentation at the May 2018 Board meeting regarding SkillsUSA competition.

Dr. Schneider reported that the Board of School Estimate accepted the MCTS budget as presented on April 10, 2018. It was another successful meeting with County Freeholders Frisby and Verrelli and County Executive Brian Hughes. Dr. Schneider also shared a card received from Board member, Yolanda Stinger, thanking Board members and administration, for the prayers and plant sent in recognition of her mother's passing.

Mr. Pitman expressed his appreciation and thanked the administration (Dr. Schneider, Ms. Dawson, Ms. Hice DePugh and Ms. Donnelly) for having a successful Board of School Estimate meeting and answering all the questions of the Freeholders present.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT & ADDENDUM

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. 2018-2019 Articulation Agreement between Mercer County Community College (MCCC) and Mercer County Technical Schools (MCTS) for the Health Science Academy (attached)
2. 2018-2019 Articulation Agreement between MCCC and MCTS for the STEM Academy (attached)
3. 2018-2019 Articulation Agreement between MCCC and MCTS for the Academy of Culinary Arts (attached)
4. 2018-2019 Articulation Agreement between MCCC and MCTS for the following Shared-time Programs: (attached)
 - a. Architectural Engineering & Design
 - b. Automotive Technology
 - c. Automotive Technology Fundamentals
 - d. Baking
 - e. Business Technology
 - f. Criminalistics and Criminal Science
 - g. Culinary Arts
 - h. Diesel Technology
 - i. Digital Media Arts
 - j. Health and Child Care
 - k. Pre-Nursing
 - l. Health Occupations
 - m. Heating, Ventilating, Air Conditioning and Refrigeration
 - n. Horticulture & Turf Care Management
5. 2018-2019 Articulation Agreement between MCCC and MCTS for Career Prep (attached)
6. 2018-2019 Articulation Agreement between MCCC and MCTS for the following Career Prep Programs: (attached)
 - a. Advertising & Design
 - b. Business Studies
 - c. Communication
 - d. Criminal Justice
 - e. Culinary
 - f. Dance

- g. Entertainment Technology: Music Technology
 - h. Entertainment Technology: Technical Theater
 - i. Exercise Science
 - j. Fashion/Apparel Design
 - k. Fashion Merchandising
 - l. Fire Science Technology
 - m. Gaming
 - n. Hospitality Management
 - o. Information Technology
 - p. New Media & Journalism
 - q. Photography
 - r. Pre-Engineering
 - s. Radio and Television Production
 - t. Theatre
 - u. Visual Arts
7. 2018-2019 Articulation Agreement between MCCC and MCTS for the Postsecondary Medical Office Assistant Program at the Health Careers Center (attached)
 8. Revised 2017-2018 Articulation Agreement between MCCC and MCTS for the STEM Academy (attached)
 9. Submission of the Ames Tool Grant in the amount of \$999.43, for tools to be used in the Horticulture and Turf Management Program at the Sypek Center (Special Revenue)

B. PERSONNEL & ADDENDUM

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

1. John Gragilla as a Substitute Health and Physical Education/ Driver's Education Instructor for the district, on an as-needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective April 18, 2018 through June 30, 2018 (11-310100-101-01-01-1701, 11-310-100-101-02-01-1710)
2. Personnel at the salaries indicated for the 2018-2019 school year, pending the outcome of negotiations, for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attached) **REVISED HANDOUT**
3. Transfer of Marcie Tandy, Guidance Counselor at the STEM Academy, to Business Technology Instructor at the Sypek Center, at the end of business day June 30, 2018 due to reorganization, at a salary of \$74,840 (Step 14 - 10-month Teacher Guide), pending negotiations, effective September 1, 2018 through June 30, 2019
4. Deborah Donnelly, School Business Administrator/Board Secretary, to serve as Public Agency Compliance Officer (P.A.C.O.) for the district, at no cost to the district, effective May 1, 2018 through June 30, 2018
5. 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 17, 2018 (11-310-100-101-01-01-0000)
6. A stipend for the following in the amount of \$75 each for chaperoning CTE students to the State SkillsUSA Competition event held at Camden County Technical Schools in Sicklerville, NJ and Gloucester County Institute of Technology in Sewell, NJ on Saturday, March 10, 2018 (11-310-100-101-01-01-0000)
 - a. David Nash, CIE Coordinator
 - b. Janice LaFleur, Baking and Dining Instructor
 - c. James Walker, HVAC Instructor
7. A stipend for the following in the amount of \$75 each for chaperoning STEM students to the State SkillsUSA Competition event held at Sussex County Technical School in Sparta, NJ on Saturday, March 24, 2018 (11-310-100-101-01-01-0000)
 - a. Scott Engle, Culinary Instructor
 - b. Janice LaFleur, Baking and Dining Instructor
 - c. Erik Silverman, Culinary Instructor
 - d. Marcie Tandy, Guidance Counselor
 - e. John Takach, Engineering Instructor
 - f. Kim Bong, Math Instructor
8. Resignation of Joanna Filipczak, English and Special Education Instructor for the District, effective June 30, 2018
9. Nicholas Sakowski, current Teacher Assistant at the Sypek Center, as a full-time, 12-month, contracted employee in the capacity of Community Liaison for the District, at an annual salary of \$40,000 effective July 1, 2018 through June 30, 2019 (11-000-218-104-09-00-2182-030)

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. The following policies for second reading and adoption: *(available in the Superintendent's office for review)*
 - a. 3437 Military Leave
 - b. 4437 Military Leave
 - c. 5516.01 Student Tracking Devices
2. A Host Site Collaborative Agreement between Mercer County Technical Schools and Hopewell Valley Regional School District for operating an Automotive Technology Program (11:45 am – 2:30 pm session only) at Hopewell Valley Central High School for the 2018-2019 school year, commencing September 1, 2018 through June 30, 2019 (attached)
3. District Student Safety Data System Report of Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) and Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 1, September 1, 2017 through December 31, 2017 (attached) **REVISED HANDOUT**
4. District Harassment, Intimidation & Bullying Report for September 1, 2017 through April 12, 2018 (attached)
5. Emergency Preparedness Drill Reports for the month of March 2018 (attached)
6. Revised 2017-2018 Calendar for the Thomas. J. Rubino Academy (attached)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Mr. Sabo seconded the motion and it was carried by roll call vote. A copy of articulation agreements (7), revised articulation agreement (STEM), host site agreement, HIB-ITP EVVRS, HIB, EPDR, revised Rubino calendar shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Stinger – Absent	Ms. Hernandez-Manno – Yes	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	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 (attached)
- C. Resolution to Adopt the 2018-2019 School Budget (attached)
- D. Resolution appointing Deborah Donnelly as the Purchasing Agent for the District at the Bid/Quotation Threshold effective May 1, 2018 (attached)
- E. Agreement with Johnson Controls for planned services beginning July 1, 2018 through June 30, 2019 for \$6,466 (11-000-262-340-01-00-2620 \$3,233; 11-000-262-340-02-00-2620 \$3,233) (attached)
- F. Affiliation agreement with Capital Health System, Inc., for the training of post-secondary students in the Licensed Practical Nursing program (attached)
- G. Services of Comcast Spotlight to showcase the Shared Time Programs for \$5,000 (11-00-218-590-09-00-2182-030 7025) (attached)
- H. Donation of various building supplies (wood, nails/screws, metal, 6 ft aluminum brake) from Engel Plumbing and Heating to the General Building Construction program at Assunpink Center
- I. Award RFP 18-100 Alternative High School and Interim Alternative Setting Education Programs to Camelot Education, LLC
- J. Write off the following invoices deemed uncollectible from 2015-2016:

North Burlington Regional School District	Invoice #16-00072	\$3,500
Lee-Ana Lawrence (individual)	Invoice #16-00020	\$2,270

K. Write off the following invoices deemed uncollectible from 2016-2017:

North Burlington Regional School District	Invoice #17-00072	\$3,750
Life Center Academy	Invoice #17-00089	\$5,000

L. Services of Peter B. Fallon, Esq., as an independent investigator for the district, effective April 18, 2018 through June 30, 2018 at a rate of \$170 per hour, not to exceed \$4,000 (11-000-230-331-07-00-2301)

Mr. Zoller introduced a motion for the Board to approve the aforementioned. Mr. Sabo seconded the motion and it was carried by roll call vote. A copy of travel, field trips, budget resolution, QPA resolution, JCI, CHS, Comcast, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Stinger – Absent	Ms. Hernandez-Manno – Yes (abstain on IIC)	Mr. Sabo – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

12. EXECUTIVE SESSION

BE IT RESOLVED that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of legal 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 for the Board to enter into Executive Session at 5:12 pm on a motion made by Mr. Zoller and seconded by Mr. Sabo and carried by roll call vote.

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

A motion for the Board to return to Public Session at 5:22 pm was made by Mr. Zoller and seconded by Mr. Sabo and carried by roll call vote.

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

13. PUBLIC DISCUSSION

Bankim Bhargava, parent of a HSA student, requested that HOSA students who placed second and third at competition be permitted to attend the national competition in Dallas, TX this year. Mr. Bhargava stated that only first place students are currently permitted to attend the national competition. He questioned whether it was a budget constraint or policy.

Mr. Pitnam asked Dr. Schneider to look into this and respond.

Dr. Schneider stated that she and Dana Hice DePugh would look into this for Mr. Bhargava and respond to the parent.

Mr. John Takach, STEM Instructor, informed the Board of a few accomplishments the students made at recent competitions.

Ms. DePugh responded, yes, there will be a presentation at next month's meeting by Mr. David Nash, CIE Coordinator.

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:28 pm. Mr. Sabo seconded the motion and it was carried by roll call vote.

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

The next regular meeting shall be held on Tuesday, May 15, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary