

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

MINUTES OF APRIL 18, 2017

1. The Board Meeting of April 18, 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 April 5, 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 – Led by Mr. Pitman

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Madeline Lollo, MCVEA President, read a statement regarding the opposition of those employees not being renewed. (A copy of statement was not provided to the Board Secretary.)

Peg Gould, fellow colleague, presented revenue and enrollment for the Retail Food Marketing program. Ms. Gould noted the program as revenue gaining for the district. Ms. Gould also discussed comments from Mr. Gould's evaluation, noting no recommendations or excellent. Ms. Gould also made comment to the replication of programs at Mercer High School with the Sypek Center.

Janet Kelly, parent, addressed the Board: I have a son at Sypek. Mr. Gould gave him confidence, made him a different person. He really cares about the kids, especially since my son has special needs.

Ed Anthony, Jr. – class is needed; teaches real world experience. This will help them with their future.

Olivia Vance, Secretary: Ms. Vance read a statement of her responsibilities in the main office. (A copy of statement was not provided to the Board Secretary.)

Hope Costa, Instructor: When I first got the job, it was with Health Science Academy and then STEM. I too feel the same as Olivia (Vance). I do many projects with the students for both STEM and Intro to Health Careers. My evaluations are effective; 20 years of teaching that I bring to MCTS.

Parnika Puri, HSA Senior: I have never experienced anything like this with qualified staff members. I have seen this program for 8 years. Ms. Costa is a wonderful teacher, along with the other instructors.

William Gould, Instructor: I have letters from former students. I am impressed with Edwin (Anthony). He couldn't really talk in front of people before.

Srithuthi Srinivasan, HSA Senior: I am a senior in HSA and I have seen how this program has grown. Ms. Costa is fun and engaging. Ms. Matuschoneck is great at math and I'm not good at math, but she makes me understand it with how she teaches. She convinced me to join math league. She makes me grow as a student.

Zachery Rodriguez, student: Read a supporting statement. (A copy of statement was not provided to the Board Secretary.)

Justin Willever, student: Read a statement supporting Ms. Matuschoneck and Ms. Costa. Petition was signed. (A copy of statement was not provided to the Board Secretary.)

Natalie Aulicino, Instructor: Read a statement regarding her employment with the District.
(A copy of statement was not provided to the Board Secretary.)

Sanjana Duggirala, HSA Senior: Every teacher here is the heart of the school. They aren't just teachers, they are family.

Mr. Pitman: The Board listened and we thank everyone for coming

B. EXECUTIVE SESSION – moved to the end

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of March 21, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of March 21, 2017. Ms. Stinger 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 – Yes	Ms. Hernandez-Manno – Absent
	Mr. Zoller – Yes	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 special session meeting minutes of March 7, 2017. Ms. Stinger 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 – Yes	Ms. Hernandez-Manno – Absent
	Mr. Zoller – Abstain	Ms. McCoy – Yes	Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$527,378.83 for April 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 \$527,378.83. Ms. McCoy 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 March 2017, Ms. McCoy 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.

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

7. CORRESPONDENCE & COMMUNICATIONS - None

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following: N/A

B. PERSONNEL

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

1. The resignation of Deborah Brown-Kuhn, School Nurse at the Sypek Center, with 60 days pay, effective end of business day March 31, 2017
2. Reduction in force of William Gould, Retail Food Marketing Instructor at the Sypek Center, caused by program elimination, effective July 1, 2017
3. Mary Carlsson, School Nurse at the STEM Academy, to be transferred to the Sypek Center effective April 19, 2017
4. Heather Cassidy, current Substitute Nurse for the District, as a full-time, 10-month, contracted employee in the capacity of School Nurse at the STEM Academy, at an annual salary of \$53,492 (step 1 of the Teacher Guide), prorated, effective May 3, 2017 through June 30, 2017
5. Personnel at the salaries indicated for the 2017-2018 school year, pending the outcome of negotiations, for 10-month Instructors, 12-month Instructors, School Nurses, Coordinators, Teacher Assistants, Secretarial and Custodial staff (attached)
6. A stipend for Mathew Wiest, AED Instructor, in the amount of \$75 for chaperoning students to the SkillsUSA event held in Sparta, NJ on Saturday, March 25, 2017 (11-310-100-101-01-01-0000)
7. A stipend for Mathew Wiest, AED Instructor, in the amount of \$75 for chaperoning students to the IEEE Women in Engineering event held at Brookdale Community College in Lincroft, NJ on Saturday, April 22, 2017 (11-310-100-101-01-01-0000)
8. A stipend for the following staff, in the amount of \$100 each for chaperoning Culinary students to the Prostart Competition event held at Hudson County Community College on Monday, February 27, 2017 through Tuesday, February 28, 2017 (11-310-100-101-02-00-0000)
 - a. Scott Engle, Culinary Arts Instructor
 - b. Lisa Rubino, Teacher Assistant
9. A stipend for Anne Benoit in the amount of \$1,150 for chaperoning HOSA students to the NJHOSA International Leadership Conference on Wednesday, June 21, 2017 through Sunday, June 25, 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, unless otherwise noted)*
 - a. 0160.1 Board Member Participation at Board Meetings Using Electronic Device
 - b. 2460 Special Education
 - c. 2460 R Special Education (attached)
 - d. 2460.1 R Special Education - Location, Identification, and Referral (attached)
 - e. 2460.15 R Special Education - In-Service Training Needs for Professional and Paraprofessional Staff
 - f. 2467 Surrogate Parents and Foster Parents
2. The following policies and regulation for first reading: (attached)
 - a. 1510 Americans with Disabilities Act
 - b. 1510 R Americans with Disabilities Act
 - c. 2415.06 Unsafe School Choice Option
 - d. 2460.16 R Special Education - Instructional Material to Blind or Print-Disabled Students
 - e. 2460.8 R Special Education - Free and Appropriate Public Education
 - f. 2464 Gifted and Talented Students
 - g. 2622 Student Assessment
 - h. 3160 Physical Examination
 - i. 3160 R Physical Examination
 - j. 4160 Physical Examination
 - k. 4160 R Physical Examination
 - l. 5330.04 Administering an Opioid Antidote
 - m. 5460 High School Graduation
3. Readopt the following policy and regulations: (attached)
 - a. 2461 Special Education/Receiving Schools
 - b. 2461 R Special Education/Receiving Schools

- c. 2461.01 R Special Education/Receiving Schools – IEP Implementation
 - d. 2461.02 R Special Education/Receiving Schools – Suspension
 - e. 2461.03 R Special Education/Receiving Schools – Student Records
 - f. 2461.04 R Special Education/Receiving Schools – Special Education and Related Services
 - g. 2461.05 R Special Education/Receiving Schools – IEP Compliance
 - h. 2461.06 R Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff
 - i. 2461.07 R Special Education/Receiving Schools – Termination of Placement
 - j. 2461.08 R Special Education/Receiving Schools – In-service Training
 - k. 2461.09 R Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs
 - l. 2461.10 R Special Education/Receiving Schools – Full Educational Opportunity
 - m. 2461.11 R Special Education/Receiving Schools – Staff Consultation
 - n. 2461.12 R Special Education/Receiving Schools – Length of School Day and Academic Year
4. Abolish Policy - 5465 Early Graduation, as the required provisions of this Policy have been updated and incorporated into Policy 5460 – High School Graduation (attached)
 5. The elimination of the Retail Food Marketing program at the Sypek Center effective July 1, 2017
 6. Revised curricula for the following: *(available in the Superintendent's office for review)*
 - a. English I – Health Science Academy
 - b. English I – Culinary Arts Academy
 - c. English II – Health Science Academy
 - d. Spanish I
 - e. Spanish II
 7. 2017-2018 Secondary School Calendar (attached)
 8. 2017-2018 Health Careers Center Calendar (attached)
 9. 2017-2018 Adult Evening Schools Calendar (attached)
 10. 2017-2018 12-month Employee Calendar (attached)
 11. Revised 2017-2018 Tuition Fees for Adult Evening Schools (attached)
 12. District Harassment, Intimidation & Bullying Report for September 1, 2016 through April 5, 2017 (attached)
 13. Emergency Preparedness Drill Reports for the month of March 2017 (attached)

Ms. McCoy 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 2460R, 2460.1R, 1510, 1510R, 2415.16R, 2460.8R, 2464, 2622, 3160, 3160R, 4160, 4160R, 5330.04, 5460, 2461, 2461R, 2461.01R, 2461.02R, 2461.03R, 2461.04R, 2461.05R, 2461.06R, 2461.07R, 2461.08R, 2461.09R, 2461.10R, 2461.11R, 2461.12R, 5465, 2017-2018 Secondary, HCC, Adult and 12 month calendars, revised 2017-2018 tuition for adult, HIB, EPDR, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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 (attached)
- C. Agreement with NJ Advance Media for 50,000 online impressions for mobile and desktop advertising for an amount not to exceed \$500 (13-330-200-590-05-00-2400) (attached)
- D. Continuation of Service Agreement with Johnson Controls for planned services beginning July 1, 2017 through June 30, 2018 for \$6,277 (11-000-262-420-01-00-2620 \$3,138.50; 11-000-262-420-02-00-2620 \$3,138.50) (attached)
- E. Inter-local Shared Administrators Agreement between Mercer County Technical Board of Education (MCTS) and Mercer County Special Services School District (MCSSSD) effective July 1, 2017 through June 30, 2022 (attached)
- F. Record of sale of 393 SREC's from July 2016 through February 2017 for a total of \$88,425 on the spot market through the Flett Exchange

G. Donation of the following vehicles to the Automotive Program at the Sypek Center:

2001 Honda CR-V from Amy Camuso Wiebesiek
2001 Toyota Camry from Vicki Wheeler – OWNER WITHDREW DONATION

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Ms. Stinger seconded the motion and it was carried by roll call vote. A copy of travel, field trips, NJ Advance Media, Johnson Controls, Inter-local, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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

The Board recessed to Executive Session at 5:43 pm on a motion made by Ms. Iszard and seconded by Ms. Stinger and carried by roll call vote.

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

A motion for the Board to return to Public Session at 6:58 pm was made by Ms. Iszard and seconded by Mr. Zoller and carried by roll call vote.

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

13. PUBLIC DISCUSSION

Mr. Bliss: The Board has already taken action regarding the elimination of the Retail Food Marketing program. For those staff members not being renewed, there is a process to go through if you want to bring your non-renewal before the Board.

14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 7:13 pm. Ms. Iszard seconded the motion and it was carried by roll call vote.

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, May 16, 2017 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary