

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

MINUTES OF JULY 18, 2017

1. The Board Meeting of July 18, 2017 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 on July 12, 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 – Present
	Mr. Zoller – Present	Ms. McCoy – Absent	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 June 20, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of June 20, 2017. Ms. Stinger introduced a motion for the Board to approve the minutes. Ms. Iszard seconded the motion and it was carried by roll call vote.

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

B. The Executive session meeting minutes of June 20, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of June 20, 2017. Ms. Stinger introduced a motion for the Board to approve the minutes. Ms. Iszard seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$222,637.93 June 2017 and bills totaling \$ 1,490,054.37 for July 2017 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Stinger introduced a motion for the Board to approve the bill list grand total of \$1,713,054.30. 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. Iszard – Yes	Ms. Stinger – Yes	Ms. Hernandez-Manno – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER'S REPORT – Treasurer's Report Handout

Upon review of the financial reports for the period ending June 2017, 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. 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 – Yes
	Mr. Zoller – Yes	Ms. McCoy – Absent	Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent, reviewed the MCTS 2017 Graduation Report (handout). Congratulations to all of our graduates.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT & ADDENDUM

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Revised grant application amount for FY2018 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Postsecondary, originally approved May 16, 2017 in the amount of \$105,791, to be approved at the revised amount of \$100,268 (Special Revenue) (attached)
2. Submission of grant application for FY2018 IDEA in the amount of \$45,851 (Special)
3. Articulation Agreement between the Mercer County Technical School District and The Culinary Institute of America, for the Culinary Arts program at the Sypek Center, at no cost to the district (attached)

B. PERSONNEL

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

1. The resignation of Jackie Dzbenski, Secretary III at the Sypek Center, effective the end of business day August 25, 2017, or sooner if the Superintendent deems appropriate
2. James Gavlas, as a full-time, 10-month, contracted employee in the capacity of Chemistry Instructor for the district, pending the completion of a criminal background check, at an annual salary of \$60,282 (Step 9 of the 10-month Teacher Guide), pending negotiations, effective September 1, 2017 through June 30, 2018 (11-310-100-101-02-00-1027)(11-320-100-101-03-00-1027)
3. Lucille Cavanaugh, as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Sypek Center, pending the completion of a criminal background check, at an annual salary of \$37,891, prorated (Step 1 of the Secretary III Guide), pending negotiations, effective August 14, 2017 through June 30, 2018 (11-000-240-105-02-00-2400)
4. Susan Walker, Secretary III at the Sypek Center, to be transferred to the Assunpink Center effective August 14, 2017(11-000-240-105-01-00-2400)
5. Joseph Ragusa, to observe the classroom of Daniel Sbar, Biology Instructor at the Assunpink Center, pending the completion of a criminal background check, in the 2017-2018 school year as part of his requirements for his teacher preparation program, at no cost to the district
6. Kaitlyn Adams, in the capacity of Admissions Office Intern, pending the completion of a criminal background check, to complete an internship program with Lori Perlow, Admissions Officer/Community Liaison, at no cost to the district, effective September 1, 2017 through June 30, 2018
7. Joanna Filipczak, as a full-time, 10-month, contracted employee in the capacity of English Special Education Instructor for the district, at an annual salary of \$53,992 (Step 2 of the 10-month Teacher Guide), pending negotiations, effective September 1, 2017 through June 30, 2018 (50% ESSA-20-231-100-101-00-18-231)(50% IDEA-20-231-100-101-00-18-250)
8. Robert Messina, as a full-time, 10-month, contracted employee in the capacity of Criminalistics Instructor at the Sypek Center, pending certification and the completion of a criminal background check, at an annual salary of \$53,992 (Step 2 of the 10-month Teacher Guide), pending negotiations, effective September 1, 2017 through June 30, 2018 (11-310-100-101-02-00-1739)

9. Timothy Torrey, formerly approved on May 20, 2017 as a substitute Program Assistant as a Part-time Program Assistant at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$34, effective August 1, 2017 through June 30, 2018 (13-629-200-104-04-00-2400)
10. James Bryde, as a Part-time Carpentry Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 1, 2017 through June 30, 2018 (13-629-100-101-04-00-1710)
11. Edward Birdsall, as a Part-time Landscaping Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 1, 2017 through June 30, 2018 (13-629-100-101-04-00-1711)
12. Brittany Graham-Young, as a Part-time Microsoft Office Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 1, 2017 through June 30, 2018 (13-629-100-101-04-00-1705)
13. Laura Colletti, as a Part-time Cooking Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 1, 2017 through June 30, 2018 (13-629-100-101-04-00-1707)
14. Patrick Duigon, as a Part-time Auto Mechanics Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 1, 2017 through June 30, 2018 (13-629-100-101-04-00-1708)
15. Eileen Salzano, as a Part-time Secretary at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$13.50, effective August 1, 2017 through June 30, 2018 (13-629-105-101-04-01-2400)
16. Tonya Coy, as a Part-time Substitute Program Assistant at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 1, 2017 through June 30, 2018 (13-629-200-104-04-00-2400)
17. Crystal Nazario, as a Part-time Substitute Secretary at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$13.50, effective August 1, 2017 through June 30, 2018 (13-629-105-101-04-01-2400)
18. Nicholas Brachelli, as a Part-time Substitute Welding Instructor at the Adult Evening Schools, on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 1, 2017 through June 30, 2018 (13-629-100-101-04-00-1600)
19. Revised start date for Lucille Cavanaugh, as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Sypek Center, pending the completion of a criminal background check, at an annual salary of \$37,891, prorated (Step 1 of the Secretary III Guide), pending negotiations, effective August 28, 2017 through June 30, 2018 (11-000-240-105-02-00-2400)
20. Revised transfer date for Susan Walker, Secretary III at the Sypek Center, to be transferred to the Assunpink Center effective August 28, 2017 (11-000-240-105-01-00-2400)
21. Michele Coleman, originally approved on May 16, 2017 as a Lunch Aide, as part-time Bus Driver for the district on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$16, effective September 1, 2017 through June 30, 2018 (11-000-270-162-00-00-2700)
22. Christina Cavanaugh, as a Lunch Aide for the Health Science Academy at the Assunpink Center, on an as needed basis, three (3) hours per day and not to exceed 29 hours per week, at an hourly rate of \$13, effective September 1, 2017 through June 30, 2018 (11-320-100-106-01-00-1900)
23. John Ketterer as Substitute Supervisor for the District, on an as needed basis, at a per diem rate of \$400, not to exceed \$13,500, effective July 19, 2017 through June 30, 2018 (13-330-200-103-05-00-2400)

### C. MISCELLANEOUS

Recommend Board approve the following:

1. The following policies and regulations for second reading and adoption: *(available in the Superintendent's office for review)*
  - a. 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
  - b. 3223 R Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
  - c. 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
  - d. 3224 R Evaluation Principals, Vice Principals, and Assistant Principals
  - e. 7424 Bed Bugs
  - f. 7424 R Bed Bugs
2. The following policies and regulations for first reading: *(attached)*
  - a. 8550 Unpaid Meal Charges/Outstanding Food Service Charges
  - b. 2624 R Grading System
3. 2017-2018 Emergency Preparedness Drill Schedule for the Health Careers Center *(attached)*
4. 2017-2018 Professional Development Plans for the following: *(attached)*
  - a. District
  - b. Assunpink Center
  - c. Sypek Center
  - d. Health Careers Center (Secondary)
  - e. Health Careers Center (Postsecondary)
5. 2017-2018 Comprehensive Equity Plan Annual Statement of Assurance *(attached)*
6. The following curricula for the district *(available in the Superintendent's office for review)*
  - a. Pre-Nursing Studies
  - b. Dynamics of Health Care

7. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) for Report Period 2, January 1, 2017 through June 30, 2017 (attached)
8. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period 2, January 1, 2017 through June 30, 2017 (attached)
9. Semi-Annual Harassment, Intimidation, or Bullying Report for January 1, 2017 through June 30, 2017 (attached)
10. The following District stipends for the 2017-2018 school year:
  - a. Robotics Team Advisor 1, in the amount of \$1,200
  - b. Robotics Team Advisor 2, in the amount of \$1,200
11. As part of NCLB requirements for the 2017-2018 school year, the School-Parent Compact will be used in support of Board Parental Involvement Policy 2415.04 (attached)
12. 2017-2018 District Substance Abuse Prevention Program Plan (attached)
13. District Harassment, Intimidation & Bullying Report for September 1, 2016 through June 20, 2017 (attached)
14. Emergency Preparedness Drill Reports for the month of June 2017 (attached)

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 Perkins app, IDEA app, articulation agreement, 8550, 2624R, HCC EPDR schedule, 2017-2018 PD plans, 2017-2018 SOA, EVVRS, HIB-ITP, HIB, school-parent compact, 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 –Yes (Abstain on 9B)
	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. Continuation of agreement between MCTS and Camelot Educational Resources, LLC for Alternative High School and Interim Alternative Setting Education Programs, September 1, 2017 through June 30, 2018 year 3 of 3 (attached)
- D. Certificate of Substantial Completion for Zsenak Electric Company, Inc. on renovations project FVHD 4525 at the Assunpink Center (attached)
- E. Resolution to purchase testing materials from Assessment Technologies Institute, LLC (ATI) (attached)
- F. Resolution to purchase Diesel Engine Training Module from Cummins Inc. (attached)
- G. Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (attached)
- H. Scrap two (2) Atria EKG machines (EQP0310; EQP0296) from Health Careers Center due to age and being non-repairable
- I. Accept IDEA-B funds in the amount of \$45,851
- J. Cooperative pricing agreements for the 2017-2018 school year with the following:
  - Mercer County Special Services Cooperative Pricing System #103
  - Mercer County Cooperative Pricing System #94
- K. Agreement with Serve It Up Advertising for placemat advertising at the Fame Diner, Hamilton, NJ, not to exceed \$495 (20-333-200-610-18-00-333) (attached)
- L. Agreement with American Placemats for placemat advertising at the Broad Street Diner, Hamilton, NJ, not to exceed \$300 (13-629-100-890-04-00-1910) (attached)

- M. Statement of Work with Strong and Associates Educational Consulting, LLC for a three(3) day training for new administrator on the Strong Teacher Evaluation System, September 12, 19, and 26, 2017, not to exceed \$465 (11-000-223-320-02-00-2230) (attached)

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 of travel, field trips Camelot agreement, certify of substantial completion, ATI resolution, Cummins, NVA agreement resolution, serve it up, American placement, Stronge agreement, 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 - Yes
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

12. EXECUTIVE SESSION

13. PUBLIC DISCUSSION

Mr. Pitman: I have noticed a lot of advertising in the local newspaper, so I don't know how anyone can miss us.

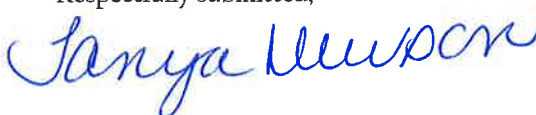
14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 12:07 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 - Yes
	Mr. Zoller - Yes	Ms. McCoy - Absent	Mr. Pitman - Yes

The next Regular Meeting shall be held on Tuesday, August 15, 2017 at 12:00 noon at the Assunpink Center.

Respectfully submitted,



Tanya Dawson  
Business Administrator/Board Secretary