

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

MINUTES OF MAY 16, 2017

1. The Board Meeting of May 16, 2017 was called to order by President Albert Pitman at 5:03 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 May 11, 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 – Absent	Ms. Hernandez-Manno – Present
	Mr. Zoller – Absent	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 April 18, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of April 18, 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 – Absent	Ms. Hernandez-Manno – Abstain
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

B. The Executive session meeting minutes of April 18, 2017 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of April 18, 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 – Absent	Ms. Hernandez-Manno – Abstain
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

C. The Special meeting minutes of May 1, 2017 were brought before the Board for approval. Upon reviewing the special session meeting minutes of May 1, 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 – Absent	Ms. Hernandez-Manno – Abstain
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

D. The Executive session meeting minutes of May 1, 2017 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of May 1, 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 – Absent	Ms. Hernandez-Manno – Abstain
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

5. BILLS TO BE APPROVED/TRANSFERS – REVISED HANDOUT

Bills totaling \$647,162.49 for May 2017 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. McCoy introduced a motion for the Board to approve the bill list grand total of \$647,162.49. Ms. Iszard 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 – Absent	Ms. Hernandez-Manno - Yes
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

6. BOARD SECRETARY/TREASURER’S REPORT

Upon review of the financial reports for the period ending April 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. McCoy 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 – Absent	Ms. Hernandez-Manno - Yes
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider stated that representatives from HOSA and SkillsUSA will be coming to the June Board meeting. Several of our SkillsUSA students are attending the National Leadership and Skills Conference in Louisville, KY June 19-23, 2017. We wish them much success!

I also received a letter from Mark Docie, Ironworkers Local 68 and MCTS instructor for Adult Evening School, informing us that Ironworkers Local 68 merged with Ironworkers Local Union 399 in Camden, NJ. Due to that merge, they will no longer be using MCTS for training their apprentices. Mr. Docie thanked MCTS for 30 years of a successful relationship, in addition to the disappointment of ending the apprenticeship program. Mr. Docie is now looking forward to his retirement.

8. COMMITTEE REPORTS

9. SUPERINTENDENT’S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Submission of the grant application for FY2018 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Secondary, in the amount of \$167,908 (Special Revenue)
2. Submission of the FY 2018 County Apprenticeship Coordinator Grant application, in the amount of \$15,000, effective July 1, 2017 through June 30, 2018 (Special Revenue)
3. Submission of the grant application for FY18 under the Carl D. Perkins Vocational and Technical Education Act of 1998 for Postsecondary, in the amount of \$105,791 (Special Revenue)

B. PERSONNEL & ADDENDUM

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

1. Rescind the 2016-2020 Employment Agreement for Dr. Kimberly J. Schneider, Superintendent, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, originally approved on March 22, 2016, effective end of business day June 30, 2017 (1-000-230-104-07-00-2302)

2. Adopt a new 2017-2022 Employment Agreement for Dr. Kimberly J. Schneider, Superintendent, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, effective July 1, 2017 through June 30, 2022 (11-000-230-104-07-00-2302) (attached)
3. Dana Hice DePugh as a full-time, 12-month, contracted employee in the capacity of Assistant Superintendent for Curriculum and Instruction, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, effective July 1, 2017 through June 30, 2018 (11-000-221-102-09-00-2230) (attached)
4. Deborah Donnelly in the capacity of Assistant School Business Administrator/Assistant Board Secretary, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, effective July 1, 2017 through June 30, 2018 (attached)
5. Administrators and Supervisors at the salaries indicated, effective July 1, 2017 through June 30, 2018 (attached)
  - a. Anne Benoit, Supervisor at the Assunpink Center (11-000-221-102-01-00-2400)
  - b. David Lugo, Supervisor at the Sypek Center (11-000-218-104-03-00-2183) (11-000-223-102-03-00-2230)
  - c. Sharon Nemeth, Principal of the Assunpink Center and Health Careers Center (11-000-240-103-01-00-2400) (13-330-200-103-05-00-2400)
  - d. Mary Smith-Jones, Principal of Adult Evening and Secondary Health Careers Programs (13-629-100-106-04-00-1910) (13-629-200-103-04-00-2400)
6. Frederick J. Hillman in the capacity of Manager of Technology, Buildings and Grounds, as part of the current Interlocal Services Agreement with Mercer County Special Services School District, effective July 1, 2017 through June 30, 2018 (attached)
7. Contracted and Confidential staff at the salaries indicated, effective July 1, 2017 through June 30, 2018 (attached)
  - a. Kimberlie Gartner, Human Resources Manager (11-000-251-104-07-00-2510)
  - b. Brittany Graham-Young, IT Technician (11-000-252-110-07-00-2520)
  - c. Michele Harcher, Payroll/Accounting Specialist (11-000-251-105-07-00-2510)
  - d. Annette Hoffman, Administrative Assistant to the Assistant Superintendent (11-000-221-105-09-00-2400)
  - e. Lori Perlow, Admissions Officer/Community Liaison (11-000-218-104-07-00-2182)
  - f. Kelly Pike, Manager of Health Careers Center (13-330-200-103-05-00-2400)
  - g. Heather Pyle, Database Administrator (11-000-211-105-07-01-2110) (11-000-252-104-07-00-2520)
  - h. Cynthia McKenna, Administrative Assistant to the Business Administrator (11-000-251-105-07-00-2510)
  - i. Patti Mae Michalchuk, Administrative Assistant to the Superintendent (11-000-230-105-07-00-2302)
  - j. Barbara Paskewicz, Accounts Payable Specialist (11-000-251-105-07-00-2510)
8. Appointment of the following Adult Evening Schools employees, effective July 1, 2017 through June 30, 2018 (attached):
  - a. Part-time Instructors (13-629-100-101-04-01-1314)( 13-629-100-101-04-01-1600)( 13-629-100-101-04-01-1700)( 13-629-100-101-04-01-1910)
  - b. Part-time Program Assistant (13-629-200-104-04-00-2400)
  - c. Part-time Substitute Program Assistant (13-629-200-104-04-00-2400)
  - d. Part-time Substitute Instructors (13-629-100-101-04-01-1910)
  - e. Part-time Secretarial Staff (13-629-200-105-04-01-2400)
  - f. Part-time Sign Language Interpreter (13-629-100-101-04-01-1314)( 13-629-100-101-04-01-1600)( 13-629-100-101-04-01-1700)( 13-629-100-101-04-01-1910)
  - g. Part-time Substitute Sign Language Interpreter (13-629-100-101-04-01-1314)( 13-629-100-101-04-01-1600)( 13-629-100-101-04-01-1700)( 13-629-100-101-04-01-1910)
9. Appointment of the following Health Careers Center employees, effective July 1, 2017 through June 30, 2018 (attached):
  - a. Part-time Instructors (13-330-100-101-05-01-1768) (11-000-291-290-07-08-2901) (13-330-100-101-05-01-1758) (13-330-100-101-05-01-1767)
  - b. Part-time Substitute Instructors (13-330-100-101-05-01-1768)
  - c. Part-time Substitute Secretary (13-330-200-105-05-01-2400)
10. John Haines, Teacher Assistant at the Sypek Center, placed on Sick Leave as follows:
 

Start	End	Type
March 6, 2017	May 15, 2017	Using Paid Days
May 25, 2017	June 30, 2017	FMLA-Unpaid Leave with Benefits
11. William Gould, Retail Food Marketing Instructor, placed on Administrative Leave with pay and continuation of benefits, retroactive to May 8, 2017 through June 30, 2017
12. Revised start date for Heather Cassidy, School Nurse at the STEM Academy, originally approved on April 18, 2017 to start on May 3, 2017, revised to start on May 8, 2017
13. Stephen Rosinski, current Teacher Assistant holding a Certification in Food Production, as a half-time long-term Retail Food Marketing Substitute Instructor at the Sypek Center, at an additional per diem rate of \$42.03 retroactive to May 11, 2017 through June 20, 2017(11-320-100-101-03-00-1439)
14. Erik Silverman, current half-time Culinary Instructor, as a half-time, long-term Retail Food Marketing Substitute Instructor at the Sypek Center, at an additional per diem rate of \$133.73 retroactive to May 11, 2017 through June 20, 2017(11-320-100-101-03-00-1439)

15. Meagan Greenberg, as a half-time, 10-month, contracted employee in the capacity of Art Instructor for the district, at an annual salary of \$27,496 (Step 4-10 month Teacher Guide), pending negotiations, effective September 1, 2017 through June 30, 2018 (11-310-100-101-01-00-1900)
16. Heather Flyge as a part-time Clinical Teacher Assistant with the Health Occupations program at the Assunpink Center, on an as needed basis and not to exceed 29 hours per week, at an hourly rate of \$32, effective September 1, 2017 through June 30, 2018 (11-310-100-101-01-01-1800)
17. Michelle Coleman as a part-time Lunch Aide for the Health Science Academy at the Assunpink Center, on an as needed basis, four (4) 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)
18. Dennis Juliano, 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 July 1, 2017 through June 30, 2018 (11-000-262-110-01-02-2620, 11-000-262-110-02-02-2620)
19. The following 10-month Coordinators for compensation at a per diem rate, for additional 10 work days as indicated in 2017:
  - a. Megan Ferdetta, School Counselor at the Assunpink Center: June 21, 22, 23, 26, 27 and August 24, 25, 29, 30, 31 (11-000-218-104-01-00-2180)
  - b. Lance Simek, Social Worker at the Sypek Center: June 21, 22, 23, 26, 27 and August 25, 28, 29, 30, 31 (11-000-218-104-02-00-2180)
  - c. David Nash, CIE Coordinator for the district: June 21, 22, 23, 26, 27 and August 25, 28, 29, 30, 31 (11-310-100-101-01-00-1800)
  - d. Marcie Tandy, School Counselor at the STEM Academy: August 25, 28, 29, 30, 31 (11-000-221-102-01-00-2400)
  - e. Michael Orfe, School Psychologist for the district: June 21, 22, 23, 26, 27 and August 25, 28, 29, 30, 31 (11-000-218-104-01-00-2180)
20. Nicholas Sakowski, Teacher Assistant, to work in the Graphic Arts Technology shop to complete summer print orders for the district for a 13 day period, 8:00 am – 3:00 pm at an hourly rate of \$28, effective July 10, 2017 through July 28, 2017 (11-310-100-101-02-01-1413)
21. A stipend in the amount of \$750 for Stephen Harcher, Custodian II at the Assunpink Center, for obtaining his Black Seal license, per the 2014-2017 Agreement with MCVEA, retroactive to May 1, 2017 (11-000-262-110-01-00-2620)
22. A stipend for Marcie Tandy, Supervisor at the STEM Academy, in the amount of \$100 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)
23. A stipend for the following staff, in the amount of \$200 each for chaperoning students to the SkillsUSA event held at the Garden State Convention Center in Somerset, NJ on Friday, April 7, 2017 through Saturday, April 8, 2017 (11-310-100-101-02-00-0000)
  - a. Scott Engle, Culinary Arts Instructor
  - b. Janice LaFleur, Baking and Dining Instructor
  - c. Robert Wurm, BOAT Instructor
24. A stipend for the following staff, in the amount of \$75 each for chaperoning students to the SkillsUSA event held at Garden State Convention Center in Somerset, NJ on April 8, 2017 (11-310-100-101-02-00-0000) (11-310-100-101-01-00-0000)
  - a. David Nash, CIE Coordinator
  - b. Matthew Wiest, Engineering Instructor
  - c. James Walker, HVAC Instructor
  - d. Lisa Rubino, Teacher Assistant
  - e. Joseph Franchino, Teacher Assistant
25. The resignation of James Devaney, Social Studies and Applied Academics Teacher, effective the end of business day June 30, 2017
26. Bernadette Reed, as a 10-month, contracted employee in the capacity of English Instructor for the district, at an annual salary of \$53,992 (Step 2-10 month Teacher Guide), pending negotiations, effective September 1, 2017 through June 30, 2018 (11-310-100-101-01-00-1900) (11-310-100-101-01-00-1950)
27. Kathryn Ondy as a Substitute Academic Instructor for the district, on an as needed basis and not to exceed 29 hours per week, pending criminal history review, at a per diem rate of \$90, effective May 17, 2017 through June 30, 2017 (11-310-100-101-01-01-1701) (11-310-100-101-02-01-1710)
28. The attached listing of students to participate in the Summer Work Study Program at both the Assunpink and Sypek Centers, on an as needed basis and not to exceed 29 hours per week, at hourly rates of \$9.50 (11-000-218-110-0X-00-2181) (attached)
29. Taylor Williams in the capacity of Business Office Intern, pending criminal history review, to complete an internship program with Tanya Dawson, Business Administrator and Deborah Donnelly, Assistant Business Administrator, at no cost to the district, effective May 23, 2017 through June 30, 2017
30. A stipend in the amount of \$750 for Stephen Harcher, Custodian II at the Assunpink Center, for obtaining his Black Seal license, per the 2014-2017 Agreement with MCVEA, effective July 1, 2017 through June 30, 2018 (11-000-262-110-01-00-2620)

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. 1510 Americans with Disabilities Act
  - b. 1510 R Americans with Disabilities Act
  - c. 2415.06 Unsafe School Choice Option
  - d. 2464 Gifted and Talented Students
  - e. 2622 Student Assessment
  - f. 3160 Physical Examination
  - g. 3160 R Physical Examination
  - h. 4160 Physical Examination
  - i. 4160 R Physical Examination
  - j. 5330.04 Administering an Opioid Antidote
  - k. 5460 High School Graduation
2. The following curricula for the district: *(available in the Superintendent's office for review)*
  - a. Anatomy & Physiology I
  - b. Anatomy & Physiology II  
Biology
3. 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 2017-2018 school year, commencing September 1, 2017 through June 30, 2018 (attached)
4. Revised 2016-2017 Calendar for the Thomas J. Rubino Academy (attached)
5. District Harassment, Intimidation & Bullying Report for September 1, 2016 through May 3, 2017 (attached)
6. Emergency Preparedness Drill Reports for the month of April 2017 (attached)

Ms. McCoy 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 grant apps (3), Superintendent contracts (2), Assistant Superintendent contract, Asst BA contract, admin/supv salaries, Mgr. Tech and BG, contracted & conf staff salaries, adult evening employees, HCC employees, summer work study students, Host Site agreement, revised Rubino calendar, 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 – Absent	Ms. Hernandez-Manno –Yes (Abstain on 9B)
	Mr. Zoller – Absent	Ms. McCoy – Yes	Mr. Pitman – Yes

10. OLD BUSINESS - None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached) – Revised handout
- B. Field trip requests (attached)
- C. Agreement with Culinary Ventures Vending beginning July 1, 2017 through June 30, 2018; may grant an additional one year extension (attached)
- D. Continuation of petty cash funds effective July 1, 2017

Administration - P. Michalchuk	\$75
Assunpink Center - L. Wurtzel	\$75
Board - C. McKenna	\$200
Evening - M. Smith-Jones	\$75
HCC - K. Pike	\$75
Career Prep. - A. Hoffman	\$75
Sypek - A. Nemeth	\$75

- E. Continuation of Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (NVA) plan for staff at the same rate as prior year (\$5.15 per employee) for the 2017-2018 school year; year 4 of 4
- F. Continuation of Websense Web Filter through Klogix, June 21, 2017 through June 20, 2018; year 3 of 3
- G. Dispose of three (3) Lift Auto (EQP0277; EQP0278; EQP0289) from the Sypek Center due to age and replacement
- H. Scrap 3 door Hill freezer (EQP0213) at the Sypek Center due to age and no longer repairable
- I. Donation of \$250 from Iron Workers Local Union 68 in support of the Sypek Center's year end picnic
- J. Donation of water ice from Bordentown Creamery in support of the Sypek Center's year end picnic
- K. Award Cosmetology Supplies Bid 18-01 to The Burmax Co., Inc.
- L. Award Construction Supplies Bid 18-02 to Health Lumber Company
- M. Agreement with Jonathan Catherman as a guest speaker for the Culinary Arts Academy students on June 6, 2017 at a cost of \$3,350 (11-000-223-320-02-00-2230 7043) (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Ms. McCoy seconded the motion and it was carried by roll call vote. A copy of travel, field trips, vending agreement, Catherman 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 - Absent	Ms. Hernandez-Manno - Yes
	Mr. Zoller - Absent	Ms. McCoy - Yes	Mr. Pitman - Yes

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION

Sharon Nemeth, Principal at Assunpink Center: I am very proud to announce, Sanjana Duggirala, Health Science Academy student from the class of 2017 has been named to the White House Commission on Presidential Scholars. Sanjana has been invited to the national Recognition Program in Washington D.C. on June 18-20, 2017.

Mr. Pitman: Please relay our congratulations.

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:13 pm. Ms. McCoy seconded the motion and it was carried by roll call vote.

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

The next Regular Meeting shall be held on Tuesday, June 20, 2017 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson  
Business Administrator/Board Secretary