

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

MINUTES OF MAY 15, 2018

1. The Board Meeting of May 15, 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 May 1, 2018.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

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

2. PLEDGE OF ALLIGANCE – Mr. Pitman

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

David Nash, CIE Coordinator, addressed the Board, recognizing the achievement of the students who received awards at the 2018 NJ SkillsUSA competition. MCTS had two (2) first place, one (1) second place and one (1) third place winners (see handout). Brittany Pochick is the first ever female to compete in carpentry and win! These students will compete at the National SkillsUSA competition to be held in Kentucky. Mr. Nash thanked the parents for their support.

Mr. Pitman congratulated all the students, on behalf of the Board.

Madeline Lollo, MCVEA President, addressed the Board regarding staff non-renewals. Last year there were a total of 11 non-renewals. This year there are six (6). There seems to be a pattern. What is the agenda of the administration? The last secretary to get tenure was in 2015 and the Administrator : Student ratio is increasing. Ms. Lollo requested a strategic plan regarding staff.

We have been without a contract for more than a year. We are looking for a fair and reasonable contract. There’s money for increased administrative staff and increased academies; there should be money for the rising costs of living.

Rachel Hendrickson, HSA instructor: Our number one priority is the students. Speaking as a NJ resident, I am frustrated as the cost of living in NJ continues to rise. I am constantly pre-occupied with making ends meet and would like to focus on students.

John Baldino, PE instructor: There needs to be trust and integrity between staff and administration. We do what needs to be done regardless of the circumstances. I see a gap with integrity between staff and administration. This is the third time we are facing the same situation. This should be a win-win. Staff members are losing trust when we don’t know to work together with administrators. Settlement helps both sides; stressful when trying to teach and worrying about what’s going on. The staff needs peace of mind.

Christine Skierski, HCC Secretary: Prior to this year I never had to do attendance. Now there is a high school class at HCC and we are doing attendance. Two secretaries that do attendance are being let go; sad, because they work hard.

B. EXECUTIVE SESSION – moved to the end

4. MINUTES OF PREVIOUS MEETINGS

The regular session meeting minutes of April 17, 2018 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of April 17, 2018 Mr. Zoller introduced a motion for the Board to approve the minutes. Ms. Hernandez-Manno seconded the motion and it was carried by roll call vote.

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

The Executive session meeting minutes of April 17, 2018 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of April 17, 2018 Mr. Zoller introduced a motion for the Board to approve the minutes. Ms. Hernandez-Manno seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$616,514.12 for May 2018, expense account adjustments July 2017 through April 2018, 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 \$616,514.12. 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.

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|------------|-------------------|---------------------------|-------------------|
| Roll Call: | Ms. Stinger – Yes | Ms. Hernandez-Manno – Yes | Mr. Sabo – Absent |
| | 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 April 2018, Ms. Stinger 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. Hernandez-Manno 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. Stinger – Yes | Ms. Hernandez-Manno – Yes | Mr. Sabo – Absent |
| | Mr. Zoller – Yes | Ms. McCoy – Absent | Mr. Pitman – Yes |

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent, reminded everyone of upcoming events: Antique Car Show/Class Reunion at the Sypek Center on Saturday, May 19, 2018, Adult Evening Graduation will have 129 graduates and tomorrow (May 16) Sypek is hosting an awards ceremony for the NJ State Board of Education.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT’S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Amended 2017-2022 Shared Administrators Agreement between Mercer County Technical School Board of Education (MCTS) and Board of Education of the Mercer County Special Services School District (MCSSSD) (attached)
2. Revised 2017-2018 Articulation Agreements between MCTS and Mercer County Community College (MCCC) for the following Career Prep programs: (attached) PULLED
 - a. Photography
 - b. Theatre
3. Revised 2018-2019 Articulation Agreements between MCTS and MCCC for the following Career Prep programs: (attached)

| | |
|--|------------------------|
| a. Photography | <u>REVISED HANDOUT</u> |
| b. Entertainment Technology: Technical Theatre | <u>REVISED HANDOUT</u> |

B. PERSONNEL

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

1. Resignation of Sharon Nemeth, Principal the Assunpink Center and Post-Secondary Health Careers Center, effective end of the business day September 30, 2018, due to retirement
2. Resignation of Lori Perlow, Admissions Officer/Community Liaison, effective end of the business day June 11, 2018
3. Resignation of Heather Flyge, Clinical Instructor for Health Occupations and Health and Child Care, effective end of the business day May 9, 2018
4. Michele Harcher, Payroll/Accounting Specialist for the District, placed on Administrative Leave with pay and continuation of benefits, retroactive to April 27, 2018 through June 30, 2018
5. Paige Garwood as a Substitute Cosmetology 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 16, 2018 through June 30, 2018 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
6. Lisa Flynn, as a full-time, 12-month, Assistant Business Administrator for the district, at an annual salary of \$78,000, effective July 1, 2018 through June 30, 2019 (11-000-251-104-07-00-2510)
7. Shared Manager of Technology, Buildings and Grounds, Employment Agreement between MCSSSD and MCTS for Frederick Hillman, as part of the current Interlocal Services Agreement, effective July 1, 2018 through June 30, 2019 (attached)
8. Shared Business Administrator/Board Secretary Contract of Employment between MCSSSD and MCTS for Deborah Donnelly, as part of the current Interlocal Services Agreement, effective July 1, 2018 through June 30, 2021 pursuant to the approval by the Interim Executive County Superintendent on April 18, 2018 (attached)
9. Administrators and Supervisors at the salaries indicated, effective July 1, 2018 through June 30, 2019, pending negotiations (attached)
 - a. David Lugo, Supervisor at the Sypek Center (11-000-218-104-03-00-2183-040) (11-000-223-102-03-00-2230-040)
 - b. Sharon Nemeth, Principal of the Assunpink Center and Health Careers Center (11-000-240-103-01-00-2400-030) (13-330-200-103-05-00-2400-037)
 - c. Douglas Shunk, Supervisor at the Assunpink Center (11-000-221-102-01-00-2210-030)
 - d. Mary Smith-Jones, Principal of Adult Evening and Secondary Health Careers Programs (13-629-100-106-04-00-1910-035) (13-629-200-103-04-00-2400-035)
10. Contracted and Confidential staff at the salaries indicated, effective July 1, 2018 through June 30, 2019 (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. Annette Hoffman, Administrative Assistant to the Assistant Superintendent (11-000-221-105-09-00-2210-030)
 - d. Heather Pyle, Database Administrator (11-000-211-105-07-01-2110) (11-000-252-104-07-00-2520)
 - e. Cynthia McKenna, Administrative Assistant to the Business Administrator (11-000-251-105-07-00-2510)
 - f. Patti Mae Michalchuk, Administrative Assistant to the Superintendent (11-000-230-105-07-00-2300)
 - g. Barbara Paskewicz, Accounts Payable Specialist (11-000-251-105-07-00-2510)
 - h. Kevin Watkins, IT Technician (11-000-252-110-07-00-2520)
11. Appointment of the following Adult Evening School employees, effective July 1, 2018 through June 30, 2019 (attached):
 - a. Part-time Instructors (13-629-100-101-04-01-1314-035)(13-629-100-101-04-01-1600-035) (13-629-100-101-04-01-1700-035)(13-629-100-101-04-01-1910-035)
 - b. Part-time Program Assistant (13-629-200-104-04-00-2400-035)
 - c. Part-time Substitute Program Assistant (13-629-200-104-04-00-2400-035)
 - d. Part-time Substitute Instructors (13-629-100-101-04-01-1910-035)
 - e. Part-time Secretarial Staff (13-629-200-105-04-01-2400-035)
 - f. Part-time Sign Language Interpreter (13-629-100-101-04-01-1314-035)(13-629-100-101-04-01-1600-035)(13-629-100-101-04-01-1700-035)(13-629-100-101-04-01-1910-035)
 - g. Part-time Substitute Sign Language Interpreter (13-629-100-101-04-01-1314-035)(13-629-100-101-04-01-1600-035)(13-629-100-101-04-01-1700-035)(13-629-100-101-04-01-1910-035)
12. Appointment of the following Health Careers Center employees, effective July 1, 2018 through June 30, 2019 (attached):
 - a. Part-time Instructors (13-330-100-101-05-01-1768-037) (11-000-291-290-07-08-2901-037) (13-330-100-101-05-01-1758-037) (13-330-100-101-05-01-1767-037)
 - b. Part-time Substitute Instructors (13-330-100-101-05-01-1768-037)
 - c. Part-time Substitute Secretary (13-330-200-105-05-01-2400-037)
13. Dennis Juliano, as a 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, 2018 through June 30, 2019 (11-000-262-110-01-02-2620, 11-000-262-110-02-02-2620)
14. Brian Bittings as Interim Principal at the Sypek Center, for the 2018-2019 school year at a rate of \$400 a day, effective July 1, 2018 through June 30, 2019 (11-000-240-103-02-00-2400-040)

15. John Ketterer as a Substitute Supervisor for the district, on an as needed basis, at a per diem rate of \$400, effective July 1, 2018 through June 30, 2019 (13-330-200-103-05-00-2400-037)
16. Maria Cram as a Substitute Supervisor for the district, on an as needed basis, at a per diem rate of \$450, effective July 1, 2018 through June 30, 2019 (13-330-200-103-05-00-2400-037)
17. Michele Coleman, as a 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, 2018 through June 30, 2019 (11-000-262-110-01-02-2620, 11-000-262-110-02-02-2620)
18. Ruben Casillas, 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, 2018 through June 30, 2019 (11-000-262-110-01-02-2620, 11-000-262-110-02-02-2620)
19. Corrina Green, Health & Physical Education Instructor at the Sypek Center, placed on Sick Leave as follows:

| Start | End | Type |
|--------------|---------------|---------------------------------|
| May 1, 2018 | May 15, 2018 | Using Paid Days |
| May 16, 2018 | June 30, 2018 | FMLA-Unpaid Leave with Benefits |
20. Mary Smith-Jones, Principal of Adult Evening and HCC Secondary Programs, placed on Sick Leave using FMLA with continuation of benefits, effective May 1, 2018 through May 31, 2018
21. A stipend for Janice LaFleur in the amount of \$500 for chaperoning HOSA students to the HOSA National Conference in Dallas, Texas from Tuesday, June 26, 2018 through Sunday, July 1, 2018 (11-310-100-101-01-01-0000)
22. The following 10-month Coordinators for compensation at a per diem rate, for additional 10 work days as indicated in 2018:
 - a. Megan Ferdetta, School Counselor at the Assunpink Center: June 25, 26, 27, 28, 29 and August 24, 27, 28, 29, 30 (11-000-218-104-01-00-2180-030)
 - b. Lance Simek, Social Worker at the Sypek Center: June 22, 25, 26, 27, 28 and August 24, 27, 28, 29, 30 (11-000-218-104-02-00-2180-040)
 - c. David Nash, CIE Coordinator for the district: June 22, July 2, 3, 5, 6 and August 24, 27, 28, 29, 30 (11-310-100-101-01-00-1800-030)
 - d. Michael Orfe, School Psychologist for the district: July 2, 3, 5, 6, 9 and August 23, 24, 27, 28, 29 (11-000-218-104-01-00-2180-030)
23. A stipend for the following in the amount of \$200 each for chaperoning CTE students to the FFA NJ State Convention held at Monmouth University in Long Branch from Wednesday, May 23, 2018 through Thursday, May 24, 2018 (11-310-100-101-01-01-0000)
 - a. Edward Birdsall, Horticulture and Turf Management Instructor
 - b. Amy Nemeth, Secretary I
24. A stipend for the following in the amount of \$75 each for chaperoning CTE students to the SkillsUSA NJ State Competition event held at Middlesex County Vocational Technical School in Piscataway, NJ on Saturday, April 14, 2018 (11-310-100-101-01-01-0000)
 - c. Janice LaFleur, Baking and Dining Instructor
 - d. David Nash, CIE Coordinator
 - e. Samuel Chilkotowsky, STEM Instructor
 - f. Mathew Wiest, AED Instructor
 - g. Erik Silverman, Culinary Instructor
 - h. Bong Kim, Mathematics Instructor
25. A stipend for the following in the amount of \$175 each for chaperoning CTE students to the SkillsUSA NJ State Competition event held at Middlesex County Vocational Technical School in Piscataway, NJ on Friday, April 13, 2018 through Saturday, April 14, 2018 (11-310-100-101-01-01-0000)
 - a. Marcie Tandy, Guidance Counselor
 - b. Scott Engle, Culinary Arts Instructor
26. Resignation of Mathew Wiest, Architectural Engineering and Design Instructor, effective end of the business day June 30, 2018
27. 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-00-2181-0XX) (attached)

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Policies and regulations for first reading: (attached)
 - a. 8630 Bus Driver/Bus Aid Responsibility
 - b. 8630 R Emergency School Bus Procedures
2. Revised 2017-2018 Calendar for the Thomas J. Rubino Academy (attached)
3. 2018-2019 Calendar for the Thomas J. Rubino Academy (attached)
4. District Harassment, Intimidation & Bullying Report for September 1, 2017 through May 1, 2018 (attached)

5. Emergency Preparedness Drill Reports for the month of April 2018 (attached)
6. Title change for the position of Payroll Specialist to Payroll/Benefits Specialist
7. Revised job description for the position of Payroll/Benefits Specialist (attached)
8. New job description for the position of Learning Disabilities Teacher-Consultant (LDT-C) (attached)

Mr. Zoller 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 amended admin agreement MCSSSD & MCTS, revised articulation agreements (2), Manager IT/B&G, BA contract, Admin & Super salaries, contracted salaries, AES staff, HCC staff, 8630, 8630R, revised 17-18 Rubino calendar, 18-19 Rubino calendar, HIB, EPDR, revised job description, LDT-C, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Stinger – Yes Ms. Hernandez-Manno – Yes Mr. Sabo – Absent
 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) REVISED HANDOUT
- C. Agreement by Local Education Agencies for School Meal Programs between Mercer County Special Services School District, Mercer County Technical School District and Camelot Educational Resources, LLC through Sodexo, Inc. for the 2018-2019 school year (attached)
- D. Professional service agreement with Walter Bliss, Attorney, as the Board attorney during the 2018-2019 school year at a rate of \$37,750 (11-000-230-331-07-00-2301) (attached)
- E. Public Employee Trust Agreement with Brown & Brown for the National Vision Administrators (NVA) plan for staff at the rate of \$5.15 per employee for the 2018-2019 school year (0% increase); year 1 of 4 (attached)
- F. Agreement for Legal Services – Special Counsel, Comegno Law Group, PC for the period July 1, 2018 through June 30, 2019 at the hourly rate of \$185, not to exceed \$7,500 (11-000-230-331-07-00-2301/7046) (attached)
- G. Renewal of Service Agreement with Eastern Armored Services, Inc. for 2018-2019 (attached)
- H. Change order #1 for GPC, Inc. on Science Lab Project 17.635 PSEG new gas service (attached)
- I. Contract with Elizabeth Garcia, Esq., Parker McCay P.A., as special counsel, July 1, 2018 through June 30, 2019 at a rate of \$195 and \$100 for clerks/paralegals, not to exceed \$5,000 (11-000-230-331-07-00-2301) (attached)
- J. Donation of an EcoBoost Engine Long Block from Ford Motor Company and an engine stand from Haldeman Ford, as part of Haldeman's sponsorship of Automotive Career Exploration (ACE) at MCTS to the Sypek Center
- K. Scrap 1995 Honda Civic at the Sypek Center as vehicle is no longer usable for teaching purposes
- L. Scrap 1999 Dodge Grand Caravan at the Sypek Center as vehicle is no long usable for teaching purposes
- M. Continuation of petty cash funds effective July 1, 2018

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| Administration - P. Michalchuk | \$75 |
| Assunpink Center - L. Wurtzel | \$75 |
| Board - C. McKenna | \$200 |
| Evening - M. Smith-Jones | \$75 |
| HCC – M. Smith-Jones | \$75 |
| Admissions - A. Hoffman | \$75 |
| Sypek – A. Nemeth | \$75 |

- N. Award Cosmetology Supplies Bid 19-01 to Burmax Company, Inc.
- O. Award Construction Supplies Bid 19-02 to Heath Lumber Company
- P. Continuation of agreement with Culinary Ventures Vending, effective July 1, 2018 through June 30, 2019; year 2 of 2
- Q. Continuation of agreement with Parker McCay P.A. as Negotiations Attorney for the 2018-2019 school year
- R. Continuation of the cooperative pricing agreements for the 2018-2019 school year with the following:
 Hunterdon County Educational Services Commission
 The Educational Services Commission of New Jersey
 Mercer County
- S. Revise agreement with Elizabeth Garcia, Esq., Parker McCay P.A., as special counsel, July 1, 2017 through June 30, 2018 at a rate of \$175 and \$85 for clerks/paralegals, originally Board approved on June 20, 2017, not to exceed \$25,000 (11-000-230-331-07-00-2301)
- T. Certificate of Substantial Completion for Performance Mechanical Corp., on FVHD #4525 (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 of travel, field trips, Sodexo, Bliss contract, NVA, Comegno, Eastern Armored, Change #1 GPC, Garcia special counsel, Performance Certificate 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. Stinger – Yes | Ms. Hernandez-Manno – Yes | Mr. Sabo – Absent |
| | 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 negotiations 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 5:19 pm on a motion made by Ms. Stinger and seconded by Ms. Hernandez-Manno and carried by roll call vote.

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

Mr. Pitman exited Executive Session after roll call.

A motion for the Board to return to Public Session at 5:28 pm was made by Ms. Hernandez-Manno and seconded by Ms. Stinger and carried by roll call vote.

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

Mr. Pitman returned to the meeting.

13. PUBLIC DISCUSSION

The parent of a STEM Academy student, Elijah van der Laan, addressed the Board. The parent felt that some classes being offered were not preparing their child for college. The student would like more college prep instead. College prep courses offered to Health Science Academy students were not offered to his son.

Mr. Pitman asked Ms. Hice DePugh to look into the parent concern. Ms. Hice DePugh offered her business card and asked the parent to contact her to discuss the details.

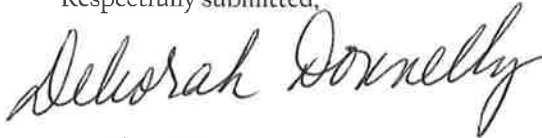
14. ADJOURNMENT

There being no further business to come before the Board, Mr. Zoller introduced a motion the meeting be adjourned at 5:31 pm. Ms. Hernandez-Manno seconded the motion and it was carried by roll call vote.

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

The next regular meeting shall be held on Tuesday, June 19, 2018 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Deborah Donnelly
Business Administrator/Board Secretary