

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

MINUTES OF FEBRUARY 21, 2017

1. The Board Meeting of February 21, 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 January 30, 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 via phone
	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 January 17, 2017 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of January 17, 2017, Ms. McCoy introduced a motion for the Board to approve the minutes. Mr. Pitman seconded the motion and it was carried by roll call vote.

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

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$446,110.31 for February 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 \$446,110.31. 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 January 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 - None

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS & ADDENDUM

Recommend the Board approve the following:

1. Revised 2016-2017 Articulation Agreement between Mercer County Community College and Mercer County Technical Schools for the Photography program with Career Prep (attached)
2. Submission of a grant application for the Acellus Learning Services Google Grant, to cover half of the cost of 30 computers optimized for Acellus Mobil Labs for the Health Science Academy, in the amount of \$20,997 (attached)
3. Submission of a grant application for the Acellus Learning Services Google Grant, to cover half of the cost of 30 computers optimized for Acellus Mobil Labs for the STEM Academy, in the amount of \$20,997 (attached)
4. Submission of a grant application for the Acellus Learning Services Google Grant, to cover half of the cost of 24 computers optimized for Acellus Mobil Labs for the Academy of Culinary Arts, in the amount of \$19,980 (attached)
5. Submission of a grant application for the Acellus Learning Services Google Grant, to cover half of the cost of 30 computers optimized for Acellus Mobil Labs for the Academy of Culinary Arts, in the amount of \$23,994 (attached)

B. PERSONNEL & ADDENDUM

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

1. Heather Flyge, as a substitute School Nurse for the District, on an as needed basis, not to exceed 29 hours per week, at a daily rate of \$125, effective February 22, 2017 through June 30, 2017. (11-310-100-101-02-00-0000 (11-320-100-101-03-00-0000))
2. Craig Ridgway, as a substitute Sign Language Interpreter at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$75, effective February 22, 2017 through June 30, 2017 (13-629-100-101-04-01-1910)( 13-629-100-101-04-01-1600)
6. Stipends in the amount of \$1,200 each for curriculum writing, to be paid upon completion, for the following staff members, in accordance with the Agreement between the Board of Education and the MCVEA Article IX (E.) (11-310-100-101-02-02-0000) (11-310-100-101-01-01-0000) :
  - a. Julie Trauger, Spanish Instructor (Spanish I)
  - b. Julie Trauger, Spanish Instructor (Spanish II)
  - c. William Gould, Retail Food Marketing Instructor (Retail Food Marketing)
3. A stipend in the amount of \$750 for Edward Atkins, Custodian II at the Health Careers Center, for obtaining his Black Seal license, retroactive to January 15, 2017, per the 2014-2017 Agreement with MCVEA (13-330-200-110-05-00-2620)
4. A stipend for the following in the amount of \$150 each for chaperoning HOSA students to the NJHOSA State Conference event held at Union County Vocational Technical Schools in Scotch Plains, NJ on Saturday, March 18, 2017 and Sunday, March 19, 2017 (11-310-100-101-01-01-0000)
  - a. Daniel Sbar, Biological Sciences Instructor
  - b. Laura Wurtzel, Secretary I at the Assunpink Center
5. Resignation of Dorothy Johnson, part-time Secretary at the Health Careers Center, effective end of the business day June 30, 2017, due to retirement
6. Brian Bittings as Interim Principal at the Sypek Center, for the 2017-2018 school year at a rate of \$400 a day, effective July 1, 2017 through June 30, 2018 (11-000-240-103-02-00-2400)
7. Revised Maternity Leave of Absence for Katherine Posch, School Nurse for the Assunpink Center, as follows:

Start	End	Type
February 16, 2017	March 13, 2017	Paid Leave Using Sick and Personal Business Days
March 14, 2017	June 30, 2017	Unpaid Leave using FMLA/FLA

8. Michele Harcher, Payroll Specialist for the District, placed on Sick Leave as follows:

Start	End	Type
January 30, 2017	February 10, 2017	Paid Leave Using Vacation, Sick and Personal Days
February 13, 2017	undetermined	Unpaid Leave using FMLA

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. The following policies and regulation for first reading and adoption: (attached)
  - a. 5305 Health Services Personnel
  - b. 8330 Student Records
  - c. 8330 R Student Records
2. The following bylaws, policies and regulations for second reading and adoption: *(available in the Superintendent's office for review)*
  - a. 2418 Section 504 of the Rehabilitation Act of 1973 – Students
  - b. 2418 R Section 504 of the Rehabilitation Act of 1973 – Students
  - c. 2624 R Grading System
  - d. 3231 Outside Employment as Athletic Coach
3. Revised 2016-2017 Health Careers Center Calendar (attached)
4. 2016-2017 District Foodservice Biosecurity Plan (attached)
5. 2017-2018 Tuition Fee Schedule for postsecondary programs at the Health Careers Center (attached)
6. Revised curricula for the following programs: *(available in the Superintendent's office for review)*
  - a. Landscape Maintenance and Design
  - b. Culinary Arts
  - c. Revised Video Production
7. District Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP) Data Collection Report for Report Period 1, September 1, 2016 through December 31, 2016 (attached)
8. District and School Grade Report from NJ Department of Education, School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, as of December 31, 2016 (attached)
9. Semi-Annual Harassment, Intimidation, or Bullying Report for July 1, 2016 through December 31, 2016 (attached)
10. District Harassment, Intimidation & Bullying Report for September 1, 2016 through February 1, 2017 (attached)
11. Emergency Preparedness Drill Reports for the month of January 2017 (attached)
12. 2017-2018 Tuition Fee Schedule for postsecondary programs at the Adult Evening Schools (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 revised articulation agreement, 4 grant apps, 5305, 8330, 8330R, revised HCC calendar, 2017-2018 HCC tuition, HIB-ITP, NJDOE grade report, semi-annual HIB, HIB, EPDR, 2017-2018 tuition for AES, 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)
- B. Field trip requests (attached)
- C. Special Education Medicaid Initiative (SEMI) Program Waiver Resolution for the 2017-2018 school year (attached)
- D. Change Order #6 for Performance Mechanical Corp. to reroute existing main heating piping in Building B at the Assunpink Center FVHD 4525 in the amount of \$5,969 (attached)
- E. Change Order #7 for Zsenak Electric Company, Inc. for material and labor for additional fire alarm devices and remote annunciator panel FVHD 4525 in the amount of \$27,217.40 (attached)

- F. Revised Affiliation Agreement with St. Lawrence Rehabilitation Center (attached)
- G. Audit services of Wiss & Company, LLP (with a Peer Review Rating of Pass) for the school year ending June 30, 2017 per engagement letter dated February 1, 2017 for \$36,225 (11-000-230-332-07-00-2301/7048) (attached)
- H. Billboard advertising with Interstate Outdoor Advertising for shared time recruitment and promotion, at a cost of \$4,000 (11-000-218-590-09-00-2182 7025) (attached)
- I. Scrap True Freezer, 2 door, tag 20131083, from Baking and Dining at the Sypek Center; item repaired multiple times and will no longer hold temperature
- J. Staff Augmentation Agreement with Promedia Technology Services, Inc. for onsite IT technical support, 2 times per week, 8 hours per day, effective February 28, 2017 through June 30, 2017 for a total not to exceed \$20,400 (11-000-252-340-07-00-2520) (attached)
- K. Accept donations of scholarship funds for Build-it-Better Competition in the amount of \$840 (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 of travel, field trips SEMI resolution, Change order #6, Change order #7, revised affiliation agreement, Wiss & Co, Interstate Outdoor Advertising, Promedia, donation memo 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 ILC)
	Mr. Zoller - Absent	Ms. McCoy - Yes	Mr. Pitman - Yes

12. EXECUTIVE SESSION - None

13. PUBLIC DISCUSSION - None

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:04 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, March 21, 2017 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson  
Business Administrator/Board Secretary