

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

MINUTES OF OCTOBER 18, 2016

1. The Board Meeting of October 18, 2016 was called to order by President Albert Pitman at 5:01 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 October 10, 2016.  
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 – Absent  | Ms. McCoy – Present   | Mr. Pitman – Present          |

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

Madeline Lollo, MCVEA President: I would like to introduce myself; I am Madeline Lollo, President of MCVEA and our new officers; Ed Birdsall, Rachel Hendrickson, Building Reps Pat Schroeder, Tom Agans and Lisa Nolan. We are looking forward to a successful school year.

Mr. Birdsall: (read a statement not provided as a handout) The statement read made reference to Buildings and Grounds and IT issues at Sypek Center.

Mr. Nace: Changing of new heaters in the morning is an issue; contractors have been here for two weeks; look into new heater time line to help with instruction.

Mr. Agans: I know we received new doors in our building that were very expensive. My room door has a hole in it which I can pry it open from the outside. I would hate to see someone break into the room.

B. EXECUTIVE SESSION – Moved to the end

4. MINUTES OF PREVIOUS MEETINGS

A. The regular session meeting minutes of September 20, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of September 20, 2016 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 – Yes | Ms. Hernandez-Manno - Abstain |
|            | Mr. Zoller – Absent | Ms. McCoy – Yes   | Mr. Pitman – Yes              |

B. The Executive session meeting minutes of September 20, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of September 20, 2016 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 – Yes | Ms. Hernandez-Manno - Abstain |
|            | Mr. Zoller – Absent | Ms. McCoy – Yes   | Mr. Pitman – Yes              |

Ms. Dawson noted the date correction from April to August in the second paragraph of the Executive minutes of September 20, 2016.

5. BILLS TO BE APPROVED/TRANSFERS - HANDOUT

Bills totaling \$720,939.58 for October 2016 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Iszard introduced a motion for the Board to approve the bill list grand total of \$720,939.58. 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 - 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 September 2016, 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. Iszard 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 – Absent | Ms. McCoy – Yes   | Mr. Pitman – Yes          |

7. CORRESPONDENCE & COMMUNICATIONS

Dana Hice DePugh, Assistant Superintendent: We had a wonderful ribbon cutting ceremony for the Culinary Arts Academy. There were great guests in attendance and Senator Turner presented us with a proclamation. It was a great event.

8. COMMITTEE REPORTS

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following:

1. Articulation Agreement between Mercer County Community College and Mercer County Technical Schools for the Academy of Culinary Arts for the 2016-2017 school year (attached)

B. PERSONNEL

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

1. John Ketterer as Substitute Supervisor for the District, on an as needed basis, at a per diem rate of \$400, retroactive to September 16, 2016 through June 30, 2017 (11-000-240-103-02-00-2400)
2. Maternity Leave-of-Absence for Katherine Posch, School Nurse for the Assunpink Center, anticipated effective date of February 21, 2017 through June 30, 2017
3. Brittany Graham-Young, Information Technology Technician for the District, to receive a stipend of \$40 per day for additional duties in the absence of the Information Technology Manager, retroactive to September 26, 2016, until the Information Technology Manager position is hired
4. The resignation of Patricia McDougall, LPN Instructor for the Health Careers Center, effective end of business day December 2, 2016
5. Laura Moskulak, as a full-time, 12-month, contracted employee in the capacity of Licensed Practical Nursing Instructor, pending the completion of criminal history background check, at an annual salary of \$62,964 prorated (Step 9 of the 12-month Teacher guide) effective December 1, 2016 through June 30, 2017 (13-330-100-101-05-00-1758)
6. Margaret Fink, in the capacity of part-time LPN Instructor for the Health Careers Center, pending the completion of criminal background check, on an as needed basis at an hourly rate of \$32, not to exceed 29 hours, effective October 19, 2016 through June 30, 2017 (13-330-100-101-05-01-1758)

7. A stipend in the amount of \$750 for Teddy Mullings, Custodian II at the Sypek Center, for obtaining his Black Seal license, retroactive to October 15, 2016, per the 2014-2017 Agreement with MCVEA (11-000-262-110-02-00-2620)
8. A revised stipend amount of \$4,091 for Patti Michalchuk, Administrative Assistant to the Superintendent, originally approved on July 19, 2016, for services to be rendered as secretarial support for District scheduling during the 2016-2017 school year to be paid semi-monthly, effective July 10, 2016 through October 15, 2016 (11-000-252-110-07-00-2520)
9. Whitney Walker in the capacity of Cosmetology Intern, pending criminal history review, to complete an internship program with Janet Cash and Christine Cardinale, Cosmetology Instructors at the Sypek Center, at no cost to the district, effective October 19, 2016 through June 30, 2017

**C. MISCELLANEOUS**

Recommend Board approve the following:

1. Uniform State Memorandum of Agreements between MCTS and the following Police Departments for the 2015-2016 school year, *optional language on page 34 was removed for Hamilton* (attached)
  - a. Ewing Township
  - b. Hamilton Township
  - c. Hopewell Township
  - d. Lawrence Township
  - e. West Windsor Township
2. Annual Statement of Assurance (SOA) for New Jersey Quality Single Accountability Continuum (NJQSAC) for the 2016-2017 school year (attached)
3. Board policy 4140 Termination, for first reading (attached)
4. General Advisory Committee Membership List for the 2016-2017 school year (attached)
5. District curricula for the following: (*available in Superintendent's office for review*)
  - a. Baking & Dining Services
  - b. Algebra I
  - c. Algebra II
  - d. Geometry
  - e. Precalculus
6. Bus Evacuation Drill Schedules for the 2016-2017 school year (attached)
7. Emergency Preparedness Drill Reports for the month of September 2016 (attached)
8. District Harassment, Intimidation & Bullying Report for September 1, 2016 through October 11, 2016 (attached)

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 articulation agreement, uniform state MOAs, SAO, 4140, General Advisory Committee, bus evacuation drill schedule, EPDR, HIB 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<br>(Abstain from 9B & 9C2) |
|            | 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. Resolution for the Central Jersey Program for Recruitment of Diverse Educators (CJ PRIDE) for the 2016-2017 school year for a participation fee of \$50 (11-000-230-895-07-00-2302) (attached)
- D. Approve for submission to the DOE County Office, the 2017-2018 Comprehensive Maintenance Plan (M-1) for District buildings (attached)

- E. Construction Change Directive No. 001 for Performance Mechanical Corp., for a lump sum decrease of \$51,000 on project FVHD 45254/4525 (attached)
- F. Staff Augmentation Agreement with Promedia Technology Services, Inc. for onsite IT technical support, 3 times per week, 8 hours per day, effective October 19, 2016 through December 31, 2016 for a total not to exceed \$24,480 (11-000-252-340-07-00-2520) (attached)
- G. Promedia Technology Services, Inc. to create a map to be used in a technology plan, 3 days at 8 hours per day, at a total not to exceed \$4,200 (11-000-252-340-07-00-2520) (attached)
- H. Contract with Pro Athletes, Inc. for a one day Bound for Greatness Youth Leadership Staff Development Workshop on November 1, 2016, with follow up dates of November 3, 4, 14 and 15 at a cost not to exceed \$5,000 (20-231-200-320-00-17-231) (attached)
- I. Contract with Behavior Therapy Associates for a one day presentation on March 10, 2017, for teachers to include social skills training for students with behavior and learning disabilities at a rate not to exceed \$3,000 to include materials (20-231-200-320-00-17-231) (attached)
- J. Services of Susan Lord Van Note, M. Ed., LDTC to provide Educational Testing and Assessments as a NJ licensed Learning Disability Teacher Consultant for the period September 1, 2016 to June 30, 2017 not to exceed \$2,500 (11-310-100-340-01-00-1900) (attached)
- K. Agreement with Matt Bellace Presentations, LLC for a one hour workshop for instructors on February 24, 2017 for a total of \$519 (all inclusive) (20-270-200-320-00-16-270) (attached)
- L. Year one of five, November 1, 2016 through October 30, 2017, lease agreement with Pitney Bowes for DM400C Digital Mailing System, to include all maintenance, meter subscription, rate changes, training and installation at \$143.74 per month, billed quarterly at \$431.22, under NJ State Contract #A75237 (11-000-230-530-02-01-2300) (attached)

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, CJ PRIDE, M-1, change directive #1, agreement with Promedia, Promedia map, Pro Athletes contract, Behavior Therapy Associates contract, Susan Lord Van Note, Bellace 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 – Absent | 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 level III grievance.

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 5:15 pm on a motion made by Ms. Iszard and seconded by Ms. McCoy and carried by roll call vote.

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

A motion for the Board to return to Public Session at 6:18 pm was made by Ms. Stinger and seconded by Ms. McCoy and carried by roll call vote.

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

13. PUBLIC DISCUSSION

Mr. Pitman: I would ask the Superintendent to report to the Board on the issues the Association raised regarding IT and Buildings and Grounds.

Mr. Bliss: Grievance is denied; involvement in absences is supported by past practice as supervisors are the first line of approval. Adequate communication was evident.

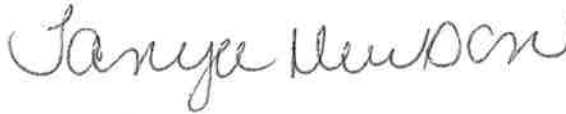
14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 6:21 pm. Ms. McCoy 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 – Absent | Ms. McCoy – Yes   | Mr. Pitman – Yes          |

Reorganization Meeting shall be held on Tuesday, November 1, 2016 at 12:00 noon at the Assunpink Center. The next Regular Meeting shall be held on Tuesday, November 15, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson  
Business Administrator/Board Secretary

