



MIDDLESEX COUNTY VOCATIONAL & TECHNICAL SCHOOLS BOARD OF EDUCATION

Business/Public Meeting Minutes | May 11, 2022 | 7:00 p.m.

Mr. Jones, Board President called the meeting to order at 7:00 pm.

Mr. Knehr, called the roll:

Present: Mr. Jones, Mr. Anderson, and Mrs. Eastman

Absent: Ms. Czarneski and Mr. Tartara

Also Present: Mr. Diaz, Superintendent, Mr. Knehr, Board Secretary/Business Administrator, Mr. Bicsko, Assistant Superintendent, Mr. Johnson, Director of Personnel, Ms. Trembly, Board Attorney

Mr. Jones read the following Public Notice:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the Open Public Meetings Law, the public notice of this meeting which included the time, date and location, was dispensed in the following manner:

- Posted on the bulletin board reserved for announcements in the Board Office, 112 Rues Lane, East Brunswick, NJ.
- Advertised in the Home News Tribune and the Courier News on November 16, 2021.
- Posted on the Middlesex County Vocational and Technical Schools website (www.mcvts.net) on November 16, 2021.
- Mailed to the five (5) duly appointed Board Members.

Mr. Jones led all assembled in the Flag Salute.

Correspondence:

A letter was received from the Educational Service Commission of New Jersey forwarding along a resolution they recently passed. The resolution was sent to the NJ Department of Education informing them that they wish to assign their share of any Carl D. Perkins funding to Middlesex County Vocational and Technical Schools.

Presentations:

- US News School Ranking ([Attachment A](#))
- Governor's Outstanding Educator of the Year Award Recipients ([Attachment B](#))
- Safe Reopening Plan Updates

MINUTES

1. ACCEPTANCE OF MINUTES

April 13, 2022 Business-Public Meeting ([Minutes 4.13.2022](#))

EDUCATION & CURRICULUM ITEMS

2. APPROVE/SUMMER PROFESSIONAL DEVELOPMENT AND FACILITIES USE

That the Board of Education approves the use of the Pre-Engineering shop on the East Brunswick Campus to provide Solar Installation "Train the Trainer" Professional Development on July 11-12, 2022. This PD will be led by Todd Menadier of Stockton University and Solar Landscape. The session will have 20 seats with

priority registration for MCVTS CTE staff, followed by interested CTE staff from other county vocational and technical schools. Upon completion of training, participants will receive 10 professional development hours and a Commercial Solar Installation Trainer Certification. Staff will be able to turnkey solar installation training to students who can also become certified, as recommended by the Superintendent.

3. APPROVE/STUDENTS TO WORK OUTSTANDING EDUCATOR OF THE YEAR DINNER

That the Board of Education approves the following culinary arts students to work at the Outstanding Educator of the Year Dinner on June 9, 2022 under the supervision of their instructor, Mr. Stephen Moir. The rate of pay will be \$13.00 per hour, as recommended by the Superintendent. ([Attachment C](#))

POLICY ITEMS

4. APPROVE/REVISION OF HIGH SCHOOL GRADUATION POLICY 5460

That the Board of Education approve the revision of the [High School Graduation Policy #5460](#), as attached and recommended by the Superintendent.

PERSONNEL ITEMS

5. APPROVE/PERSONNEL ITEMS

That the Board of Education approves the following personnel actions as recommended by the Superintendent of Schools.

A. Resignations and Retirements							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Latha Nair	Resignation	Teacher of Chemistry/Physics	EA	NA	NA	NA	6/8/22
Susan Rufolo	Resignation	Teacher of Licensed Practical Nursing	PI	NA	NA	NA	6/30/22

B. Leaves of Absence							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
NA							

C. Appointments/New Hires							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
NA							

D. Transfers/Salary Changes							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Rosemary Simmons	Transfer	School Nurse	WA	NA	N/A	5/2/22	N/A
Cristina Kelly	Transfer	School Nurse	PI	NA	N/A	5/2/22	N/A

E. Extracurricular / Extra Pay - Athletic							
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Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Kathleen McNulty Trevor McNulty	Sports - Soccer Sports - Soccer	Varsity Coach Volunteer Assistant Coach	EA EA	\$7,650 \$0	N/A N/A	Fall Fall	2022-23 2022-23
David Williams Dana Gordon Michael Buonaguro James McCloskey	Sports - Cross Country Sports - Cross Country Sports - Soccer Sports - Soccer	Varsity Coach Junior Varsity Coach Varsity Coach Junior Varsity Coach	EB EB EB EB	\$7,650 \$5,550 \$7,650 \$5,550	N/A N/A N/A N/A	Fall Fall Fall Fall	2022-23 2022-23 2022-23 2022-23
Taylor Klaskin Nikki Karas Lucia Cagnani-Nunez Stephen Moir	Sports - Soccer Sports - Soccer Sports - Soccer Sports - Soccer	Varsity Coach Junior Varsity Coach Volunteer Assistant Coach Volunteer Assistant Coach	PA PA PA PA	\$7,650 \$5,550 \$0 \$0	N/A N/A N/A N/A	Fall Fall Fall Fall	2022-23 2022-23 2022-23 2022-23
Michael O'Boyle Robert Gardella Brandon Goldy	Sports - Soccer Sports - Soccer Sports - Soccer	Varsity Coach Junior Varsity Coach Volunteer Assistant Coach	PI PI PI	\$7,650 \$5,550 \$0	N/A N/A N/A	Fall Fall Fall	2022-23 2022-23 2022-23
Scott Modzelewski Rodney Vani	Sports - Soccer Sports - Soccer	Varsity Coach Junior Varsity Coach	WA WA	\$7,650 \$5,550	N/A N/A	Fall Fall	2022-23 2022-23

F. Extracurricular / Extra Pay - Non-Athletic							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Gina Chiarello	Summer Employment	Summer Institute	EB	\$40/hr. (15 hrs.)	N/A	7/11/22, 7/12/22	7/13/22
Erin Creighton	Summer Employment	Summer Institute	EB	\$40/hr. (15 hrs.)	N/A	7/11/22, 7/12/22	7/13/22
Caitlin Sime	Summer Employment	Summer School Honors Geometry	EB	\$40/hr. (74 hrs.)	N/A	7/25/22	8/18/22
Katherine Gao	Summer Employment	Summer School Honors Algebra II	PA	\$40/hr. (74 hrs.)	N/A	7/25/22	8/18/22
Kimberly Hobbs	Summer Employment	Summer Enrichment	WA	\$40/hr. (51 hrs.)	N/A	7/25/22	8/18/22

5g RE-EMPLOYMENT OF PERSONNEL

That the Board of Education approves the re-employment of the attached list of non-tenured personnel, administrative office personnel, and custodian/maintenance staff for the 2022-2023 school year as presented and as recommended by the Superintendent. Salaries and steps will reflect negotiated agreements with the Board of Education. [2022-2023 Staff List \(as of May 11, 2022\)](#)

BUSINESS AND FINANCE ITEMS & REPORT

6. BUDGETARY TRANSFERS ([Attachment D](#))

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the attached transfers in the 2021-22 budget.

7. ACCEPT THE SECRETARY AND TREASURER REPORT ([Attachment E](#))

BE IT RESOLVED that the Middlesex County Vocational & Technical Schools Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, does hereby certify that as of the date of the reports, March 31, 2022 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-1.10 (a); the monthly financial reports of the Secretary and the Treasurer; and further recommends, in compliance with N.J.A.C. 6A:23A-16.10 (c) 4, that the Board of Education certifies that no major account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (b), and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the year.

8. BILLS AND PAYROLL ([Attachment F](#))

The Middlesex County Vocational and Technical Schools Board of Education approves the bills that are presented for payment in the amount of \$1,859,080.55 and the April 29, 2022 payroll presented for payment in the amount of \$1,228,685.57.

9. FIELD TRIP REQUESTS (Attachment G on file in the Board Office)

The Middlesex County Vocational and Technical Schools Board of Education approves the attached additional field trip requests for the 2021-2022 school year as recommended by the Superintendent.

10. ADULT SCHOOL FIELD TRIPS 2021-2022 SCHOOL YEAR (Attachment H on file in the Board Office)

The Middlesex County Vocational and Technical Schools Board of Education approves the attached list of evening school field trips not requiring transportation for the 2021-2022 school year.

11. APPROVE PROFESSIONAL DEVELOPMENT, TRAVEL, AND REIMBURSEMENT

The Middlesex County Vocational and Technical Schools Board of Education approves the following professional development, travel, and related expenses particular to attendance at listed functions for mileage, registration fees, and other travel expenses according to the cost schedule. Reimbursement is subject to contractual provisions or is in accordance with the travel guidelines for school districts (18A:11-12 and 6A:23A-7) and state travel guidelines established by the Department of Treasury in NJOMB circular letter.

Staff/Board Member	Date	Workshop / Conference	Reg. Fee	Estimated Expenses						
				Mileage / Transport	Parking / Tolls	Lodging	Lodging Tax	Airfare / Train	Per Deim	Other
Melinda Brzozowski	7/9/22	Teacher Symposium	\$200	\$140.70	\$10	\$0	\$0	\$0	\$0	\$0
Joe Coyle	6/21/22	NFT Workshop	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Evelyn Schwanck	6/28/22	Wilson Language Training	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Francine Thompson	6/8/22	NJASBO Conference	\$275	\$59.60	\$10	\$0	\$0	\$0	\$0	\$0
Keith Jones II	10/24/22	NJ School Boards Conference	\$550	\$68.20	\$20	\$192	\$46.88	\$0	\$147.50	\$0
Laura Czarneski	10/24/22	NJ School Boards Conference	\$550	\$59.33	\$20	\$192	\$46.88	\$0	\$147.50	\$0
Kyle Anderson	10/24/22	NJ School Boards Conference	\$550	\$66.34	\$20	\$192	\$46.88	\$0	\$147.50	\$0
Vic Tartara	10/24/22	NJ School Boards Conference	\$550	\$60.27	\$20	\$192	\$46.88	\$0	\$147.50	\$0
Karen Eastman	10/24/22	NJ School Boards Conference	\$550	\$64.82	\$20	\$192	\$46.88	\$0	\$147.50	\$0
Jorge Diaz	10/24/22	NJ School Boards Conference	\$550	\$67.62	\$20	\$192	\$46.88	\$0	\$147.50	\$0
Karl Knehr	10/24/22	NJ School Boards Conference	\$550	\$37.66	\$20	\$192	\$46.88	\$0	\$147.50	\$0

12. CHANGE OF SIGNATORIES – WELLS FARGO OPERATING ACCOUNT

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve change of signatories for the Operating Account with Wells Fargo, as follows:

Remove:
Robert P. Mooney

Add:
Jorge E. Diaz

13. SCHOOL FACILITIES PROJECT APPLICATION/SPECIFICATIONS

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education authorizes the submission of a School Facilities Project Application to the New Jersey Department of Education Office of School Facilities as an other capital project consistent with the long range facility plan for the following project:

<u>Campus</u>	<u>Project</u>
East Brunswick	Rear Parking Lot Reconstruction

14. SALE OF SURPLUS PROPERTY ([Attachment I](#))

WHEREAS, the Middlesex County Vocational School Board of Education has identified certain surplus property in the attached list which is no longer needed for public use; and

WHEREAS, it is the Boards intention to sell the surplus property through an online auction as authorized by P.L. 2001, C30 and outlined in Local Finance Notice 2019-15 and will be conducted through Municibid.com pursuant to State Contract 19-GNSV1-00696 in accordance with the terms of that contract.

BE IT THEREFORE RESOLVED, that the Board of Education approve the sale of the identified surplus property held as an online auction through Municibid.com under State Contract 19-GNSV1-00696; and

BE IT FURTHER RESOLVED, that any identified surplus property shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said property; and

BE IT FURTHER RESOLVED that the Board reserves the right to accept or reject any bid submitted.

15. AWARD OF FOOD SERVICE MANAGEMENT CONTRACT – 2022-2023

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the award of Food Service Management Services by the Middlesex County Vocational and Technical Schools to Aramark Educational Services, Inc. for the period of July 1, 2022 through June 30, 2023, as per proposal.

The following cost factors are noted:
 Administrative/Management Fee (10 months):
 2021-22 \$8,241.60 (10) = \$82,416
2022-23 \$8,840.00 (10) = \$88,400

BE IT FURTHER RESOLVED that in the event the projected bottom-line of \$0 this year (breakeven) is not met, Aramark Educational Services, Inc. will reimburse the Board of Education for the difference.

16. CAFETERIA PRICES 2022-2023 ([Attachment J](#))

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the attached cafeteria ala carte menu and price list for the school year 2022–2023 for the Middlesex County Vocational and Technical Schools.

17. PURCHASE OF TELECOMMUNICATIONS SERVICES - XTEL

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the agreement with Xtel Inc. for Telecommunication Services in accordance with N.J.S. 18A:18A-5(20) as follows:

<u>Item</u>	<u>Term</u>	<u>Rate</u>
All District call services including local/regional/long distance/fax delivered over our VOIP system	36 Months	\$3,322.85 per month plus applicable taxes/fees/surcharges

18. PURCHASE OF TECHNOLOGY SUPPLIES – CDW-G ([Attachment K](#))

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award the purchase of attached technology supplies to CDW-G for \$34,249.50 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment.

19. PURCHASE OF OFFICE SUPPLIES – STAPLES ([Attachment L](#))

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award the purchase of attached office supplies to Staples for \$11,580.49 under the ESCMC Cooperative Purchasing Agreement EdData #26.

20. PURCHASE OF FURNITURE – GLOBAL % ALLIED EQUIPMENT ([Attachment M](#))

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award the purchase of the attached furniture to Global % Allied Equipment for \$17,711.92 under the ESCNJ Cooperative Purchasing Agreement 20/21-01.

21. PURCHASE OF FURNITURE – VIRCO ([Attachment N](#))

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award the purchase of the attached furniture to Virco for \$33,255 under the ESCNJ Cooperative Purchasing Agreement 20/21-01.

22. PURCHASE OF FLOORING INSTALLATION - THE GILLESPIE GROUP ([Attachment O](#))

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award the purchase of the attached flooring installation to The Gillespie Group for \$124,840.73 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement as indicated in the attachment.

23. PURCHASE OF NETWORK PHONE SYSTEM SOFTWARE - MILLENNIUM COMMUNICATIONS GROUP, INC.

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award the purchase of Network Phone System Software to Millennium Communications Group, Inc. for \$21,516 on the basis of New Jersey State Contract A-87720 Cisco Partner/Reseller as follows:

<u>Item</u>	<u>Amount</u>
Cisco Call Manager Update	\$4,560
Cisco Phone Licenses (300)	<u>\$16,956</u>
Total:	\$21,516

24. PURCHASE OF ATHLETIC TEAM TRANSPORTATION - ROAD TO SUCCESS ([Attachment P](#))

WHEREAS sealed bids were received on April 13, 2022 in response to newspaper advertising in the "Home News Tribune" and "The Courier News" for Athletic Team (softball/baseball) Transportation as detailed in the attached bid tabulation.

BE IT THEREFORE RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award Athletic Team (softball/baseball) Transportation to Road to Success for \$7,975 on the basis of lowest responsible bidder.

25. ATHLETIC TRANSPORTATION - NO BIDS ([Attachment Q](#))

WHEREAS Middlesex County Vocational and Technical Schools has advertised twice for sealed bids and received no response with regard to the attached Athletic Trips.

BE IT THEREFORE RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education authorize the Business Administrator to negotiate a price with an appropriate vendor for the attached listing of Athletic Trips requiring transportation in accordance with N.J.S. 18A:18A5(c).

26. CAPITAL PROJECT AWARD - WINDOW REPLACEMENT - EAST BRUNSWICK CAMPUS

(Attachment R)

WHEREAS sealed bids were received on April 28, 2022 in response to newspaper advertising in the "Home News Tribune" and "The Courier News" for window replacement at the East Brunswick campus as detailed in the attached bid tabulation.

BE IT THEREFORE RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education award window replacement base bid at the East Brunswick campus to Panoramic Window & Door Systems Inc. for a total of \$329,000 on the basis of lowest responsible bidder.

27. CHANGE ORDERS - CAPITAL PROJECTS (Attachment S)

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the attached list of Change Orders for various Capital Projects previously awarded and currently under construction.

28. APPLICATION FOR FUNDS – EDUCATION RISK INSURANCE CONSORTIUM (A SUB FUND OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION INSURANCE GROUP) – SAFETY GRANT PROGRAM 2022

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve application for funds from the Education Risk Insurance Consortium, as follows:

<u>Project Title</u>	<u>Amount</u>
Safety Grant Program	\$22,822
From: July 1, 2022	
To: June 30, 2023	
Project Manager: Francis Cap	

29. APPLICATION FOR FUNDS – NEW JERSEY DEPARTMENT OF EDUCATION – CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION – POST-SECONDARY FY 2023 (STATE FUNDS)

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve application for funds from the New Jersey Department of Education, as follows:

<u>Project Title</u>	<u>Amount</u>
Carl D. Perkins Post-Secondary FY 2023 (State Funds Only)	\$126,812
From: July 1, 2022	
To: June 30, 2023	
Project No. PSFS3150-23	
Project Manager: Dawn Lystad	

30. APPLICATION FOR FUNDS – NEW JERSEY DEPARTMENT OF EDUCATION – CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION – SECONDARY FY 2023

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approved application for funds from the New Jersey Department of Education, as follows:

<u>Project Title</u>	<u>Amount</u>
Carl D. Perkins Secondary FY 2023	\$717,701
From: July 1, 2022	
To: June 30, 2023	
Project No. 233150-FY23	
Project Manager: Sean McDonald	

31. APPLICATION FOR FUNDS – GRANTS FOR GROWING (G4G) FY22

BE IT RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve application for funds from the National FFA Organization, as follows:

<u>Project Title</u>	<u>Amount</u>
Grants for Growing	\$5,000
From: August 1, 2022	
To: June 30, 2023	
Project Manager: Adam Recktenwald	

OTHER MOTIONS

32. FIRE DRILLS/SECURITY DRILLS

That the Board of Education accepts the following fire/security drills, as recommended by the Superintendent. ([Attachment T](#))

33. ACCEPT HARASSMENT, INTIMIDATION & BULLYING (HIB) INCIDENT REPORT & AFFIRM PREVIOUSLY REPORTED CASES

That the Board of Education accepts the HIB Incident Report and affirms the HIB cases previously reported to the Board of Education. ([HIB Report - May](#))

BUILDINGS & GROUNDS REPORT (Fran Cap)

[Attached Report](#)

Mr. Fran Cap presented his report on the status of capital projects and facility issues throughout the District (as attached). Mr. Adam Finkle was in attendance representing the SSP Architectural Group.

PUBLIC COMMENT ON ANY MOTIONS OR OTHER ITEMS

None

APPROVE ALL ITEMS ON THE CONSENT AGENDA

A motion was made by Mr. Jones and seconded by Mrs. Eastman that the Middlesex County Vocational & Technical Schools Board of Education approves all items on the consent agenda of the regular public meeting of May 11, 2022, as recommended by the Superintendent of Schools.

On a Roll Call Vote:

Mr. Jones	Yes	Mr. Anderson	Yes	Mrs. Eastman	Yes
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ADJOURNMENT

A motion by Mr. Anderson seconded by Mrs. Eastman that there being no further business the meeting be adjourned at 7:23 pm.

Respectfully submitted,

Karl J. Knehr

Karl J. Knehr
Board Secretary