

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

North Bridge Street & Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
April 23, 2007

The meeting was called to order at 5:40 p.m. with the following members present:

Moncrieff I. Fisher, President

Dr. Alan P. Braun, Vice President

Anita Ventantonio

Theodore Smith

David Livingston, arrived at 5:43 p.m.

Also Present:

Michael A. Maddaluna, Superintendent of Schools

Diane Strober, School Business Administrator/Board Secretary

Edmund H. Jones, High School Principal

Dr. Michael Illuzzi, Director of Post-Secondary Education Programs

Lisa Fittipaldi, Board Attorney

Others: Bernice Wicks, Director of Communications and Public Relations; Michael Herrera, Assistant High School Principal; Joseph Petrosino, Supervisor of Special Needs; Sherman Harris, Supervisor of Special Projects; Meg Fischer, SCVTEA President; Mary Jane Salvato, Foundation Member; and two culinary arts students.

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

A moment of silence was requested by the Board President to acknowledge the Virginia Tech tragedy.

Approval of Minutes

On motion by Dr. Braun, seconded by Mrs. Ventantonio, the minutes of the Regular Meeting and Executive Session held on March 26, 2007 were approved.

Correspondence

- Letter from Marge Romano, Technology Institute graduate, updating the Commercial Arts Department on her recent career achievements.

Old or Unfinished Business

Student of the Month

- Although no students were recognized this month, Mr. Jones shared with the Board that high school students and staff have been and will continue to provide food and support to those who were displaced and relocated as a result of the recent flooding in the area.

Building and Grounds Report

- The monthly Building and Grounds Report was included in the packet for the Board's review.

Exterior Site Lighting Bid Status Report (SSP Architectural Group)

- Mr. Meyers, SSP Architectural Group, discussed the status of the project. He informed the Board of the following revised schedule of the project: bid opening postponed to April 25, 2007; award of contract on May 21, 2007; immobilization on June 4, 2007; get permits and begin work on June 25, 2007; and project completion, prior to opening of school in September.

Performing Arts Project (SSP Architectural Group)

- Mr. Meyers also reviewed with the Board the status of the Performing Arts project. He informed the Board the contractor would be on site within the next few weeks to clean the brick, replace light bollards and address the remaining punch list items to be completed within thirty days. Mr. Fisher requested SSP Architectural Group provide the Board with written documentation of the contractor's performance to complete and close out the project.

Report of the Attorney

- Ms. Fittipaldi reviewed and approved the facilities agreement, food service management contract renewal and custodial cleaning services contract renewal.

Superintendent's Report

A. Resignation

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education accepted the resignation of Mr. James Schupsky, TOPS Science Instructor, effective June 30, 2007.

B. Employment of Full-Time Personnel - 2006-07 SY

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education appointed Mr. David Reynolds to the position of Security Guard - Category III at a salary of \$29,372.00 (prorated), effective April 24, 2007.

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education appointed Mr. James Gallagher to the position of Help Desk Support Technician - Category II at a salary of \$33,000.00 (prorated), effective May 1, 2007.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

C. Employment of Part-Time Personnel - 2006-07 SY

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the employment of the following part-time personnel for the 2006-07 school year:

High School

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher		

D. Title Change

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved a change of title for Ms. Elizabeth Savage from Supervisor of Student and Administrative Services to Supervisor of Recruitment, Testing and Job Placement effective April 24, 2007.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

E. Instructional Salaries - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, that in accordance with the Contract Agreement previously approved, the Board of Education approved the salaries of instructional personnel for the 2007-08 school year as listed on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

Mr. Livingston inquired about the status of the Memorandum of Agreement. Mr. Maddaluna responded that this is the second year of the three year phase out. Mr. Smith noted that more than 25% of the non-tenured new staff has a master's degree and that the tenured staff is committed to continued professional development.

F. Support Staff Salaries - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, that in accordance with the Contract Agreement previously approved, the Board of Education approved the salaries of support staff for the 2007-08 school year as listed on Addendum #2.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

G. Principal/Supervisors Salaries - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, that in accordance with the Contract Agreement previously approved, the Board of Education approved the salaries of principal/supervisors for the 2007-08 school year as listed on Addendum #3.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

H. Exempt Personnel Salaries - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved salaries for exempt personnel for the 2007-08 school year as listed on Addendum #4.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
------------------	------------	-----------

Mr. Smith	X
Mrs. Ventantonio	X
Mr. Livingston	X
Dr. Braun	X
Mr. Fisher	X

I. Field Trips

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #5.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

J. Revised Job Description - Shop Instructor-Horticulture/Landscape Maintenance/Floral Design

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved revised Job Description-Shop Instructor-Horticulture/Landscape Maintenance/Floral Design as it appears on Addendum #6.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

Mr. Livingston noted the importance of marketing the programs. Mr. Smith questioned if emphasis is placed on the importance of marketing during the interviewing process with potential candidates.

K. Application for Funds

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its April 23, 2007 meeting authorized application for funds for the following:

NJ Department of Education	VSO (Vocational Student Org.)	\$142,424.00
	(Year 3/3 - 7/1/07-6/30/08)	

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	abstain	
Dr. Braun	X	
Mr. Fisher	X	

L. Acceptance of Funds

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its April 23, 2007 meeting authorized acceptance of funds for the following:

NJ State Juvenile Justice Commission	Summer Twilight (2007)	\$ 20,000.00
--------------------------------------	------------------------	--------------

Somerset County Dept. of Human Services	Summer Twilight 2007-08 SY Twilight	\$104,000.00
---	--	--------------

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

M. Professional Seminars/Workshops

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved requests for district staff and Board of Education members to attend professional seminars, workshops, etc. as they appear on Addendum #7.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

Discussion ensued on emergency procedures in light of the Virginia Tech tragedy. Mr. Maddaluna responded that the district does have procedures in place for handling emergencies. In an effort to communicate such to the Board, he will schedule Pam Brink to present the district's emergency procedures at next month's board meeting. Mr. Maddaluna also requested the Board keep in mind that there are certain aspects of the *Emergency Management Plan* which must remain confidential in order to protect the safety and security of our district. Dr. Braun questioned to what extent and level do we communicate information in terms of student's privacy rights versus public safety. Mr. Smith asked about the review and revision of these procedures. Mr. Maddaluna responded that these procedures are reviewed and revised when necessary or when required by law.

N. Transportation Agreement - SCESC

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education entered into an agreement with the Somerset County Educational Services Commission to provide transportation for Twilight students April 2007 through June 2007. The rate will be \$94.00/day.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

O. Application to Operate Summer School

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education submitted the Application for Approval to Operate Summer School for summer 2007.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
------------------	------------	-----------

Mr. Smith	X
Mrs. Ventantonio	X
Mr. Livingston	abstain
Dr. Braun	X
Mr. Fisher	X

P. Summer School - 2007

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the 21 day, six hours per day, Summer School Program. School will begin on June 27th and conclude on July 26th. Tuition for non-SCVTHS students is \$375.00 per 60 hour course. Courses being offered are as follows:

Remedial

English	Mathematics
Health	Physical Education
Social Studies	Science

Enrichment

Performing Arts

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

Q. Superintendent's Update

- Culinary Arts Presentation – Mr. Harris introduced two students: Robert Mehesy, senior in the Culinary Arts program, who will be attending Johnson and Wales Culinary Arts Program and Joseph Becker, 2004 Culinary Arts graduate, who is currently working as Senior Chef at Fox Hollow County Club. Mr. Maddaluna discussed the creation of restaurant space, a new component, which has been added to the curriculum. The restaurant space will provide the student's with practical experience in the area of management and customer service. Dr. Braun asked Mr. Becker if he received the necessary management skills from our program. Mr. Becker responded that it was not part of the curriculum during the time he attended but can see how this new "restaurant" component will provide an environment where students can gain such skills. Mr. Fisher asked if Mr. Mehesy prepared a portfolio, including a list of recipes as part of his final grade in the course. Mr. Mehesy responded in the affirmative. Mr. Livingston asked Mr. Mehesy if post-secondary opportunities were presented to him or does he research them on his own. Mr. Mehesy responded the counselors are extremely helpful. Mr. Fisher asked Mr. Mehesy what he would do to enhance or improve the program. Mr. Mehesy replied that the district should market the program to grade schools. Mrs. Ventantonio asked Mr. Mehesy to expand on his answer. She also noted there is a business in Hillsborough which provides culinary art facilities for children's parties. Mr. Mehesy further explained that the district should reach out to elementary schools, specifically grades 5, 6, 7, and 8 to educate grade school students about the profession and make them aware of the many opportunities that exist within the profession. Mr. Smith knew of the business in Hillsborough which encourages young children to cook; he also noted each of the presenters used the word "passion" in describing what they do and how they do it. Mr. Maddaluna summarized that the new program has been expanded to include customer service, reading, writing menus, hygiene, order taking, food safety and sanitation.

Submission of Bills

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the attached bills were approved for payment.

Fund 10 \$1,335,729.40

Fund 20	\$ 173,113.54
Fund 60	\$ 10,011.65
Fund 61	\$ 3,870.27
Fund 90	<u>\$ 1,821.54</u>
Total	\$1,524,546.40

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

New Business

- Mr. Smith thanked Mr. Maddaluna on the completion of the policy and regulation manual.

Report of the School Business Administrator/Board Secretary

A. Receipt of Monies for March 2007

Fund 10

Appropriation Refund	\$	3,887.45
County Tax Levy	\$	963,130.00
State Aid	\$	174,159.90
Miscellaneous	\$	270.00
Interest	\$	6,405.35
Adult Continuing Education	\$	1,055.00
TI Tuition	\$	64,027.42
Special Education	\$	-
Alternative School	\$	74,250.00
Summer School Tuition	\$	54,057.49
Performing Arts Tuition	\$	1,205.60
FICA	\$	58,851.07

Fund 20

United Way	\$	2,666.67
VICA-Statewide	\$	11,424.00
Carl Perkins-Post Secondary	\$	83,454.00
IDEA	\$	10,828.00
Title I	\$	5,221.80
Title IIA	\$	1,600.00
Instructional Supplement Aid	\$	1,586.10

Fund 30

County Capital Project	\$	-
------------------------	----	---

Fund 60

Interest	\$	16.61
Lunches	\$	11,745.80
State Aid Lunch	\$	144.00
Federal Aid Lunch	\$	2,574.00

Fund 61

ETTC	<u>\$</u>	<u>75.00</u>
Total Receipts for March 2007	<u>\$</u>	<u>1,532,635.26</u>

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

B. Reports A-148 and A-149

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of March 2007 and the Treasurer of School Monies for the month of March 2007, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C.6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (See Addendum #8)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

C. Solicit Bids - 2007 Capital Projects

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education authorized the public advertisement and solicitation of competitive bid proposals for the 2007 capital projects (See Addendum #9)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

D. Budget Transfers - 2006-07 SY

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the following budget transfers:

From: 11-000-262-420-02-0222	(\$4,225.00)	To: 12-000-400-450-20-2001	\$4,225.00
From: 20-335-200-580-24-7530	(\$5,000.00)	To: 20-335-200-600-24-7730	\$5,000.00

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

E. Food Service Management Contract Renewal - 2007-08 SY

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education awarded the contract for food service management to Maschio's Food Services, Inc. for the 2007-08 school year. The food services management fee will be \$10,750.00 with a guaranteed breakeven. (Reviewed and approved by the Board attorney.)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

F. Custodial Cleaning Services Contract Renewal - 2007-08 SY

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education awarded the contract for custodial cleaning services to Pritchard Industries, Inc. for the 2007-08 school year at a fee of \$249,834.52. (Reviewed and approved by the Board attorney.)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

May Meeting

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed, the next regular meeting of the Somerset County Vocational Board of Education will be held:

May 21, 2007

5:30 p.m.

Somerset County Vocational & Technical Schools

North Bridge Street & Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mary Jane Salvato reported that the Foundation has received its first \$500 donation.
- Mrs. Wicks announced the first open house for the new horticulture program will include a presentation by The Professional Landscape Alliance.
- Mr. Herrera noted the Professional Landscape Alliance will be donating a tree to the school district; the Foundation luncheon exposed businesses to our many programs and relationships will generate apprenticeships, donations and advisors for these programs.
- Mr. Fisher asked when the tree planting will take place. He also noted the need for an organized effort to recruit the programs offered between the recruiter and the instructors.
- Mr. Jones reported on the success of the Penny Sale and the money raised as a result.
- Dr. Illuzzi informed the Board that Dr. Farahi of Kean University will speak at the Technology Institute graduation. He also noted Lehigh University is looking to expand programs and utilize our facility. Dr. Illuzzi was pleased to receive the letter from a Technology Institute graduate noted under correspondence.

Adjournment

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed, the meeting adjourned at 7:08 p.m.

Diane Strober
Business Administrator/Board Secretary