

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

North Bridge Street and Vogt Drive

Bridgewater, New Jersey 08807

Regular Meeting

May 21, 2007

The meeting was called to order at 5:35 p.m. with the following members present:

Moncrieff I. Fisher, President

Dr. Alan P. Braun, Vice President

Anita Ventantonio

Theodore Smith

David Livingston

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, arrived at 5:40 p.m.

Others: Peter Carey, Director of Student Services, State Director of SkillsUSA; Michael Kuschyk, Director of Building and Grounds; Bernice Wicks, Director of Communications and Public Relations; Michael Herrera, Assistant High School Principal; Joseph Petrosino, Supervisor of Special Needs; Pamela Brink, School Based Program Director; Carene Jegou, Administrative Assistant to the Superintendent; Evangeline Byrd, SkillsUSA Advisor; Karen Hart, SkillsUSA Advisor; Adrienne Willard, SkillsUSA; Jay Perantoni, SSP Architectural Group; Mary Jane Salvato, Foundation Member; faculty; students and parents.

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

Pledge of Allegiance

Approval of Minutes

On motion by Dr. Braun, seconded by Mrs. Ventantonio, the minutes of the Regular Meeting held on April 23, 2007 were approved.

Correspondence

- Note from Bonnie DeFazio thanking the Board for their condolences.
- Letter from the New Jersey Department of Labor and Workforce Development informing the district that we received a Recognition Award for achievement in the Governor's Occupational Safety & Health Award Program.
- Letter from the students in the Professional Office Applications class extending appreciation for the quality education they received at the Technology Institute.
- Letter from Strauss Esmay Associates in response to the April 11, 2007 letter regarding the procedures followed while working on the district's Board Policies and Procedures Manual.
- Note from Betty Slotter, parent of a Medical Assistant program student, complimenting the Technology Institute personnel for their dedication, care and support in the Medical Assistant program.
- Mr. Livingston acknowledged and commended Mr. Jones for his outstanding work in helping to make the 8<sup>th</sup> annual Middle School Design Challenge a success.

Old or Unfinished Business

*SkillsUSA Student Award Presentations*

- Mr. Jones presented our students with their first, second and third place honors in the SkillsUSA competition. These students will now compete at the national SkillsUSA competition level.

*Building and Grounds Report*

- The monthly Building and Grounds Report was included in the packet for the Board’s review.
- Mr. Perantoni discussed the exterior site light project and noted the contractor is reputable. He will provide an 8 ½” x 14” drawing of light locations for the Board members. He will also provide a revised construction schedule as requested by the Board president.

Report of the Attorney

- Ms. Fittipaldi reviewed and approved Beaver Electric, Inc.’s bid documents; reviewed documents for Dr. Illuzzi; reviewed the regulations for policy compliance and the extended Family and Community Services contract as requested by Ms. Brink.

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. Raymond Esler, for the purpose of retirement, effective December 31, 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	

The Board wished Mr. Esler well in his retirement.

B. Salary Adjustment

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 salary adjustment for Raymond Esler for the 2007-08 school year as follows:

<u>Step</u>	<u>Base Salary</u>	<u>MOA (12%)</u>	<u>Longevity</u>	<u>Total Salary</u>
28/C	\$80,044.00	\$9,605.28	\$1,300.00	\$90,949.28

<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 Full-Time Personnel - 2006-07 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 appointed Mr. David Reynolds to the position of Security Guard - Category III at a salary of \$29,372.00 (prorated), retroactive to 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	

D. 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

Gregory Zotti	Substitute	\$90.00/day
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<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. Employment of Part-Time Personnel - Summer 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 employment of the following part-time personnel for summer 2007:

High School

Amanda Ives	Clerical	\$11.75/hr
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Performing Arts

Sheila Buttermore	Coordinator	\$40.00/hr
Joseph Mancuso	Coordinator-Acting	\$32.73/hr
Maureen Glennon	Conservatory/Dance	\$32.73/hr
Mary Lynn McAnally	Conservatory/Dance	\$32.73/hr
Laurie Reader	Production Manager	\$38.18/hr
Katherine Allworthy	Costumier	\$24.54/hr
Rodger Gonzales	Technical Assistant	\$24.54/hr
Christopher Tomaino	Musical Theatre	\$32.73/hr
Mathew Vanzini	Conservatory/Instrumental	\$32.73/hr
Sarah Carothers	Conservatory/Musical Theatre	\$32.73/hr
Janet Cantore-Watson	Creative Arts	\$32.73/hr
Tony Kenette	Video Arts	\$32.73/hr

Margaret Guerrero	Ruth St. Denis Project	\$32.73/hr
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Summer School

Keith Bigora	Mathematics	\$33.00/hr
Michael Curto	History	\$33.00/hr
Margaret Fischer	Mathematics	\$33.00/hr
Edward Graf	History	\$33.00/hr
Jessica Hann	Health	\$33.00/hr
Stacy Knudsen	Science	\$33.00/hr
Melissa Marvin	English	\$33.00/hr
M. Cristina Perrone	English	\$33.00/hr
John O'Neill	Physical Education/Health	\$33.00/hr
Kathleen Rogers	Mathematics	\$33.00/hr
Averye Shane	English	\$33.00/hr
Keith Shapiro	English	\$33.00/hr

Mary Beth Yager	Science	\$33.00/hr
Patricia Bauer	School Nurse	\$33.00/hr
Teresa Morelli	Administrative Support	\$33.00/hr
Anna Sosely	English	\$33.00/hr
<u>Twilight/TOPS</u>		
Courtney Tellone	Administrative Assistant	\$18.00/hr
<u>Technology Institute</u>		
Jean Beauchamp	Practical Nursing	\$36.71/hr
Ann Marie Bunty	Evening Practical Nursing	\$39.11/hr
Barry Campbell	Computer Support	\$40.11/hr
Salih Dincer	Fiber Optics Support	\$40.11/hr
Ma. Theresa Domider	Practical Nursing	\$39.11/hr
Nadine Fischer	Medical Assistant	\$39.11/hr
Ralph Hartz	Computer/Network Support	\$40.11/hr
Eleanor Mikrut	Practical Nursing	\$39.11/hr
Shelby Pitts	Practical Nursing	\$36.71/hr
Roberta Rusin	Evening Practical Nursing	\$39.11/hr
Carol Sowul	Practical Nursing	\$41.11/hr
Twyla Powers	Office Administration	\$39.11/hr
<u>ETTC</u>		
Leslie Ahrendts-Edwards	Computer Coordinator	\$39.11/hr
Linda Ross	Educational Resource Assistant	\$39.11/hr

<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. 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 May 21, 2007 meeting authorized application for funds for the following:

NJ Department of Education	Carl D. Perkins (FY 2008)	\$289,944.00
	Secondary	\$206,491.00
	Post-Secondary	\$ 83,454.00
NJ State Department of Children & Families	School Based Youth Services (2006-07 SY)	\$ 40,000.00 (ceiling amt.)

<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	

G. 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 May 21, 2007 meeting authorized acceptance of funds for the following:

NJ State Department	School Based Youth Services	\$ 40,000.00
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of Children &amp; Families

(2006-07 SY)

(ceiling amt.)

<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. 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 #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	

## I. 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 #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	

## J. Extended Sick Leave Request

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 request of Ms. Ashley Welsh for an extended sick leave (less substitute pay \$55.00/day) beginning May 17, 2007 through June 8, 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	

## K. Resolution - 2006-07/5- A, Family Leave Act - Ashley Welsh

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 Family Leave Act - Ashley Welsh as it appears 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

L. Three-Year District Technology Plan - 2007-08, 2008-09, 2009-10 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 district's Three Year Technology Plan from July 1, 2007 through June 30, 2010.

<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	

M. Superintendent's Update

- Ms. Brink presented an emergency management plan update. Discussion with the Board ensued.

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	\$1,327,685.29
Fund 20	\$ 157,486.16
Fund 30	\$ 7,750.00
Fund 60	\$ 3,987.60
Fund 90	<u>\$ 18,506.41</u>
Total	\$1,515,415.46

<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 attended the New Jersey School Boards Association delegate assembly in Plainsboro and reported that Edwina Lee, Executive Director, has reported her retirement for June. He also provided a summary for the Board's review.

Report of the School Business Administrator/Board Secretary

A. Receipt of Monies for April 2007

<u>Fund 10</u>	
Appropriation Refund	\$ 2,170.48
County Tax Levy	\$ 963,130.00
State Aid	\$ 174,159.90
Miscellaneous	\$ 1,250.00
Interest	\$ 5,340.65
Adult Continuing Education	\$ 991.00
TI Tuition	\$ 16,493.10
Special Education	\$ -
Alternative School	\$ 85,050.00

Teacher Quality Mentoring	\$	1,776.00
Performing Arts Tuition	\$	419.00
FICA	\$	60,927.61
<u>Fund 20</u>		
United Way	\$	2,666.67
VICA-Statewide	\$	11,424.00
School Base Linkages	\$	83,265.00
Instructional Supplement Aid	\$	1,586.10
<u>Fund 30</u>		
County Capital Project	\$	-
<u>Fund 60</u>		
Interest	\$	16.30
Lunches	\$	7,252.00
State Aid Lunch	\$	185.76
Federal Aid Lunch	\$	3,316.22
<u>Fund 61</u>		
ETTC	\$	<u>1,625.00</u>
Total Receipts for April 2007	\$	<u><u>1,423,044.79</u></u>

Roll Call	Yes	No
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 April 2007 and the Treasurer of School Monies for the month of April 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 #4)

Roll Call	Yes	No
Mr. Smith	X	
Mrs. Ventantonio	X	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

C. County Tax Resolution

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education recommended the amount of district taxes, exclusive of debt service requirements needed to meet the obligation of this Board of Education for the period July 1, 2007 through June 30, 2008 is \$12,222,567.00 and the Board of Chosen Freeholders of Somerset County is hereby requested to place in the hands of the Treasurer that amount each month in accordance with the following schedule in accordance with the statutes relating thereto:

<u>Month</u>	<u>Amount</u>
July 6, 2007	\$1,018,546.00
August 3, 2007	\$1,018,546.00

September 7, 2007	\$1,018,546.00
October 5, 2007	\$1,018,546.00
November 2, 2007	\$1,018,546.00
December 7, 2007	\$1,018,546.00
January 4, 2008	\$1,018,546.00
February 1, 2008	\$1,018,546.00
March 7, 2008	\$1,018,546.00
April 4, 2008	\$1,018,546.00
May 2, 2008	\$1,018,546.00
June 6, 2008	\$1,018,561.00

<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	

D. Contract Award - Exterior Site Lighting

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education awarded the contract for the exterior site lighting project to Beaver Electric Co., Inc., of Roseland, New Jersey in the amount of \$463,773.00.

<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. Agreement - American Appraisal Associates

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved American Appraisal Associates to provide an updated capital asset record to assist the school district's need to achieve property accountability and stewardship of assets, obtain a valuation of assets in compliance with the requirements of GAAP, GASB 34 and GAAFR and provide data whereby the school district can monitor assets as per their fee of \$4,950.00; this will provide the necessary information required by the Somerset County Joint Insurance Fund and the School District auditors.

<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. Fisher inquired about the purpose and need for the appraisal. Dr. Braun reported that this appraisal is required for the JIF insurance purposes; Ms. Strober also noted the fixed asset record is used by the auditors in compliance with law. Ms. Strober also, as requested by Mr. Fisher, informed the Board that a number of other vocational and county districts also use this company to provide them with an independent updated fixed asset records report.

F. Board Policy and Procedure Manual – First Reading

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the Board Policy & Regulation Manual, Section Numbers 0000-9000 at this first reading, as reviewed by the Board and 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	

Mr. Livingston commented on the response letter and felt it did not address the Board's issues. He asked if the administration verified that all the changes and revisions were included in the final proof. Mr. Maddaluna and Ms. Fittipaldi confirmed that all the changes and revisions were included.

G. 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:	20-432-200-330-21-0000	(\$6,068.00)
To:	20-432-200-516-21-0000	\$ 884.00
	20-432-100-600-21-0000	\$ 450.00
	20-432-200-580-21-0000	\$ 764.00
	20-432-200-600-21-0000	\$2,895.00
	20-432-200-590-21-0000	\$1,075.00

<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	

H. Obsolete Equipment

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the following excess property as obsolete and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Serial #</u>
Wheel Alignment Analyzer	01193	DA11797

<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. Release of Executive Session Minutes

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the release of executive session minutes as follows:

3/26/07, 2/26/07, 1/22/07, 12/18/06, 11/20/06, 10/23/06, 9/25/06, 7/24/06, 6/26/06, 5/22/06, 4/24/06, 3/27/06, 12/19/05, 10/24/05, 9/26/05, 8/22/05, 1/31/05, 1/10/05, 10/18/04, 9/27/04, 8/23/04, 7/26/04, 6/28/04, 5/24/04, 4/26/04, 3/22/04, 12/15/03, 10/20/03, 9/22/03, 7/28/03, 6/30/03, 5/19/03, 4/28/03 and 3/24/03.

<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	

## June 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:

June 25, 2007

5:30 p.m.

Somerset County Vocational & Technical Schools

North Bridge Street & Vogt Drive

Bridgewater, New Jersey 08807

Mr. Livingston noted that Mr. Westerfield's retirement dinner will be held on June 25, 2007 and he will be attending the dinner.

## Remarks from the Public

- Mrs. Wicks reported on the success of the Technology Institute graduation held last Thursday. She noted there was an article about Mr. Livingston on the front page of the *Courier News*. She also reported that movie trailer advertisements have begun airing in local movie theaters.
- Mr. Fisher thanked Dr. Illuzzi for a wonderful job with the Technology Institute graduation ceremony. He also thanked Mr. Carey for a job well done with the SkillsUSA students and competition.

## Adjournment

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed, the meeting adjourned at 6:52 p.m.

Diane Strober  
School Business Administrator