

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

North Bridge Street and Vogt Drive

Bridgewater, New Jersey 08807

Regular Meeting
November 20, 2006

The meeting was called to order at 5:30 p.m. with the following members present:

Moncrieff I. Fisher, President

Dr. Alan P. Braun, Vice President

Anita Ventantonio, absent

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

Lisa Fittipaldi, Board Attorney

Others: Michael Kuschyk, Director of Building and Grounds; Diane Ziegler, Director of Curriculum and Instruction; Bernice Wicks, Director of Communications and Public Relations; Michael Herrera, High School Assistant Principal; Joseph Petrosino, Supervisor of Special Needs; Pamela Brink, School Based Program Director; Robert Campanella, PC Support Manager; Ben Pokrywa, Electrical Construction Teacher and Safety Committee Chairperson; Charles Bowers, Teacher/Coordinator of Computer Technologies; Carene Jegou, Administrative Assistant to the Superintendent; Robert Swisher and Wayne Miller, Suplee, Clooney & Company; two students of the month and their families.

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 Mr. Smith the minutes of the Regular Meeting and Executive Session held on October 23, 2006 and Reorganization Meeting held on November 1, 2006 were approved.

Correspondence

- Note from Marilyn Burtis thanking the Board for their condolences.
- Letter from the Somerset County United Way detailing the 2007 funding recommendation.

Old or Unfinished Business

Students of the Month

- Alex Lopez, a senior student in the Welding Program, was named Student of the Month for November. Alex is an active member of the Peer Leadership organization and the school newspaper. He also serves as the Secretary of the Rotary Interact Club. Alex intends to further his education at a college of his choice.
- Candace Neidlinger, a third year student in the Office Occupations Program was also selected the Student of the Month for November. Candace serves as the Historian for the Future Business Leaders of America organization. She also works part time for Arbor Glen, Continuing Care Center. After she graduates she would like to attend Raritan Valley Community College to further her studies in the medical field or in education.

Building and Grounds Report

- Mr. Kuschyk distributed the monthly Building and Grounds Report.
- Mr. Charles Bowers discussed the security cameras throughout the district; Mr. Fisher requested identification of the location of the cameras and to identify which cameras are color and which ones are black and white.

- Mr. Pokrywa presented the safety report. Mr. Fisher requested the safety report be presented to the board two times per year. Dr. Braun questioned if the district needed to address any issues noted by the insurance company as a result of their annual safety and health inspection. Mr. Fisher suggested the administration compare the insurance company’s recommendations and findings with those of our internal safety committee. Mr. Maddaluna noted that we will compare the insurance annual report with the internal annual report.
- Mr. Fisher requested the architect report the status of the exterior site lighting project at the December board meeting and the performing arts project be closed out and the construction manager submit to the board the final budget report.

Change Orders

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved change orders as recommended by the architect, construction manager and superintendent as they appear on Addendum #1.

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

Report of the Attorney

- Ms. Fittipaldi discussed the Getting Hired program.

2005-2006 Audit Report

- Mr. Robert Swisher of Suplee, Clooney & Company presented the 2005-06 annual audit. Mr. Swisher discussed the audit finding and recommendation that the high school student activities account be reconciled and proven to the ‘book balance’ each month and that all sub-accounts be reviewed, properly adjusted, and managed more accurately to avoid deficit balances and the Corrective Action Plan prepared by the administration which includes the specific action, method of implementation, persons responsible, and completion date. Mr. Livingston noted that this finding is frequently found in districts. Mr. Swisher explained that the student activity accounts are often maintained by school secretaries whose job qualifications do not necessarily require the level of accountability or detail necessary to keep such accurate financial records. Mr. Swisher also noted the excess surplus is \$105,000 which exceeds the allowable state cap of 6%; and therefore is required to be appropriated as revenue in the 2007-08 budget. The auditor noted that the district continues to be in a good financial position. Mr. Fisher questioned why there was a deficit in the Special Revenue Fund balance; Mr. Swisher explained that the State withholds the final state aid payment to all districts and this amount is considered an account receivable at year end. Further discussion ensued on the Technology Institute financial practices and procedures, the need to update the software for more accountability in terms of recruitment, enrollment and financial reporting and whether the district has the appropriate level of insurance coverage. Mr. Fisher requested a letter from the SCJIF confirming such.

Superintendent's Report

A. Resignation

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education accepted the resignation of Mr. Charles Outlaw, Bus Driver, effective December 1, 2006.

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

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

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith 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

Kimberly Hart	Substitute	\$90.00/day
Stacey Wilson	Substitute	\$90.00/day
Amanda Ives	Clerical	\$11.25/hr
Debra Votyko	Teacher Aide-Cosmetology	\$20.26/hr

Performing Arts

Sharleen Leahey	Creative Arts	\$32.73/hr
Donald Garretson	Stage Carpenter	\$32.73/hr
Evan Lewis	Set Designer	\$32.73/hr

TOPS/Twilight

Aaron Burris	Bus Driver	\$15.00/hr
Daniel Hendrix	Bus Driver	\$17.00/hr
Karen Sebastian	Office Occupations Instructor	\$35.00/hr
Thomas D'Alessandro	Security Guard	\$13.00/hr
Maureen Stivala	Substitute	\$35.00/hr

Technology Institute

Ma. Teresa Domider	Practical Nursing	\$37.50/hr
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Adult Continuing Education

Kirk Stelle	Welding Instructor	\$33.25/hr
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	absent	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

C. Revised Job Description - Teacher/Coordinator Graphic Communications

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved Revised Job Description - Teacher/Coordinator Graphic Communications as it appears on Addendum #2.

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

D. Title Change

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved a title change for Mr. Kenneth Schwarz from Commercial Art Instructor to Teacher/Coordinator Graphic Communications, effective November 21, 2006.

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

Mr. Fisher noted there was no salary change.

E. Extra-Curricular Appointment - 2006-07 School Year

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the following for extra-curricular activities for the 2006-07 school year:

Anthony Pangl	Assistant Baseball Coach	\$ 2,618.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	absent	
Mr. Livingston	X	
Dr. Braun	X	
Mr. Fisher	X	

F. Field Trips

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #3.

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

G. Application for Funds

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its November 20, 2006 meeting authorized application for funds for the following:

NJ Department of Education	NCLB (No Child Left Behind) (9/1/06-6/30/07)	\$70,628.00
	Title I Part A	\$52,091.00
	Title II Part A	\$13,708.00
	Title II Part D	\$ 222.00
	Title III	\$ 2,516.00
	Title IV	\$ 1,564.00
	Title V	\$ 527.00
Somerset County Cultural & Heritage	State/County Partnership Local Arts Program Grant (1/1/07-12/31/07)	\$16,350.00

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

Mr. Fisher X

H. Acceptance of Funds

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its November 20, 2006 meeting authorized acceptance of funds for the following:

Somerset County United Way	Twilight/TOPS (2007)	\$32,000.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	absent	
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 Mr. Smith 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 #4.

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

J. Superintendent's Update

- Ms. Ziegler presented an update on the status of the curriculum revisions. Mr. Livingston asked if the Core Curriculum Content Standards (CCCS) were addressed in each the curriculum. Ms. Ziegler noted that in our grades 9-12 the curriculum covers all CCCS at least once, and many times, more than once. Mr. Fisher questioned whether or not No Child Left Behind (NCLB) impacts our curriculum revisions. Ms. Ziegler discussed the revised admission policy and the revised curriculum and noted how these allow us to better serve our students, along with addressing issues related to NCLB.
- Mr. Carey distributed to the Board the high school vocational shop enrollment trends. He noted that an HVAC shop will be added and the building trades program will be expanded. The district is looking into working with the Sheriff's Department and Raritan Valley Community College to develop a law enforcement program.
- Included in the board's packet was a memo from Mr. Herrera and Ms. Brink describing the educational services offered to our students during suspensions (home visitations).
- Mr. Herrera presented via the Proxima a live demonstration of the new high school website developed by Zumu Software. Dr. Braun questioned who will update the website and the frequency. Mr. Smith wondered how to market and advertise the website. Mr. Herrera suggested using our "Alert Now" system to mass call, and posters and newspaper advertising to promote the new website. Dr. Braun also requested a general e-mail be provided on the website as a contact for information and that the website not link to student data; and furthermore, that the students' parents sign off as to what level of student information they authorize the district to post on the website.
- Strauss Esmay Associates has completed the policy and regulation revisions submitted by the Board and administration. Clarifications on certain policies and regulations have been requested; Ms. Fittipaldi will review and advise.
- Mr. Herrera distributed a handout about the Landscape Maintenance (Horticulture) program. Mr. Fisher asked if we would still provide for those students looking to go directly into the workforce. Mr.

Herrera assured him that all levels of the student educational needs will be addressed. Whether a student is looking for a basic understanding and knowledge of horticulture/landscaping profession in order to obtain employment upon graduation or whether a student is looking to obtain an advanced degree from a post secondary institution, our program will accommodate the individual students' needs.

Submission of Bills

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

Fund 10	\$1,410,754.12
Fund 20	\$ 34,773.33
Fund 30	\$ 88,307.74
Fund 60	\$ 10,696.72
Fund 61	<u>\$ 2,814.30</u>
Total	\$1,547,346.21

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

New Business

- None

Report of the School Business Administrator/Board Secretary

A. Receipt of Monies for October 2006

<u>Fund 10</u>	
Appropriation Refund	\$ 4,028.84
County Tax Levy	\$ 1,926,260.00
State Aid	\$ 174,159.90
Interest	\$ 7,442.76
Miscellaneous	\$ 715.00
Adult Continuing Education	\$ 8,024.00
TI Tuition	\$ 120,888.21
Alternative School	\$ 70,200.00
FICA	\$ 52,316.27
<u>Fund 20</u>	
United Way	\$ 2,166.67
VICA-Statewide	\$ 11,424.00
School Based-Linkages	\$ 83,263.00
Instructional Supplement Aid	\$ 1,586.10
<u>Fund 30</u>	
County Capital Project	\$ 26,540.61
<u>Fund 60</u>	
Interest	\$ 14.25
Lunches	\$ 10,853.35
State Aid Lunch	\$ 128.32
Federal Aid Lunch	\$ 1,931.89

Fund 61

ETTC	\$ 55,500.00
Total Receipts for October 2006	<u>\$ 2,557,443.17</u>

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

B. Reports A-148 and A-149

On motion by Dr. Braun, seconded by Mr. Smith 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 October 2006 and the Treasurer of School Monies for the month of October 2006, 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 #5)

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

C. Annual School Audit

On motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the 2005-06 school year audit and the Comprehensive Annual Financial Report (CAFR), as prepared by the firm of Suplee, Clooney & Company and the Corrective Action Plan based on their recommendation. (See Addendum #6)

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

D. Obsolete Equipment

On motion by Dr. Braun, seconded by Mr. Smith 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>
Itek plate maker	01308	23258

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

E. Budget Transfer - 2006-07 SY

On motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the following budget transfer:

From: 20-009-100-110-21-0000 (\$728.75) To: 20-009-100-101-21-0000 \$728.75

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

F. Reject Bid - Exterior Site Lighting Project

On motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education rejected the bids for the exterior site lighting project based on the recommendations of the Board attorney and SSP Architectural Group.

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

G. Rebid - Exterior Site Lighting Project

On motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved to rebid the exterior site lighting project as recommended by the Board attorney and SSP Architectural Group.

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

December Meeting

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

December 18, 2006

5:30 p.m.

Somerset County Vocational & Technical Schools
North Bridge Street and Vogt Drive
Bridgewater, New Jersey 08807

Remarks from the Public

- Ms. Wicks informed the Board that the SCTI Spring Course Schedule was mailed. Breakfast with Santa and the Craft Fair will be held on December 2nd from 8:30 a.m.-4:00 p.m. In addition, John Vingara and his culinary arts students are participating in the Culinary Arts Invitational being held at the Doubletree Hotel tonight.

Closed Session

On motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the Board of Education went into

closed session at 7:45 p.m.

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

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to PSA negotiations. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Open Session

On motion by Dr. Braun, seconded by Mr. Smith and passed on roll call vote, the meeting reopened at 8:28 p.m.

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

- The personnel committee of the Board will meet on Thursday, December 7, 2006 at 5:30 p.m.

Adjournment

On motion by Dr. Braun, seconded by Mr. Smith and passed, the meeting adjourned at 8:30 p.m.

Diane Strober
Business Administrator/Board Secretary