

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
April 28, 2008

The meeting was called to order at 4:34 p.m. with the following board members present:

Dr. Alan P. Braun, President
Anita Ventantonio, Vice President
Theodore Smith
William Hyncik, Jr.
Trudy Doyle

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
Jack Ciattarelli, Somerset County Freeholder

Others: Michael Kuschyk, Director of Building and Grounds; Bernice Wicks, Director of Public Relations and Communications; Diane Ziegler, Director of Curriculum and Instruction; Michael Herrera, Assistant High School Principal/Director of Career & Technical Education and Workforce Development; Joseph Petrosino, Supervisor of Special Needs; Duane Wallace, ETTC Trainer/Webmaster; Greg Zotti; Landscape Maintenance Instructor; Teresa Morelli, Academic Instructor; Janeen Sortor, Yearbook Advisor; Jamie Morales, Law Enforcement Instructor; Ben Pokrywa, Electrical Construction Instructor; Patty Cartwell-Morales, School Nurse; and Meg Fischer, Mathematics Instructor.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Hyncik, seconded by Mrs. Doyle, the minutes of the Regular Meeting and Executive Session held on March 17, 2008 were approved.

Closed Session

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 non-renewal of non-tenured staff, N. Nigro -extended sick leave request and Superintendent's evaluation. 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.

On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education went into closed session at 4:37 p.m.

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

Open Session

On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the meeting reopened at 5:55 p.m.

Correspondence

- On behalf of the NJ State Industrial Safety Committee, the district earned the Governor's Annual Occupational Safety and Health Award for the achievement in the prevention of occupational injuries during the year 2007.
- Letter from the Curriculum Review Board of the American Association of Medical Assistants Endowment congratulating the Somerset County Technology Institute Medical Assisting Program on meeting the retention, placement, exam success, graduate and employer outcome thresholds.

Old or Unfinished Business

Student of the Month

- Adam Fulmore, a first year student in the Law & Public Safety Program, is the Student of the Month for April. Adam is an honor roll student who enjoys mathematics and language arts. He has a Black Belt in Martial Arts and plays football for Bound Brook High School. Adam is also a member of the National Rifle Association with an expert rating in shooting. After he graduates high school he would like to go to college and become a New Jersey State Police Officer.

Building and Grounds Report

- The monthly Building and Grounds Report was included in the packet for the board's review.
- Mr. Kuschyk reported on the status of the water testing as required by the Department Environmental Protection and performed by PMK Group. He anticipates closing out the project by June 2008.

Construction Projects Update (SSP Architectural Group)

- Mr. Kuschyk updated the board that the site lighting project is progressing as scheduled with an anticipated completion date of June 2008; building F roof replacement is substantially complete with the building B roof replacement to begin May 16, 2008; the high school roof top/HVAC unit replacement and cooling tower are also progressing as scheduled and also should be complete by June 2008; and the award of a contract for the Technology Institute window replacement project will be included on the May agenda.

Report of the Attorney

- Ms. Fittipaldi reported on personnel issues during the closed session meeting.

Superintendent's Report

A. Resignation

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education accepted the resignation of Mrs. Phyllis Pedersen, Science Instructor, effective June 30, 2008.

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

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

F. Salary Adjustment - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved a salary adjustment for Ms. Miranda McMahon, retroactive to March 1, 2008 as follows:

<u>Step/Guide</u>	<u>2007-08 Total Salary</u>
4-5/C	\$45,818.22*

*Masters stipend added to base

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

G. Instructional Salaries - 2008-09 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved salaries for instructional personnel for the 2008-09 school year as listed on Addendum #1.

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

H. Support Staff Salaries - 2008-09 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved salaries of support staff for the 2008-09 school year as listed on Addendum #2.

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

I. Principal/Supervisors Salaries - 2008-09 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved salaries of principal/supervisors for the 2008-09 school year as listed on Addendum #3.

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

J. Exempt Personnel Salaries - 2008-09 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved salaries for exempt personnel for the 2008-09 school year as listed on Addendum #4.

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

K. Reappointment of Exempt Staff - 2008-09 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education reappointed the exempt personnel listed below for the 2008-09 school year. Salaries will be determined at a later date.

<u>Name</u>	<u>Position</u>
Diane Strober	School Business Administrator/Board Secretary

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

L. Revised Job Descriptions

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the following revised job descriptions as they appear on Addendum #5.

School Nurse
Academic and Career Education Programs Teacher

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

M. Calendar 2007-08 SY - Revision

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education revised the 2007-08 school year calendar as follows:

From: Last day for students/graduation - June 19, 2008	To: Last day for students/graduation - June 17, 2008
From: Last day for teachers - June 20, 2008	To: Last day for teachers - June 18, 2008

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

N. Field Trips

On recommendation of Mr. Maddaluna and motion Mrs. Doyle, 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 #6.

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

O. Application to Operate Summer School

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education submitted the Application for Approval to Operate Summer School for summer 2008.

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

P. Summer School - 2008

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik 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 25 and conclude on July 24. Tuition for non-SCVTHS students is \$400.00 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	
Mr. Hyncik	X	
Mrs. Doyle	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

Q. Home Instruction

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved to provide home instruction for a 9th grade student. Instruction will be provided on an as needed basis through the end of the school year for two (2) hours per week.

Mr. Christopher Schrenk will be the instructor at a rate of \$35.00 per hour.

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education also approved to provide home instruction for an 11th grade student. Instruction will be provided from March 1, 2008 through the end of the school year for five (5) hours per week.

Mrs. Phyllis Pedersen will be the instructor at a rate of \$35.00 per hour.

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education further approved to provide home instruction for an 11th grade student. Instruction will be provided from March 20, 2008 through the end of the school year for five (5) hours per week.

Mrs. Phyllis Pedersen will be the instructor at a rate of \$35.00 per hour.

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

R. Application for Funds

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik 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 28, 2008 meeting authorized application for funds for the following:

NJ Department of Education	Extraordinary Standards	\$10,000.00
	Incentive Program (LPN)	(Original amount was \$7,984.00)
	(9/1/07-6/30/08)	

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

S. Acceptance of Funds

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik 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 28, 2008 meeting authorized acceptance of funds for the following:

NJ Department of Education	Extraordinary Standards	\$10,000.00
	Incentive Program (LPN)	(Original amount was \$7,984.00)
	(9/1/07-6/30/08)	

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

T. NJ Department of Labor and Workforce Development

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education entered into an agreement with the New Jersey Department of Labor and Workforce Development for the 2008-09 school year.

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

U. Professional Seminars/Workshops

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik 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	
Mr. Hyncik	X	
Mrs. Doyle	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

V. 2007 Revisions - Memorandum of Agreement Between Education and Law Enforcement Officials

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the 2007 Revisions - Memorandum of Agreement Between Education and Law Enforcement Officials as required in N.J.A.C.6A:16-6.2(b)13 through 15.

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

W. Extended Sick Leave Request - Nicholas Nigro

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved Mr. Nicholas Nigro's request for an extended sick leave (less \$55.00/day) retroactive to April 22, 2008 through May 30, 2008.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mr. Hyncik	X	

Mrs. Doyle	X
Mrs. Ventantonio	X
Dr. Braun	X

X. Superintendent's Update

- Mr. Pokrywa introduced himself to the board. Mr. Pokrywa has been the safety coordinator for the past fifteen years. As the safety coordinator he is the liaison between the teachers and the maintenance department. He reported that based on his inspection of the shops, the district is in compliance with Indicator 7.6. Dr. Braun asked Mr. Pokrywa how the district communicates any findings with the Joint Insurance Fund (JIF). Mr. Kuschyk informed the board not only is he in constant communication on such safety and health related matters, the JIF also performs an independent inspection of the facility annually.
- Mr. Zotti presented a Power Point presentation which discussed projects and activities to be included in the expanded program. Discussion with the board ensued.
- Mr. Maddaluna noted that Perkins funding in 2008-09 has increased. We will need to prepare a five year plan with emphasis placed on new programs of study that align programs with post-secondary institutions. Mr. Maddaluna noted we are currently collaborating with Raritan Valley Community College and Morris County Community College and therefore are moving in the direction as required through the new Perkins funding program of study beginning in the 2008-09 school year.

Submission of Bills

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

Fund 10	\$ 1,707,465.33
Fund 20	\$ 234,163.33
Fund 30	\$ 66,830.54
Fund 60	\$ 14,914.05
Fund 61	\$ 3,704.68
Fund 95	<u>\$ 2,170.55</u>
Total	\$2,029,248.48

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

New Business

- Mr. Smith, the district's New Jersey School Board Association delegate, will be attending the annual assembly meeting scheduled for May 17, 2008 and will report back to the board.

Report of the School Business Administrator/Board Secretary

- A. Receipt of Monies for March 2008

<u>Fund 10</u>	
Appropriation Refund	\$ 17,994.11
County Tax Levy	\$ 1,018,546.00
State Aid	\$ 179,488.40
Miscellaneous	\$ 460.00
Interest	\$ 7,572.01
Adult Continuing Education	\$ 730.00
Special Education	\$ -
TI Tuition	\$ 60,041.65
Alternative School	\$ 121,900.00
Academy School Tuition	\$ 22,830.00
Teacher Quality Mentoring	\$ -
Creative Arts Tuition	\$ 1,547.50
FICA	\$ 21,238.30
<u>Fund 20</u>	
United Way	\$ 2,666.67
VICA-Statewide	\$ 10,937.00
Tara Target at Risk Aid	\$ 1,987.50
Instructional Supplement Aid	\$ 1,586.10
Youth Transition to Work	\$ 99,304.00
School Base Linkages	\$ 84,097.00
United Way of Central Jersey	\$ 2,750.00
<u>Fund 30</u>	
County Capital Project	\$ -
<u>Fund 60</u>	
Interest	\$ 16.53
Lunches	\$ 13,826.95
State Aid Lunch	\$ 141.36
Federal Aid Lunch	\$ 2,616.85
<u>Fund 61</u>	
ETTC	\$ 343.00
Total Receipts for April 2008	\$ <u>1,672,620.93</u>

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mr. Hyncik	X	

Mrs. Doyle	X
Mrs. Ventantonio	X
Dr. Braun	X

B. Reports A-148 and A-149

On motion by Mrs. Ventantonio, seconded by Mrs. Doyle 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 2008 and the Treasurer of School Monies for the month of March 2008, 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	
Mr. Hyncik	X	
Mrs. Doyle	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

C. Budget Transfers - 2007-08 School Year

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the following budget transfers for the 2007-08 school year:

From: 20-432-200-330-21-0000	(\$5,351.00)
To: 20-432-200-104-21-0000	\$4,838.00
20-432-200-600-21-0000	\$ 513.00
From: 20-008-100-800-21-0000	(\$1,320.00)
To: 20-008-100-101-21-0000	\$1,320.00

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

D. Solicit Bids

On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education authorized the public advertisement and solicitation of competitive bid proposals for the 2008 capital projects. (See Addendum #9)

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

E. Ratify Board of School Estimate Approval of the 2008-09 SY Budget and the 2008 County Capital Allocation

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education ratified the action of the Board of School Estimate wherein the proposed budget of \$17,633,765.00 supported by County taxes in the amount of \$12,314,566.00 for the 2008-09 school year and the proposed 2008 County Capital allocation of \$1,655,900.00 be adopted.

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

F. Resolution - 2007-08/4-A A-5 School District Accountability

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education adopted resolution 2007-08/4-A - A-5 School District Accountability as it appears on Addendum #10 (as required by law).

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

G. Donations

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education accepted the following donations:

<u>Donor</u>	<u>Item</u>
AT&T Telecom Pioneers	QuickCam Orbit AF (Web camera)
C/o Frances A. Varga	
PSE&G	2 Saws - Model # DW744
C/o Ken Stockton	

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

May Meeting

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

May 19, 2008
5:30 p.m.
Somerset County Vocational & Technical Schools
14Vogt Drive
Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks reported on the successful Open House at the Technology Institute and that they will be reviewing the impact on enrollment. Dr. Illuzzi reported that he met with interested potential students at the Open House. He also reported that the Technology Institute signed an articulation agreement with Associated Builders and Contractors, Inc. which will provide education and training for students focused on the building trades. Invitations to the Technology Institute graduation on May 15th were distributed to the board members.
- Mr. Herrera distributed to the board a preliminary list of businesses and industries to be included on the high

school website as an acknowledgement to their contributions to the school. Mr. Smith felt this was an outstanding and impressive list of supporters.

Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed, the meeting adjourned at 6:45 p.m.

Diane Strober
Business Administrator/Board Secretary