

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

North Bridge Street and Vogt Drive

Bridgewater, New Jersey 08807

Regular Meeting

December 17, 2007

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

Dr. Alan P. Braun, President

Anita Ventantonio, Vice President

Frank Dragotta

Theodore Smith, absent

William Hyncik, Jr.

Swearing in of newly appointed board of education member, William Hyncik, Jr, by board attorney, Lisa Fittipaldi.

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 Herrera, Assistant High School Principal; Joseph Petrosino, Supervisor of Special Needs; Michael Kuschyk, Director of Building and Grounds; Bernice Wicks, Director of Communications and Public Relations; Peter Carey, Director of Student Services; Carene Jegou, Administrative Assistant to the Superintendent; David Livingston; Peter Wright, Somerset County Business Partnership representative for Somerset County Vocational & Technical School Foundation; Lieutenant Colonel Schepens; Shawn Clark, Carpenter's Union Local 455 Education Representative; Kevin Sliker, graduate of Somerset County Vocational Building Trades program and apprentice in Local 455; and Scott Mihalik and Tammy Stouchko, SSP Architectural Group.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mrs. Ventantonio, seconded by Dr. Braun, the minutes of the regular meeting and executive session held on November 19, 2007 were approved.

Correspondence

- Letter from Suplee, Clooney & Company wishing the Board of Education a joyous holiday season.
- Letter from Foundation regarding the transition of the educational foundation becoming an autonomous entity effective January 1, 2008. Dr. Braun requested Ms. Strober to coordinate this transition.

Old or Unfinished Business

Student of the Month

- Mr. Jones reported the student of the month was unable to attend this meeting due to a conflict with her work schedule.

Building and Grounds Report

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

New Construction

- Culinary Arts Phase 3/Restaurant Project (SSP Architectural Group)
Scott Mihalik and Tammy Stouchco presented the architectural rendering for the Culinary Arts Phase 3 Program Expansion.

Change Order - Upper Athletic Field Renovation Project

On motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved the change order as it appears below:

Change Order No. 1, (no change in contract amount), Country View, Inc. shall upgrade and redress the baseball infield as per Country View, Inc. proposal dated October 29, 2007 as recommended by the architect and Superintendent.

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

Report of the Attorney

- Ms. Fittipaldi reported that she has received the signed contract from Mechanical Preservation Associates for the cooling tower and multi-one unit replacement projects. She also has the final SunGard Software license and Maintenance Agreements which the board will take formal action on tonight.

Superintendent's Report

A. Corrected Employment Status - Eleanor Mikrut

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved the following employment status change of Ms. Eleanor Mikrut, Practical Nursing Instructor:

From: 11-month contract at \$73,806.00 (Step 14E)
To: 12-month contract at \$90,412.35 (Step 14E)

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

B. Employment of Full-Time Personnel

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed by roll call vote, the Board of Education appointed Ms. Annette Johnson to the position of Bursar (Category I) at a salary of \$38,618.64 (prorated), effective January 1, 2008.

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

C. Employment of Part-Time Personnel - 2007-08 SY

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved the employment of the following part-time personnel for the 2007-08 school year:

High School

Mark Salerno	Substitute	\$90.00/day
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Aaron Burris	Bus Driver	\$16.00/hr
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Work Study - \$7.15/hr

Paula Dobrzanski	Lindsey Gulick	Bryce Verry
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Twilight

Belinda Fields	Substitute	\$36.00/hr
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Aaron Burris	Bus Driver	\$16.00/hr
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TOPS

Mary Behot	Administrative Assistant	\$18.00/hr
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Daysi Lakhliif	Substitute	\$36.00/hr
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Adult Continuing Education

Marilyn Layton	Secretary	\$25.60/hr
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Mr. Dragotta	X	
Mr. Hyncik	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

D. Field Trips

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

E. Job Descriptions

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved job descriptions for the following as they appear on Addendum #2:

- Culinary Arts/Restaurant Management Instructor
- Assistant Principal/Director of Career & Technical Education and Workforce Development
- Practical Nursing Instructor/Coordinator of Allied Health Programs

Discussion: Dr. Braun requested a multi-year business plan be prepared for the culinary arts restaurant management program. He requested this plan include how the facility will be used along with operational costs and financial projections.

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

F. Revised Job Descriptions

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved revised job descriptions for the following as they appear on Addendum #3:

- Administrative Assistant to the School Business Administrator/Board Secretary
- Accountant

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

G. Acceptance of Funds

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta 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 December 17, 2007 meeting authorized acceptance of funds for the following:

NJ Department of Education	IDEIA Basic (9/1/07-8/31/08)	\$91,544.00
United Way of Somerset County	PEACE Mini-Grant	\$ 1,000.00
United Way of Somerset County	MAS Productions SY & Summer Twilight (1/08-12/08)	\$32,000.00
United Way of Central Jersey	Twilight (1/1/08-6/30/08)	\$ 5,500.00

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

H. Board Policies and Regulations - Second Reading

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved the following Board Policies and Regulations at this second reading.

- 1415.20, R2415.20 - No Child Left Behind Complaints
- 5305, R5305 - Health Services Personnel
- 5307, R5307 - Nursing Services Plan
- 5308, R5308 - Pupil Health Records
- 5332, R5332 - Do Not Resuscitate Orders
- 5335, R5335 - Treatment of Asthma

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

I. Revised Board Policies and Regulations - Second Reading

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved the following revised Board Policies and Regulations at this second reading.

5512.01, R5512.01 - Harassment, Intimidation and Bullying

0147, R0147 - Board Member Travel Expenses

3440, R3440 - Teaching Staff Members Travel Expenses

4440, R4440 - Support Staff Members Travel Expenses

5310, R5310 - Health Services

5330, R5330 - Administration of Medication

8461, R8461 - Reporting Violence, Vandalism, Alcohol and Other Drug Use

R5514 - Pupil Use of Vehicles

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

J. Superintendent's Update

- Mr. Herrera presented Peter Wright representative from the Foundation and Lieutenant Colonel Schepens, who has 29 years in the National Guard and graduated from Bernards High School. They discussed in concept an outreach plan for the veterans returning from combat who may need to be retrained. The plan discussed included the Technology Institute providing educational opportunities for the Military Veterans. Lieutenant Colonel Schepens explained that although the "tuition waiver program" is not available for the Technology Institute, further discussion should ensue. Mr. Dragotta noted his support of such as he explained to the board the GI Bill enabled him to go to college and that he is still benefiting from the program.
- Mr. Herrera next presented Shawn Clark and Kevin Sliker. Mr. Clark and Mr. Sliker discussed how students from the Somerset County Vocational & Technical Schools Building Trades program can earn a vocational certificate endorsed by the New Jersey Department of Labor and practice their newly acquired skills at the Carpenter's Training Center in Kenilworth prior to becoming union apprentices.
- NJCCVTS Brochure/Commissioner's letter was included in the board packet for their review along with the Career/Technical Education articles of interest.

K. Revised Board Policy 0163 Quorum – First Reading

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved revised policy 0163, Quorum, at this first reading.

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

Submission of Bills

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

Fund 10	\$1,656,570.64
Fund 20	\$ 60,264.39
Fund 30	\$ 278,496.87
Fund 60	\$ 39,733.91
Fund 61	\$ 3,927.93
Fund 95	\$ <u>2,390.36</u>
Total	\$2,041,384.10

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

Report of the School Business Administrator/Board Secretary

A. Receipt of Monies for November 2007

Fund 10

Appropriation Refund	\$	10,644.44
County Tax Levy	\$	1,018,546.00
State Aid	\$	179,488.40
Miscellaneous	\$	3,239.00
Interest	\$	8,688.88
Adult Continuing Education	\$	4,795.00
Special Education	\$	-
TI Tuition	\$	44,600.56
Alternative School	\$	89,900.00
Academy School Tuition	\$	18,800.00
Performing Arts Tuition	\$	10,000.00
Creative Arts Tuition	\$	885.00
FICA	\$	38,135.18

Fund 20

United Way	\$	2,666.67
VICA-Statewide	\$	10,937.00
Tara Target at Risk Aid	\$	1,987.50
Instructional Supplement Aid	\$	1,586.10

Fund 30

County Capital Project	\$	82,938.24
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Fund 60

Interest	\$	21.39
Lunches	\$	11,466.80
State Aid Lunch	\$	233.14
Federal Aid Lunch	\$	4,060.34

Fund 61

ETTC	\$	-
Total Receipts for November 2007	\$	<u>1,543,619.64</u>

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

B. Reports A-148 and A-149

On motion by Mrs. Ventantonio, seconded by Mr. Dragotta 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 November 2007 and the Treasurer of School Monies for the month of November 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)

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

C. Budget Transfers - 2007-08 SY

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

From: 20-003-100-800-21-0000 (\$2,635.25)	To: 20-003-100-101-21-0000 \$2,635.25
From: 20-008-100-800-21-0000 (\$ 111.00)	To: 20-008-100-101-21-0000 \$ 111.00

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

D. Contract Agreement - SunGard Higher Education, Inc.

On motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved the following software contract agreement for the 2007-08 school year (as reviewed by the Board attorney).

<u>Vendor</u>	<u>Amount</u>
SunGard Higher Education, Inc. (Software License & Services Agreement)	\$56,000.00
SunGard Higher Education, Inc. (Software Maintenance Agreement)	\$ 7,280.00

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

E. Special Education Tuition Contract – 2007-08 SY

On motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed on roll call vote, the Board of Education approved the following Special Education Tuition Contract Agreement for the 2007-08 school year:

NJ Dept. of Children & Families	1 student	\$13,500.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Mr. Dragotta	X	
Mr. Hyncik	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

January Meeting

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

January 28, 2008

5:30 p.m.

Somerset County Vocational & Technical Schools

North Bridge Street and Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks distributed to the board a copy of the advertisement for “Classroom Close Up NJ” which will feature the Somerset County Vocational & Technical Academy for Health & Medical Sciences on NJN Public Television on February 4th and 9th and March 10th and 15th. She also noted the great coverage of our board members and our career technical programs have received.
- Mr. Jones again recognized retiring board member, Moncrieff Fisher, for his leadership and contributions to the district. Mr. Jones also reported on the annual community service event, Breakfast with Santa, which was coordinated by the Parent Advisory Committee and the Skills USA advisors and students. The event raised over \$1,500 for the high school.
- Mr. Ciattarelli, Freeholder Liaison, extended belated congratulations to the newly elected board president, Dr. Alan Braun, and to the newly elected board vice president, Anita Ventantonio. Mr. Ciattarelli also welcomed the newly appointed board member, William Hyncik, Jr., and thanked Mr. Maddaluna for orienting Mr. Hyncik to the district.

Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Dragotta and passed, the meeting adjourned at 6:15 p.m.

Diane Strober

Business Administrator/Board Secretary