

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS
14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
March 17, 2008

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

Dr. Alan P. Braun, President
Anita Ventantonio, Vice President
Theodore Smith
William Hyncik, Jr., arrived at 5:55 p.m.
Trudy Doyle, absent

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, absent

Others: Michael Kuschyk, Director of Buildings and Grounds; Bernice Wicks, Director of Public Relations and Communications; Diane Ziegler, Director of Curriculum and Instruction; Elizabeth Stitley, Supervisor of Allied Health; Joseph Petrosino, Supervisor of Special Needs; Carene Jegou, Administrative Assistant to the Superintendent; Maureen Stivala, Office Occupations Instructor; and Dr. Jackson.

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 Mr. Hyncik, the minutes of the Regular Meeting held on February 25, 2008 and Special Meeting and Executive Session held on March 12, 2008 were approved.

Correspondence

- Note from Cynthia Witthoeft and family thanking the Board for the beautiful dish garden and kind expression of sympathy.
- Note from Charles Koch and family thanking the Board for the beautiful living garden and thoughtful expression of sympathy.

Old or Unfinished Business

Student of the Month

- Carmen Cervantes, a senior student in the Cosmetology Program from Hillsborough, was selected as the Student of the Month for March. This is the second time Carmen was selected for this honor. Carmen is a member of the SkillsUSA organization and has been very active in fundraising projects for this club. She works part-time at a hair salon and is very active in her church. After she graduates she intends to continue her education at Somerset County Technology Institute or Raritan Valley Community College. She intends to use her cosmetology skills to earn enough money for her education.

Building and Grounds Report

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

Construction Project Updates (SSP Architectural Group)

- Architect's summary report on the status of the following projects was included in the board's packet for review: site lighting, Building F and B roofing, cooling tower and high school roof top HVAC unit replacement and Building B window replacement (bid opening will be held on March 27, 2008 at 2:00 p.m.)

Report of the Attorney

- Ms. Fittipaldi is working with Mr. Herrera, Assistant High School Principal, on legal aspects of the high school website and recommends the district not endorse a vendor on the website, but suggests the district name the vendors and express the district's gratitude of their support. She also reported that she has reviewed and approved the professional service agreements with Promedia Network Performance and SunGard. In addition, she noted that personnel issues will be discussed in closed session.

Superintendent's Report

A. Amended Retirement - Raymond Esler

On recommendation of Mrs. Ventantonio and motion by Mr. Hyncik and passed on roll call vote, the Board of Education accepted the amended date of retirement of Mr. Raymond Esler from January 2, 2008 to February 1, 2008.

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

B. Resignation

On recommendation of Mrs. Ventantonio and motion by Mr. Hyncik and passed on roll call vote, the Board of Education accepted the resignation of Mr. Frank Walter, Related Instructor for the purpose of retirement, effective June 30, 2008.

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

C. Employment of Full-Time Personnel - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed Ms. Ramona Ziminski to the position of Secretary II (T.I), at a salary of \$31,057.00 (prorated), effective March 24, 2008.

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

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

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 employment of the following part-time personnel for

the 2007-08 school year:

Academy - High School

Christopher Tomaino

Drama Club Advisor

\$34.15/hr

TOPS

Patricia Loughney

Substitute

\$36.00/hr

Work Study - \$7.15/hr

Michael Finnegan

Megan McDermott

Steven Tomazic

Olivia Allen

Yuleisy Almonte

Jasmine Bethea

Lisa Marie Mustachio

James Fulton

Technology Institute

Thomas Marko

Civil Engineering Drawing

\$40.79/hr

Christopher Hayes

Clerical

\$11.75/hr

Ericka Diaz

Secretary

\$17.00/hr

Roll Call Yes No

Mr. Smith X

Mr. Hyncik X

Mrs. Doyle absent

Mrs. Ventantonio X

Dr. Braun X

E. Title Change

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 a change of title for Ms. Kathleen Prudente to District Receptionist/Communication Console System Manager at a salary of \$33,960.71 (prorated), effective April 1, 2008.

Roll Call Yes No

Mr. Smith X

Mr. Hyncik X

Mrs. Doyle absent

Mrs. Ventantonio X

Dr. Braun X

F. Field Trips

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 field trips for high school students as they appear on Addendum #1.

Roll Call Yes No

Mr. Smith X

Mr. Hyncik X

Mrs. Doyle absent

Mrs. Ventantonio X

Dr. Braun X

G. 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 agreed to provide home instruction for a 12th grade student. Instruction will be provided from March 12, 2008 through the end of the school year for five (5) hours per week.

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

H. Calendar 2008-09 School Year

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 High School, Technology Institute and Adult Continuing Education calendars for the 2008-09 school year as they appear on Addendum #2.

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

I. 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 March 17, 2008 meeting authorized acceptance of funds for the following:

NJ Department of Education	IDEIA - Part B (FY 2007)	\$87,313.00
NJ State Department of of Children & Families	School Based Youth Services (2007-08 SY)	\$ 5,046.00 (total \$341,431.00)

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

J. 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 #3.

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

K. Superintendent's Update

- Mr. Maddaluna informed the board that Maureen Stivala is currently in the process of completing her doctorate. He also updated the board on the need to revise the Office Occupations program curriculum and upgrade the facility. He discussed the National Academy for Business and Finance" and how applying this model would help to better challenge the students academically and overall improve our program. Mrs. Stivala also explained

that this program model includes an assessment of community needs. Ms. Stivala also discussed that business programs in non-vocational high schools are some of the first programs eliminated during budget reductions, and therefore, the Somerset County Vocational High School is providing a valuable career opportunity for these students.

- Dr. Jackson of the Northwest New Jersey Community Action Program (NORWESCAP) program recognized and acknowledged Mr. Maddaluna, Mr. Herrera and Dr. Urban for their assistance and involvement in this initiative. She also acknowledged the ten corporations that will be partnering with the district in this program. The program will focus on career education for low income families in Somerset County. Twenty five families will participate in the program with a goal that these families remain out of poverty for five years. The challenges of this program are to provide transportation and childcare, change the attitudes and behaviors of these families, and in addition, provide health and mental well care. Dr. Jackson further explained the specifics of the program via a Power Point presentation. Dr. Braun asked Dr. Jackson what the poverty limits and upper age limits are. She responded \$15,000 for a family of four and there are no age limits.
- Mrs. Stitley reported to the board on the Nursing Program. She provided a list of program offerings to the board and reviewed the successes of the students. She discussed the testing requirements for the dental assistant, medical assistant and nurse aid programs. She also noted it is difficult to find instructors for the nurse aid program. Mrs. Stitley explained that the high school program coordinates with the Technology Institute program for the long term care component of their program. Mrs. Stitley was also pleased to report that last year's students from the Technology Institute achieved a 100% pass rate. Dr. Braun questioned if a list of certified instructors and evaluators can be purchased from the State; Mrs. Stitley confirmed such is available and the district does purchase such a list. Mrs. Ventantonio understood we could receive the grant two years in a row; but questioned if we could receive the nursing grant after skipping a year; Mrs. Stitley confirmed this has been the practice. Mr. Hyncik added the many job opportunities available in the business of long term care and he also noted that although the insurance companies reimburse for such long term health care providers, they do not locate such certified individuals. Mr. Hyncik suggested that the district contact Genworth Financial for their help in placing students.
- "The Academy", which is a seven minute highlight of the Somerset County Academy for Health & Medical Sciences was a segment on the cable TV program, *NJ Classroom Closeup*. A copy of this segment was shown to the board members at this meeting.

Submission of Bills

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

Fund 10	\$1,537,441.36
Fund 20	\$ 101,833.92
Fund 30	\$ 176,176.50
Fund 60	\$ 13,685.40
Fund 61	\$ 2,970.30
Fund 95	<u>\$ 3,129.13</u>
Total	\$1,835,236.61

Roll Call	Yes	No
Mr. Smith	X	
Mr. Hyncik	X	
Mrs. Doyle		absent
Mrs. Ventantonio	X	
Dr. Braun	X	

New Business

- The Board of School Estimate Meeting will be held on March 25, 2008 at 4:00 p.m. at the Somerset County Administration Building.
- The Ethics Disclosure Statements are due to the Business Office by April 4, 2008.

Report of the School Business Administrator/Board Secretary

Receipt of Monies for February 2008

Fund 10

Appropriation Refund	\$ 11,838.60
County Tax Levy	\$1,018,546.00
State Aid	\$ 179,488.40
Miscellaneous	\$ -
Interest	\$ 7,202.43
Adult Continuing Education	\$ 5,730.00
Special Education	\$ -
TI Tuition	\$ 144,399.80
Alternative School	\$ 5,800.00
Academy School Tuition	\$ 2,100.00
Performing Arts Tuition	\$ 5,000.00
Creative Arts Tuition	\$ 12.00
FICA	\$ 41,798.97

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
Apprenticeship Coordinator Grant	\$ 15,193.99
No Child Left Behind	\$ 61,177.00

Fund 30

County Capital Project	\$ 350,251.37
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Fund 60

Interest	\$ 15.23
Lunches	\$ 10,349.75
State Aid Lunch	\$ 225.28
Federal Aid Lunch	\$ 4,131.12

Fund 61

ETTC	\$ <u>40.00</u>
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Total Receipts for February 2008	<u>\$1,880,477.21</u>
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mr. Hyncik	X	
Mrs. Doyle	absent	
Mrs. Ventantonio	X	
Dr. Braun	X	

A. Reports A-148 and A-149

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik 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 February 2008 and the Treasurer of School Monies for the month of February 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 #4)

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

B. Obsolete Equipment

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

<u>Item</u>	<u>Asset #</u>	<u>Date Purchased</u>	<u>Location</u>
Watkiss Vario Collator	01324	January 1994	Print Shop

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

C. Inter Account Budget Transfer - 2007-08 SY

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 SY:

From: 20-335-200-580	(\$1,000.00)	To: 20-335-200-600	\$1,000.00
From: 20-335-200-580	(\$2,500.00)	To: 20-335-200-500	\$2,500.00

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

April 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:

April 28, 2008

5:30 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks called attention to the public relations packet and the enclosed flyer regarding the Technology Institute Open House which will be held on Saturday, April 26, 2008 from 10:00 a.m. to 2:00 p.m.
- Mr. Jones reported that the gifted and talented performing arts students along with 100 other school districts participated in the National Dance Festival in Philadelphia, Pennsylvania. Only twenty of 100 schools who participated were asked to go on stage to perform; our school was one of these twenty.

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 personnel matters. 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

Closed Session

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education went into closed session at 7:00 p.m.

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

Open Session

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the meeting reopened at 7:20 p.m.

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

Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed, the meeting adjourned at 7:23 p.m.

Diane Strober
Business Administrator/Board Secretary