

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

Regular Meeting
May 19, 2008

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
Theodore Smith
Trudy Doyle
William Hyncik, Jr.

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: Diane Ziegler, Director of Curriculum and Instruction; Michael Kuschyk, Director of Buildings and Grounds; Bernice Wicks, Director of Public Relations and Communications; Michael Herrera, Assistant High School Principal/Director of Career & Technical Education and Workforce Development; Dr. Joseph Petrosino, Supervisor of Special Needs; Dr. Arleen Urban, Supervisor of Office Administration Programs; Martha Logan Bieler, Teacher Coordinator, Medical Assistant Program; Evangeline Byrd, SkillsUSA advisor; Adrienne Willard, SkillsUSA Administrative Assistant; SkillsUSA gold medal winners, Brian Soto, Josue Jimenez, Leah Geiser, Spreeha Choudhury, Shweta Patro, Maria Bender, Clarissa Lin, Jaya Kanduri and Luis Angulo; and SkillsUSA Team Members, Pranamya Mahankali and Jonathan Rodriguez.

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. Ventantonio, the minutes of the regular meeting and executive session held on April 28, 2008 were approved.

Correspondence

- None

Old or Unfinished Business

- Dr. Braun congratulated the State SkillsUSA medal winners and the board acknowledged the Freeholders' support and pride in the student's accomplishments.
- Culinary Arts students presented Dr. Braun with a birthday cake.

Buildings and Grounds Report

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

Construction Projects Update (SSP Architectural Group)

- A construction project update was given. The Site Lighting, Building F and B Roofing and High School Roof Top Unit Replacement/Cooling Tower projects should be completed by the end of June. The Technology Institute Window Replacements and Culinary Arts Program Expansion Phase 3 contracts are being prepared and projects will be started by the end of June.

Change Order – Upper Athletic Field Renovation Project (SSP Architectural Group)

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

Change Order No. 2; deduct \$800.00 – Country View, Inc. shall credit owner for balance of unused allowances.

<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	

Report of the Attorney

- Ms. Fittipaldi reviewed the bid packets for the Culinary Arts Phase 3 and Technology Institute Window Replacement projects and is preparing the contracts.
- Ms. Fittipaldi also prepared the Extension Agreement for the custodial services contract.
- Ms. Fittipaldi is working with Dr. Illuzzi and noted the agreement for the program between Comcast and the Technology Institute is being prepared for September 2008.

Superintendent's Report

A. Superintendent of Schools - Contract

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 amend the three-year contract with the Superintendent of Schools, Michael A. Maddaluna, for the period October 1, 2008 through June 30, 2011.

Dr. Braun stated this resolution is in compliance with A-5 School District Accountability Act.

<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. School Business Administrator/Board Secretary - Contract

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 annual contracted salary in the amount of \$111,858.93 for the School Business Administrator/Board Secretary, Diane Strober, for the period July 1, 2008 through June 30, 2009. (No other contract changes have been made.)

Dr. Braun stated this resolution is in compliance with A-5 School District Accountability Act.

<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. Salary Adjustment - 2008-2009 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 approved a salary adjustment for the 2008-09 school year for Ms. Marcia Bird as follows:

<u>Step/Guide</u>	<u>2008-09 Total Salary</u>
20/D	\$69,705.00

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

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 employment of the following part-time personnel for the 2007-08 school year:

High School

Harvey Silverman	Substitute	\$90.00/day
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Work Study - \$7.15/hr

Mike Goines	Jillian Mahon	
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<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. Employment of Part-Time Personnel - Summer 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 employment of the following part-time personnel for summer 2008:

Twilight

Janet Coleman	Cosmetology Instructor	\$36.00/hr
George Byrd	Auto Body Instructor	\$36.00/hr
John Vingara	Culinary Arts Instructor	\$36.00/hr

Summer School

Keith Bigora	Mathematics	\$34.50/hr
Michael Curto	History	\$34.50/hr
Margaret Fischer	Mathematics	\$34.50/hr
Edward Graf	History	\$34.50/hr
Jessica Hann	Physical Education & Health	\$34.50/hr
Melissa Marvin	English	\$34.50/hr
Christopher Miller	English	\$34.50/hr
John O'Neill	Physical Education & Health	\$34.50/hr
Kathleen Rogers	Mathematics	\$34.50/hr
Christopher Schrenk	Science	\$34.50/hr
Averye Shane	English	\$34.50/hr
Anna Sosely	English	\$34.50/hr
Mary Beth Yager	Science	\$34.50/hr
Jaime Morales	Administrative Support	\$34.50/hr
Evangeline Byrd	Substitute	\$34.50/hr
Andrew Coslit	Substitute	\$34.50/hr
Michael McClain	Substitute	\$34.50/hr

Mr. Smith requested clarification on the days and hours of the 2008 summer school program. Ms. Strober informed the board that summer school will be held from June 25th to July 24th (21 days), six hours per day. Maximum amount earned per instructor per class should not exceed \$4,347.00.

<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	

F. Revised Job Description

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 following revised job description as it appears on Addendum #1.

Instructor of Dance and Associated Dance Skills

<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. 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 job descriptions as they appear on Addendum #2.

Classroom Aide - Cosmetology Program
Supervisor of Academics

<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. 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 #3.

Ms. Doyle was pleased that the SkillsUSA trip is included on the agenda. Mr. Maddaluna thanked the board for permission which shows the students and the parents the support of the board. Dr. Braun requested Ms. Wicks promote these students, our programs, successes and accomplishments publically.

<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. 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 May 19, 2008 meeting authorized application for funds for the following:

NJ Department of Education	Career & Technical Student Organizations (FY 2008)	\$142,424.00
AT&T-High School Success Special Grants Program	Twilight	\$400,000.00

<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	

J. Somerset County Educational Services Commission

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved Anita Ventantonio be the board's elected member to the Somerset County Educational Services Commission Representative Assembly for the 2008-09 school year.

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved Trudy Doyle be the board's alternate member to the Somerset County Educational Services Commission Representative Assembly 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	

K. 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 #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		abstain

L. Superintendent's Update

- A final summary of the Administrative Action Plans was included in the packet and discussed by Mr. Maddaluna. Mr. Maddaluna is planning two half day retreats this summer. The topics for this year's retreat will focus on preparation for the NJQSAC and the reinvention/redesign of the total district.
- Mr. Maddaluna also discussed the handout, Intelligence, Knowledge & the Hand/Brain Divide, which was included in the board packet. Discussion ensued.
- Ms. Logan Bieler gave a Power Point presentation regarding the Medical Assisting program at the Technology Institute.

Submission of Bills

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

Fund 10	\$1,380,543.25
Fund 20	\$ 66,397.17
Fund 30	\$ 333,186.27
Fund 60	\$ 14,886.90

Fund 61	\$ 3,454.99
Fund 95	<u>\$ 10,064.07</u>
Total	\$1,808,532.65

<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 provided the board with a summary of the New Jersey School Board Association Annual Delegate Assembly report. He noted the discussion of reducing the number of annual meetings from two to one. Mr. Smith made the suggestion that one of the meetings be held at the annual convention. Mrs. Doyle added that this year's convention will now need a commissioner's waiver in compliance with the new legislation. Dr. Braun noted that perhaps the New Jersey Schools Board Association may reconsider having the convention.
- Mrs. Doyle shared her experience of the self evaluation tool created by the New Jersey School Boards Association. She reported it provides the board with an opportunity to discuss issues, goals and to develop an action plan for improvement. It is also a requirement for NJQSAC. Dr. Braun and Mrs. Ventantonio requested Ms. Strober contact the field service representative on how to complete the evaluation form.
- Mrs. Ventantonio attended the dedication of the "Peace Garden" which was well presented and attended.

Report of the School Business Administrator/Board Secretary

- A. Receipt of Monies for April 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	\$ <u>343.00</u>
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. Doyle, 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 2008 and the Treasurer of School Monies for the month of April 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 #5)

<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. Custodial Cleaning Services Contract Renewal - 2008-09 SY

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education awarded the contract for custodial cleaning services to Pritchard Industries, Inc. for the 2008-09 school year at a fee of \$256,080.38; agreement for Extension of Contract prepared by the board attorney. Dr. Braun questioned if there were any problems with the cleaning service. Mr. Maddaluna reported there have been none.

<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. County Tax Resolution

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik 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, 2008 through June 30, 2009 is \$12,314,566.00 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 statutes relating thereto:

<u>Month</u>	<u>Amount</u>
July 3, 2008	\$1,026,213.84
August 1, 2008	\$1,026,213.84
September 5, 2008	\$1,026,213.84
October 3, 2008	\$1,026,213.84
November 7, 2008	\$1,026,213.84
December 5, 2008	\$1,026,213.84
January 2, 2009	\$1,026,213.84
February 6, 2009	\$1,026,213.84
March 6, 2009	\$1,026,213.84
April 3, 2009	\$1,026,213.84
May 1, 2009	\$1,026,213.84
June 1, 2009	\$1,026,213.76

<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. Contract Award - Technology Institute Window Replacement

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education awarded the contract for the Technology Institute window replacement project to Automatic Door Systems, LLC of North Arlington, New Jersey in the amount of \$391,900.00 as recommended by the architect and reviewed and approved by the board attorney.

<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. Contract Award - Culinary Arts Program Expansion Phase 3

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education awarded the contract for the Culinary Arts Program Expansion Phase 3 project to Tekton Development of New Brunswick, New Jersey in the amount of \$192,501.00 as recommended by the architect and reviewed and approved by the board attorney.

<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. Budget Transfers - 2007-08 SY

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

From: 20-432-200-330-21-0000	(\$ 3,400.00)	To: 20-432-200-600-21-0000	\$ 3,400.00
From: 20-432-100-600-21-0000	(\$ 249.73)	To: 20-432-200-580-21-0000	\$ 249.73
From: 20-335-200-100-24-0000	(\$ 1,400.00)	To: 20-335-200-600-24-7730	\$ 1,400.00
From: 11-000-291-270-00-0605	(\$13,000.00)	To: 11-310-100-500-03-0204	\$13,000.00

<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	

June 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:

June 23, 2008

5:30 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks announced there was a photograph of Jack Ciattarelli and the SkillsUSA winners in the *Courier News*. She also discussed the recent events held for the Foundation fundraising and the Peace Garden which featured the new landscape maintenance program.
- Mr. Jones noted the high school graduation will be held on Tuesday, June 17, 2008.

Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed, the meeting adjourned at 7:10 p.m.

Diane Strober
Business Administrator/Board Secretary