

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

North Bridge Street and Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
November 19, 2007

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

Dr. Alan P. Braun, President  
Anita Ventantonio, Vice President  
Theodore Smith  
Frank Dragotta

Dr. Braun commenced the meeting with the following, opening statement. As the new board president, I look forward to continuing to help guide the high school and the Technology Institute in a manner that will provide the best possible up to date curricula for all students who wish to avail themselves of our programs and our impassioned faculty. We will stay ahead of the educational curve and the expectations of the workplace to do our part in fulfilling this country's needs to remain a world leader. We will interface with Somerset County's companies, its leaders and with our school districts, Raritan Valley Community College and local colleges, as well as our Foundation to advance the myriad of opportunities which exist for its people, now and in the future.

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: Bernice Wicks, Director of Communications and Public Relations; Michael Herrera, Assistant High School Principal; Dr. Joseph Petrosino, Supervisor of Special Needs; Carene Jegou, Administrative Assistant to the Superintendent; Meg Fischer, SCVTEA President; Robert Swisher and Wayne Miller with Suplee, Clooney & Company.

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. Smith, the minutes of the regular meeting held on October 22, 2007 and the reorganization meeting held on November 1, 2007 were approved.

Correspondence

- Letter from the Christina S. Walsh Breast Cancer Foundation thanking the district for the support of the Comedy Benefit held in October.

Old or Unfinished Business

*Student of the Month*

- None

*Building and Grounds Report*

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

*Audit Report*

- A synopsis of the audit and the recommendations were available for distribution to interested parties. Ms. Strober provided the Board in their agenda packet with their copies of the Comprehensive Annual Financial Report and the Auditor's Management Report. Mr. Robert Swisher of Suplee, Clooney & Company discussed

the annual school district audit and the information contained in both reports. In particular, he read and discussed the findings and recommendations documented on page 10 in the Auditor’s Management Report: only funds related to student activities be deposited in the High School Student Activity Account, and Title I employee appointments including salaries and funding percentages be recorded in the minutes of the Board of Education. The Corrective Action Plan to address these findings and recommendations was also presented. A copy of the minutes of the Board meeting, at which the audit recommendations were read and discussed, will be filed with the County Superintendent of Schools, together with the synopsis within 30 days following this meeting as required by law. Mr. Swisher reported that the prior year’s audit findings and recommendations were corrected. He also reported that the fund balance at June 30, 2007 exceeded the amount allowed by the State and that approximately \$257,000 must be appropriated in the 2008-09 school district budget.

Report of the Attorney

- Ms. Fittipaldi has reviewed the two draft agreements prepared by Sungard. She is communicating with the attorneys for Sungard to revise these proposals. The contract language needs to reflect the relationship between Sungard, Raritan Valley Community College and the district to make sure the district’s interests are protected. Other items reported on by Ms. Fittipaldi were the new and revised board policies and regulations, the bid documents for the construction projects, and the Office of Civil Rights matter which will be discussed during closed session.

A. Superintendent's Report  
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 Mr. Bruce Speirs, Lead Utility Worker, for the purpose of retirement, effective January 1, 2009.

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

B. Employment of Full-Time Personnel

On recommendation of Mr. Maddaluna and motion by Mr. Smith, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education appointed Ms. Eleanor Mikrut to the position of Practical Nursing Instructor (11-month) at a salary of \$73,806.00 (prorated), Step 14E, effective January 1, 2008.

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education tabled the resolution to appoint Ms. Annette Johnson to the position of Bursar (Specialist Category) at a salary of \$47,037.00 (prorated), effective December 1, 2007. Ms. Johnson is currently employed as the assistant to the financial aid offer.

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

C. Position Change

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education appointed Mr. George Byrd to the position of Auto Body Instructor, effective January 1, 2008.

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

D. Salary Adjustment

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 a salary adjustment for Mr. Rodney Clark, Network Coordinator, for a salary of \$75,422.41 (prorated), effective December 1, 2007.

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 a salary adjustment for Mr. Robert Campanella, PC Support Manager, for a salary of \$70,710.00 (prorated), effective December 1, 2007.

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

E. Lateral Move

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 Christopher Schrenk's request for a lateral move from Step 10C to Step 10D on the salary guide in the amount of \$52,818.22 (masters stipend added to base) retroactive to September 1, 2007. Dr. Braun commended the staff on their continued educational achievements. Mr. Maddaluna noted that Joseph Petrosino and Michael Illuzzi have their doctorates, as do a number of our instructional staff.

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

F. 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

Maria Johnson	Academic Coordinator	\$845.28/mo
Teresa Morelli	Academic Coordinator	\$650.52/mo
Erica Hazra	Substitute	\$ 90.00/day
Edward Crum	Teacher Aide - Carpentry (NJ Regional Council of Carpenters Initiative)	\$ 31.00/hr
Robert Wolfe	Mathematics Instructor (NJ Regional Council of Carpenters Initiative)	\$ 31.00/hr
Robert Hahn	Bus Driver	\$ 16.00/hr
Kristen McNerney	Bus Driver	\$ 16.00/hr
<u>Twilight</u>		
Daniel Hendrix	Bus Driver	\$ 18.00/hr
Betty Ruth Smigelski	Bus Driver	\$ 16.00/hr

TOPS

John O'Neill	Physical Education Instructor	\$ 36.00/hr
Thomas Dowling	Substitute	\$ 90.00/day
<u>Performing Arts</u>		
Christynn Cardino	Accompanist	\$ 25.60/hr
Paul O'Connor	Set Construction	\$ 25.60/hr
<u>Creative Arts</u>		
Sharleen Leahey	Guitar	\$ 34.15/hr
<u>Work Study - \$7.15/hr</u>		
Adam Alsamadisi	Matthew Brown	Alexander Curran
Michelle Lobracc	Joseph Mulave	Julee Mahon
Rupinder Singh	Krista Sperr	Christopher Moeller
<u>Technology Institute</u>		
Michelle Fresco	Web Assistant	\$ 18.22/hr
Kenneth Stockton	Substitute Welding Instructor	\$ 37.08/hr

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

G. Basic Skills Improvement Plan

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 instructors to be assigned to the 2006-07 Basic Skills Improvement Program (NCLB-Title I):

<u>Name</u>	<u>Subject</u>	<u># Periods</u>	<u>Title I</u>	<u>Local</u>	<u>Total</u>
Angela Maggs	Lang. Arts Lab	1	\$3,250.00	\$38,655.00	\$41,905.00
Teresa Morelli	Lang. Arts Lab	1	\$3,250.00	\$51,116.22	\$54,366.22
Gladys Pokrywa	Lang. Arts Lab	1	\$3,250.00	\$63,555.00	\$70,055.00
	Math Lab	1	\$3,250.00		
Cathy Fortunato	Math Lab	1	\$3,250.00	\$81,880.00	\$85,130.10
Margaret Fischer	Math Lab	2	\$6,500.00	\$72,631.60	\$79,131.60
Janeen Sortor	Math Lab	1	\$3,250.00	\$43,156.00	\$46,406.00

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

H. Field Trips

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

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

I. Local Professional Development Plan - 2008-09 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 district's local Professional Development Plan for the 2008-09 school year as it appears on Addendum #2.

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

J. Application for Funds

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, 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 & Technical Schools at its November 19, 2007 meeting authorized application for funds for the following:

United Way of Somerset County	PEACE Mini-Grant	\$2,000.00
	(MAS Productions - \$1,000.00)	
	(Night of Peace - \$1,000.00)	

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

K. Professional Seminars/Workshops

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 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. Dragotta	X	
Mrs. Ventantonio		abstain
Dr. Braun	X	

L. Rutgers University Student Internship

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 Ms. Jennifer Powers' request to fulfill her internship with the Somerset County Technology Institute.

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

M. Board Policies and Regulations - First Reading

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 board policies and regulations at this first reading:

- 2415.20, 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

Discussion ensued regarding the Do Not Resuscitate policy and regulation. Ms. Fittipaldi researched the policy and reported that the N.J.A.C. statutes states a district must have a mechanism in place should a parent/guardian present a Do Not Resuscitate Order for a student to the district. Dr. Braun questioned that at the emergent moment the person responding may not be aware of the Do Not Resuscitate Order. Mr. Fittipaldi stated the point person at the district is the school nurse and she is responsible for coordinating and communicating the response. Discussion ensued on the protocol and procedures. Ms. Fittipaldi stated the Do Not Resuscitate Order must be on file with the police, EMT and other such appropriate groups.

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

N. Revised Board Policies and Regulations - First Reading

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 board policies and regulations at this first 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
- 5530, R5530 - Substance Abuse
- 8461, R8461 - Reporting Violence, Vandalism, Alcohol and Other Drug Abuse
- R5514 - Pupil Use of Vehicles

Mr. Maddaluna will review the Substance Abuse policy and regulation with the administration prior to the second reading.

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

O. Superintendent's Update

- The Health and Medical Science Academy will hold an open house and tour for parents on November 1<sup>st</sup>, December 1<sup>st</sup>, January 19<sup>th</sup> and February 9<sup>th</sup> at 10:00 a.m. Mr. Maddaluna made mention of the positive feedback from a parent of an Academy student on the establishment of this program and the administrative team for having the foresight and resiliency to navigate it through fruition. This e-mail was included in the Board packet.
- The guidance personnel from area sending districts were invited to our facility to gain a better understanding and build and improve our relationship with other districts.
- Mr. Maddaluna reported on the current enrollment figures. He noted that due to enrollment policy revisions there has been a decline in lower functioning special education students. This decrease in enrollment has been offset by the increase in enrollment with the addition of the Health and Medical Science Academy, law enforcement and HVAC programs. We are continually modifying and adjusting programs to meet the local industry needs.

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	\$1,255,950.87
Fund 20	\$ 52,827.26
Fund 30	\$ 14,153.93
Fund 61	\$ 4,194.00
Fund 95	\$ <u>3,618.50</u>
Total	\$1,330,744.56

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

New Business

- None.

Report of the School Business Administrator/Board Secretary

A. Receipt of Monies for October 2007

Fund 10

Appropriation Refund	\$ 2,949.19
County Tax Levy	\$ 1,018,546.00
State Aid	\$ 198,236.40
Miscellaneous	\$ 280.00
Interest	\$ 7,864.45
Adult Continuing Education	\$ 7,700.00
Special Education	\$ -
TI Tuition	\$ 101,851.20
Alternative School	\$ -
Academy School Tuition	\$ 2,000.00
Creative Arts Tuition	\$ 2,341.00
FICA	\$ 6,324.90

Fund 20

United Way	\$ 2,666.67
VICA-Statewide	\$ 10,937.00
Juvenile Justice	\$ 10,000.00
Tara Target at Risk Aid	\$ 1,987.50
Instructional Supplement Aid	\$ 1,586.10

Fund 30

County Capital Project	\$ 170,663.46
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Fund 60

Interest	\$ 19.09
Lunches	\$ 14,441.16
State Aid Lunch	\$ -
Federal Aid Lunch	\$ -

Fund 61

ETTC	\$ <u>-</u>
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Total Receipts for September 2007	\$ <u>1,560,394.12</u>
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
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Mr. Smith	X
Mr. Dragotta	X
Mrs. Ventantonio	X
Dr. Braun	X

B. Reports A-148 and A-149

On motion by Mrs. Ventantonio, 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 2007 and the Treasurer of School Monies for the month of October 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	X	
Mr. Dragotta	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

C. Annual School Audit

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the 2006-07 school year audit and the Comprehensive Annual Financial Report (CAFR), as prepared by the firm of Suplee, Clooney and Company and the Corrective Action Plan based on their recommendation. (See Addendum #5)

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

D. 2008 Capital Request

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved and authorized the submission of the 2008 capital allocation to the Board of Chosen Freeholders for the Somerset County Vocational and Technical School District in the amount of \$2,071,900.00 as it appears on Addendum #6.

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

E. Proposed Budget - 2008-09 SY

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education authorized submission of the proposed 2008-09 school district budget to the Somerset County Finance Office as per their budget calendar.

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

F. Budget Transfers - 2007-08 SY

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

From: 20-335-200-580-24-7530	(\$ 3,000.00)	To: 20-335-200-600-24-7730	\$ 3,000.00
From: 12-000-270-732-03-0000	(\$45,000.00)	To: 12-310-100-730-00-0000	\$45,000.00

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

G. Submission - Educational Specification & Plans - Culinary Arts Program Expansion/Restaurant Project and Amend - Long Range Facility Plan

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education authorized SSP Architectural Group to submit the Schematic Design package, including drawings, educational specifications and other necessary documents to the New Jersey Department of Education for the Culinary Arts Phase III expansion/restaurant project. The Board of Education also authorized to amend the Long Range Facility Plan as required to include this project.

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

H. Contract Award - Cooling Tower & Multi-Zone Unit Replacement Project

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education awarded the contract for the cooling tower and multi-zone unit replacement (HVAC) project to Mechanical Preservation Associates, Hillsborough, New Jersey as required by public school contracts law and in compliance with N.J.S.A. Title 18A:18-4 and as recommended by the architect, and reviewed and approved by the board attorney.

Base Bid	\$269,000
Alternate Bid #1	\$167,000
Alternate Bid #2	<u>\$ 50,000</u>
Total Contract Award	\$486,000

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

I. Contract Award - Roof Replacement Project

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education awarded the contract for the roof replacement project to J. Strober & Sons, LLC, Ringoes, New Jersey in the amount of \$664,200.00 as required by public school contracts law and in compliance with N.J.S.A. Title 18A:18-4 and as recommended by the architect, and reviewed and approved by the board attorney.

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

#### December Meeting

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

December 17, 2007

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 announced the district received from the NJSBA three awards in the 2007 Annual School Communications competition.
- Mrs. Ventantonio wished everyone a Happy Thanksgiving.

#### Closed Session

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education went into closed session at 6:45 p.m.

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

Be it resolved by the Vocational Board of Education of the County of Somerset that:

- This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- The general nature of matters to be discussed relates to OCR Case - Z. Adams. Action may or may not be taken.
- 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.
- It is anticipated that the items discussed will be made public when the matters discussed are resolved.

#### Open Session

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the meeting reopened at 6:55 p.m.

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

#### Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed, the meeting adjourned at 6:56 p.m.

Diane Strober

Business Administrator/Board Secretary