

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

Regular Meeting
August 25, 2008

The meeting was called to order at 6:03 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
Donald DiFrancesco, Board Counsel

Others: Bernice Wicks, Director of Communications; Dr. Joseph Petrosino, Supervisor of Special Needs; Elizabeth Stitley, Supervisor of Allied Health; Carene Jegou, Administrative Assistant to the Superintendent; Mary Jane Salvato, Somerset County Vocational & Technical Schools Foundation; James Ruggeri and Walter Lane, Somerset County Planners; Linda Weber-Smith, Commercial Arts Instructor; and Margaret Fischer, Mathematics Instructor.

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 and executive session held on July 28, 2008 were approved.

Correspondence

- Letter to Mr. Maddaluna from Ezra Caines, a student who graduated from the Technology Institute evening school nursing program thanking the staff for their support.

Old or Unfinished Business

Building and Grounds Report

- The monthly Building and Grounds Report was included in the board packets.

Construction Projects Update

- The Building B and F Roofing project is currently in the close-out process; the coordination of the Technology Institute Window Replacements project has begun; the Culinary Arts Program Expansion - Phase 3 project is currently in progress and construction is expected to be substantially complete in September.

Report of the Attorney

- Mr. DiFrancesco reported that three bids for the 54 passenger school bus were reviewed. A resolution to award the contract is included on this agenda. The new and revised board policies included on this agenda have also been reviewed. There are no closed session items on this agenda.

Superintendent's Report

- Mr. Walter Lane and Mr. James Ruggeri, Somerset County planners, presented to the board the Somerset County Regional Center Strategic Master Plan. The Somerset County Regional Center is comprised of Bridgewater, Raritan and Somerville and was incorporated in 1998 for the purpose of jointly planning for growth. Discussion ensued particularly on one of their focuses, the recreational demands. They presented their scope of work for a Feasibility Study for a Multi-Purpose Athletic Facility at the Somerset County Vocational & Technical Schools' campus and discussed the proposed Memorandum of Understanding.

A. Resignation

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education accepted the resignation of Mr. Jeffrey Prudente, Entry Level Maintenance Worker III, effective August 25, 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	

B. Employment of Full-Time Personnel - 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 appointed the following full-time personnel for the 2008-09 school year:

Name	Position	Guide	Salary	Effective
Carol Arena	Academic Counselor(T.I.) (Specialist Category)	-	\$55,000.00*	9/15/08
Kevin McManus	Spanish Instructor	10/D	\$54,318.22+	9/1/08

*Prorated

+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	

C. Employment of Part-Time Personnel - Summer 2008

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 the employment of the following part-time personnel for summer 2008:

Work Study - \$7.15/hr

Rodney Williams

<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. Resolution 2008-09/8-A Evening School Teachers Agreement

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education adopted Resolution 2008-09/8-A - Evening School Teachers Agreement as it appears 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	

E. Employment of Part-Time Personnel - 2008-09 School Year

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, 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 2008-09 school year:

High School

Judith Brock	Job Coach	\$31.29/hr
Amanda Ives	Clerical	\$12.00/hr
Janelle Jegou	Clerical	\$12.00/hr
Christine Lella	Clerical	\$12.00/hr

Substitutes - \$90.00/day

Mary Behot	Clifford Bowen	Thomas Flynn
Kim Hart	Barbara Liedl	Sheldon Melcer
Anthony Pangj	Bernard Siegel	Anthony Buono
Okereke Igbokwe	Mark Salerno	

Performing Arts

Andrea Arden	Acting	\$35.61/hr
Paul O'Connor	Acting	\$35.61/hr
Meghan Trelease	Musical Theatre Dance	\$35.61/hr
Christynn Cardino	Voice	\$35.61/hr
Sean Morris	Musical Theatre	\$35.61/hr
Laurie Reader	Technical Director/Production	\$41.53/hr
Roger Gonzalez	Assistant Technical Director	\$26.59/hr
Catherine Allworthy	Costumier	\$26.59/hr
James Gallagher	Set Construction	\$26.59/hr
Evan Lewis	Set Designer	\$35.61/hr
Andy Hall	Set Design/Construct Sets	\$35.61/hr
Carol Czyzweski	Dance	\$35.61/hr
Mary Lynn McAnally	Dance	\$35.61/hr
Deborah Gichan	Dance	\$35.61/hr
Svetlana Volf	Accompanist	\$26.59/hr
Sarah Carothers	Dance	\$35.61/hr
Kathleen Amalfitano	Dance	\$35.61/hr
J. Anthony Kennette	Creative Arts	\$35.61/hr
Leo Volf	Creative Arts	\$35.61/hr
Camelia Drew-Slade	Creative Arts	\$35.61/hr
Margaret Guerrera	Creative Arts	\$35.61/hr
Sheila Buttermore	Adult Evening Dance	\$43.51/hr

Twilight/TOPS

Karen Sebastian	Office Occupations Instructor	\$37.00/hr
Karen Morlock	Physical Education	\$25.06/hr
Mary Behot	Administrative Assistant	\$19.00/hr
Erick Bowers	Security Guard	\$15.00/hr

Jaime Morales	Substitute Security Guard	\$15.00/hr
Jeanine Breslin	Bus Driver	\$19.00/hr
<u>Technology Institute</u>		
Marcia Bird	Cosmetology Program Coordinator	\$1,394.00/month
Ashley Giles	Clerical	\$7.15/hr
See Addendum #2		
<u>Adult Continuing Education</u>		
See Addendum #3		
<u>Superintendent/Business Office</u>		
Carlie Dunay	Clerical	\$7.15/hr

<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. Junior Practicum

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the request of Kean University for the district to provide Jodi Spangenberg field work (Junior Practicum) for the fall 2008 semester. Specific classroom requirement for placement: Secondary English.

<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. Field Trips

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, 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 #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	

H. NJSIAA Membership Renewal

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved membership renewal into the New Jersey Interscholastic Athletic Association (NJSIAA) athletic program.

Mr. Hyncik questioned the value and benefits of this membership to the district. Mr. Smith questioned how the athletic conferences and groups are organized. Mr. Jones responded that student athletes will benefit from the participation in this membership as it will allow our athletes to compete at a competitive level within the state.

<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. Waiver of Requirements - Special Education Medicaid Initiative (SEMI) Program

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education authorized the Chief School Administrator to submit to the Executive County Superintendent of Schools an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2008-09 school year.

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

J. 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 August 25, 2008 meeting authorized application for funds for the following:

NJ Department of Education	IDEA - Part B (FY 2009)	\$ 93,928.00
NJ Department of Education	No Child Left Behind (NCLB - FY 2009)	\$ 63,963.00
	Title I Part A	\$48,835.00
	Title II Part A	\$13,500.00
	Title II Part D	\$ 407.00
	Title IV	\$ 1,221.00

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

K. 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 August 25, 2008 meeting authorized acceptance of funds for the following:

NJ Department of Education	Career & Technical Student Organization (FY 2008)	\$142,424.00
NJ Department of Children & Families	School Based Youth Services (2008-09)	\$346,077.00

<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	

L. District Nursing Services Plan - 2008-09 SY

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education adopted the district's Nursing Services Plan for the 2008-09 school year pursuant to NJAC 6A:16-2.1(f)3 and NJAC 6:2.1(a)10.

Mr. Smith requested more information about this plan. Mrs. Doyle explained the evolution of this plan and how it has expanded into a collaboration between the school doctors and school nurses.

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

M. Vacation and Sick Leave Balance

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the vacation and sick leave, accumulated as of June 30, 2008, be recorded as part of the official record of the school district. (See Addendum #5)

Mrs. Doyle asked about the payout to employees for these accumulated days. Mrs. Jegou explained that there are different contractual levels of payout depending upon position and seniority. Mrs. Strober further explained that the total estimated liability for such uncompensated absences is calculated annually and included in the audit report.

<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. New Board Policies and Regulations

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 the following new Board Policies and Regulations at this first reading as follows:

2361 - New Jersey Quality Single Accountability Continuum (NJQSAC)

6424 - Emergency Contracts

R6424 - Emergency Contracts

<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. Revised Board Policies and Regulations

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved the following revised Board Policies and Regulations at this first reading as follows:

- 0143 - Board Member Election and Appointment
- 0144 - Board Member Orientation
- 0152 - Board Officers
- 0167 - Public Participation in Board Meetings
- 2110 - Philosophy of Education/District Mission Statement
- 2320 - Independent Study Programs
- 2466 - Needless Public Labeling of Pupils with Disabilities
- 3221 - Evaluation of Non tenured Teaching Staff Members
- R3221 - Evaluation of Non tenured Teaching Staff Members
- 5512.01 - Harassment, Intimidation and Bullying Policy
- 8461 - Reporting Violence, Vandalism, Alcohol and Other Drug Abuse
- R8461 - Reporting Violence, Vandalism, Alcohol and Other Drug Abuse
- 8462 - Reporting Potentially Missing or Abused Children
- R8462 - Reporting Potentially Missing or Abused Children

<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. Job Description

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved Job Description - Supervisor of Learning and Technology as it appears 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	

Q. Superintendent's Update

- None

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	\$ 959,936.05
Fund 20	\$ 46,692.48
Fund 30	\$ 53,081.79
Fund 61	<u>\$ 1,753.97</u>
Total	\$1,061,464.29

<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

- Mrs. Strober reiterated that the district has submitted the application for the first allocation of school construction grant money from the State which is due no later than November 20, 2008. More information is forthcoming.

Report of the School Business Administrator/Board Secretary

- A. Receipt of Monies for July 2008

<u>Fund 10</u>	
Appropriation Refund	\$ 6,222.76
County Tax Levy	\$ 1,026,213.84
State Aid	\$ 89,744.20
Miscellaneous	\$ -
Interest	\$ 5,615.00
Adult Continuing Education	\$ 4,735.00
TI Tuition	\$ 85,170.93
Academy School Tuition	\$ 1,900.00
Performing Arts-Summer Camp	\$ 825.75
Special Education	\$ 2,400.00
FICA	\$ 29,446.76
<u>Fund 20</u>	
Youth Transition to Work Grant	\$ 88,195.00
VICA-Statewide	\$ 10,937.00
Tara Target at Risk Aid	\$ 993.75
Instructional Supplement Aid	\$ 793.05
School Base Linkages	\$ 62,724.00
Cart	\$ 5,000.00
United Way of Somerset County	\$ 2,666.67
<u>Fund 30</u>	
County Capital Project	\$ 926,531.89
<u>Fund 60</u>	
Interest	\$ 15.90
Lunches	\$ -
State Aid Lunch	\$ 72.56
Federal Aid Lunch	\$ 1,361.44
<u>Fund 61</u>	
ETTC	\$ 1,563.00
Total Receipts for July 2008	\$ <u>2,353,128.50</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 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 July 2008 and the Treasurer of School Monies for the month of July 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 #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	

C. Contract Award - 54 Passenger School Bus

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education awarded the contract for the purchase of one (1) 54 passenger school bus to American Bus and Coach, Trenton, New Jersey in the amount of \$76,710.00 (as reviewed and approved by Board counsel) (note: budgeted amount \$77,000.00).

Mr. Smith questioned the type of communication available on the bus. Mrs. Strober responded that certain district employees are provided with cell phones; bus drivers are among those employees.

On motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, agenda items D through G are as follows:

D. Academy Tuition Contracts - 2008-09 School Year

The Board of Education approved the following Academy tuition contracts for the 2008-09 school year:

Bridgewater-Raritan	2 students	\$4,000.00
Hillsborough	1 student	\$2,000.00

E. Submission of 2009 Preliminary Capital Request

The Board of Education approved and authorized the submission of the preliminary 2009 capital allocation to the Board of Chosen Freeholders for the Somerset County Vocational & Technical Schools in the amount of \$2,639,331.00 as it appears on Addendum #8.

F. Financial Aid Consultant - 2008-09 School Year

The Board of Education approved contract services with CBM Enterprises, Inc., financial aid consultant, at a fee of \$1,200.00 for the 2008-09 school year.

G. Financial Aid Policies and Procedures - 2008-09 School Year

The Board of Education adopted the Somerset County Technology Institute Financial Aid Policies and Procedures as reviewed and approved by the financial aid consultant 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	

September 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:

September 22, 2008

6:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Dr. Braun, Board President, informed the board that he will not be present at the September meeting; Mrs. Ventantonio, Board Vice President, will run the meeting.

Remarks from the Public

- Mrs. Wicks reported there will be a freshman picnic for students and their families on August 26th.
- Dr. Illuzzi advised the board that the interior design program was accredited by the national program and that the program is near full enrollment. He also thanked Kenneth Schwarz, commercial arts instructor, for his hard work.
- Mr. Smith asked about the projected enrollment of the high school. Mr. Jones responded there are approximately 685 students for the 2008-09 school year. Mrs. Doyle asked if scheduling share time programs has been an issue. Mr. Maddaluna responded that share time programs are becoming obsolete; share time programs are more difficult due to changes in state graduation requirements.

Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed, the meeting adjourned at 7:05 p.m.

Diane Strober
Business Administrator/Board Secretary