

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

Regular Meeting
February 23, 2009

The meeting was called to order at 6:00 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
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder, absent

Others: Bernice Wicks, Director of Communications; Diane Ziegler, Director of Curriculum and Instruction; Dr. Joseph Petrosino, Director of Special Needs; Helen Mikulak, Manager of Student Financial Services/Human Resources for the Technology Institute; Elizabeth Stitley, Supervisor/Allied Health Programs;; Carene Jegou, Administrative Assistant to the Superintendent; other members of the faculty and staff, the Student of the Month and parent.

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 Mr. Smith, the minutes of the regular meeting and executive session held on January 26, 2009 were approved.

Correspondence

- Assemblyman Malone sent pictures of the Performing Arts addition under construction. The pictures will be on file in the Business Office.
- Freeholder Ciattarelli discussed the article in the *New York Times* about the Bergen County Vocational Academies.

Old or Unfinished Business

Student of the Month

Shariq Madha, a second year student in the Health & Medical Sciences Academy, was selected as the Student of the Month for February. Shariq is an outstanding student who has maintained High Honor Roll status. He is also a member of the Math League and the Creative Design Challenge. After he graduates he intends to continue his education in the medical field.

Change Order – Technology Institute Window Replacement (SSP Architectural Group)

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

- Change Order No. 2, deduct \$3,272.19 - Automatic Door Systems, LLC will modify window jamb detail at 22 exterior column locations to permit pivot windows to open and clear columns and delete requirement for new doors and hardware at curtain wall in two stairwells.

<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 contracts and will update the board during closed session.

Superintendent's Report

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, agenda items A, B, C, D and E as follows:

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

The Board of Education approved employment of the following part-time personnel for the 2008-09 school year:

High School

Edwin Mustra	Substitute	\$90.00/day
Michael Falconeri	Substitute	\$90.00/day
Brian John Miller	Substitute	\$90.00/day
Gregory Varga	Substitute	\$90.00/day
Charlene McNiff	Bus Driver	\$16.00/hr

TOPS

Anna Murphy	Substitute	\$37.00/hr
Kathryn Blaze	Administrative Assistant (Temporary)	\$18.00/hr

Work Study - \$7.15/hr

Michael Esposito	Steven Tomazic	Bryan Weber	
<u>Technology Institute</u>			
Maria Jalandoni	Practical Nursing Instructor (24 hrs/week)		\$38.67/hr

B. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #1.

C. Board Policies and Regulations - Second Reading

The Board of Education approved the following board polices and regulations at this second reading. (See attached)

0142.1	Nepotism	
0174	Legal Services	
0177	Professional Services	
1570/R1570	Internal Controls	
1620	Administrative Employment Contracts	
6111/R6111	Special Education Medicaid Initiative (SEMI) Program	
6362	Contributions to Board Members and Contract Awards	
6423	Expenditures for Non-Employee Activities, Meals & Refreshments	
6831	Withholding or Recovering State Aid	
7650/R7650	School Vehicle Assignment, Use, Tracking, Maintenance and Accounting	
9120	Public Relations Program	

D. Revised Board Policies and Regulations - Second Reading

The Board of Education approved the following revised board policies and regulations at this second reading. (See attached)

6320	Purchases Subject to Bid
6360	Political Contribution
6470/R6470	Payment of Claims
6510	Payroll Authorization
7410/R7410	Maintenance and Repair
5512.01	Harassment, Intimidation and Bullying
9541	Student Teachers/Intern

E. Extra-Curricular Appointments - 2008-09 SY

The Board of Education approved the following extra-curricular activity for the 2008-09 school year:

Sheila Buttermore	Co-Drama Coach	\$1,649.18
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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

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote to table agenda items F and G as follows:

F. Affiliation Agreement - 2008-09 School Year

The Board of Education tabled the motion to approve the following affiliation agreement for the 2008-09 school year:

Hunterdon Developmental Center

G. Memorandum of Understanding - Jewish Vocational Service

The Board Education tabled the motion to enter into a memorandum of understanding with Jewish Vocational Service (JVS) to provide training funded by the New Jersey Department of Labor and Workforce Development.

<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

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mr. Smith and passed on roll call vote, agenda items H and I as follows:

H. Local Professional Development Plan - 2009-2010 SY

The Board of Education approved the district's Local Professional Development Plan for the 2009-2010 school year as it appears on Addendum #2.

I. Professional Seminars/Workshops

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		abstain
Mrs. Ventantonio		abstain
Dr. Braun	X	

J. Acceptance of Funds

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 the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its February 23, 2009 meeting authorized acceptance of funds for the following:

NJ Department of Education	Carl Perkins - Secondary (FY 2009)	\$280,183.00
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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	

K. Superintendent's Update

- Ms. Ziegler updated the board on the High School Proficiency Assessment (HSPA) results. She reported that the required benchmark for student proficiency is 85%; our students achieved 94.2% proficiency. She also stated that the results will be shared with the public on our website and in our newsletter. Mrs. Doyle noted that this is an important component in the reporting process.
- Mr. Maddaluna reported that Gwen Thornton of New Jersey School Boards Association met with Dr. Braun, Mrs. Ventantonio, Mr. Maddaluna and Mrs. Strober and summarized the results of the board self-evaluation. Mrs. Thornton noted that a Professional Improvement Plan needs to be prepared and is required for NJQSAC documentation.

Submission of Bills

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

Fund 10	\$1,613,779.79
Fund 20	\$ 132,421.54
Fund 30	\$ 12,309.45
Fund 60	\$ 22,509.73
Fund 61	\$ 5,250.50
Fund 95	<u>\$ 9,149.74</u>
Total	\$1,795,420.75

<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

- Ethics Disclosure Statements forms are available on the State of New Jersey Department of Education website at www.nj.gov/education/ethics/fdform.htm. Completed forms are due back to the Business Office no later than April 3, 2009. (Forms were included in agenda packet.)

Report of the School Business Administrator/Board Secretary

A. 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 January 2009 and the Treasurer of School Monies for the month of January 2009, 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	X	
Mrs. Ventantonio		X
Dr. Braun		X

B. Budget Transfers - 2008-09 School Year

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the following budget transfers for the 2008-09 school year as follows:
 From: 20-273-100-600-23-0000 (\$5,000.00) To: 20-273-200-500-23-0000 \$2,500.00
 20-273-200-600-23-0000 \$2,500.00

<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

March Meeting

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

March 23, 2009

6:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks prepared and presented a synopsis of the High School and Technology Institute Open House. She also announced that the Performing Arts production of *Hamlet* will be presented on February 27th and 28th.

Resolution

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 the 2009-2010 school district budget and personnel issues. 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.

Closed Session

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education went into closed session at 6:20 p.m.

<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

Open Session

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

<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. 2009-2010 Annual School District Budget

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education adopted the 2009-2010 annual school district budget for the General Fund in the amount of \$16,538,590 and the Special Revenue Fund of \$1,000,000 for a total of \$17,538,590. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. As per NJAC 6A:23B-1.2 (b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2009-2010 budget includes a maximum travel appropriation of \$83,220. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2009-2010 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

<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

D. Resignation

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education accepted the resignation of Mr. Rodney Clark, Network Coordinator, for the purpose of retirement, effective March 2, 2009.

<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. Revised Job Description

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 revised job description, Supervisor of Learning and Technology as it appears on the attached.

<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

Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed, the meeting adjourned at 7:00 p.m.

Diane Strober
Business Administrator/Board Secretary