

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting

June 15, 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, absent
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
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder, absent
Others: Bernice Wicks, Director of Communications; Michael Kuschyk, Director of Buildings and Grounds; Dr. Arleen Urban, Supervisor/Office Administration Programs; Dr. Joseph Petrosino, Director of Special Needs; Helen Mikulak, Manager of Student Financial Services and nine students in Dr. Urban's office administration program.

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

Approval of Minutes

On motion by Mrs. Doyle, seconded by Mr. Hyncik, the minutes of the regular meeting and executive session held on May 18, 2009 were approved.

Mr. Maddaluna and Dr. Braun presented Dr. Arleen Urban with a Lifetime Achievement Award in recognition for her outstanding career at Somerset County Technology Institute. They thanked Dr. Urban and noted they are forever grateful for her years of service to the district. Dr. Urban thanked the board for giving her the privilege for working here and expressed her greatest joy was working with the students.

Correspondence

- Note from Donna Gray thanking the board for their condolences.
- Letter from Trudy Doyle thanking the district for hosting June's Executive County Superintendent of Schools Roundtable meeting in the Trade Wins restaurant.

Old or Unfinished Business

Student of the Month

- None

Construction Projects Update

- Technology Institute Window Replacement (SSP Architectural Group) – Two windows need to be installed; looking to close out the project by the end of June.
- Change Order - Culinary Arts Phase 3 (SSP Architectural Group)
On recommendation of Mr. Maddaluna and motion by Mr. Smith, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved the change order as it appears below:
Change Order No. 2, add \$3,850.00 - Tekton Development Corporation shall supply additional light fixtures and install temporary lighting.

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

Report of the Attorney

- Ms. Fittipaldi reported that she is reviewing the SCVTEA, PSA and business administrator contracts.

Superintendent's Report

AA. PSA Contract – 2009-2010, 2010-2011 and 2011-2012 School Years

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 PSA Contract for the 2009-2010, 2010-2011 and 2011-2012 school years.

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

AB. Principal/Supervisors Salaries – 2009-2010 School Year

On recommendation of Mr. Maddaluna and motion by Mr. Smith, seconded by Mr. Hyncik and passed on roll call vote, that in accordance with the Contract Agreement previously approved, the Board of Education approved the salaries of principal/supervisors for the 2009-2010 school year

<u>Name</u>	<u>Step</u>	<u>2009-2010 Salary</u>
Peter Carey	B-OG2	\$116,088.00
Sherman Harris	B-OG1	\$117,850.00
Michael Herrera	B-7	\$ 95,497.00
Cynthia Hynes	C-4	\$ 68,400.00
Michael Illuzzi	A-6	\$113,750.00+
Maria Johnson	B-3	\$ 82,543.00
Edmund Jones	A-OG1	\$143,998.00
Helen Mikulak	C-5	\$ 70,600.00
Teresa Morelli	B-3	\$ 82,543.00
Joseph Petrosino	B-10	\$107,901.00+
Elizabeth Savage	C-7	\$ 75,600.00
Elizabeth Stitley	B-OG2	\$116,088.00
Charles Teryek	B-4	\$ 87,603.00+
Duane Wallace	C-4	\$ 68,400.00
Diane Ziegler	B-8	\$ 98,965.00

+ Doctoral 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	absent	
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 A-G as follows:

A. Resignation

The Board of Education accepted the resignation of Mr. Daniel Dominguez, Security Guard, effective June 23, 2009.

B. Exempt Personnel Salaries - 2009-2010 School Year

The Board of Education approved salaries for exempt personnel for the 2009-10 school year as listed on Addendum #1.

C. Employment of Part-Time Personnel - Summer 2009

The Board of Education approved the employment of the following part-time personnel for summer 2009:

Summer School

Jaime Morales	Administrative Coordinator (150 hrs)	\$34.50/hr
---------------	---	------------

High School

Janelle Jegou	Clerical (225 hrs)	\$12.00/hr
Christine Lella	Clerical (225 hrs)	\$12.00/hr

Performing Arts

Sheila Buttermore	Adult Evening Class (30 hrs)	\$43.51/hr
Meghan Trelease	Acting Instructor (150 hrs)	\$35.61/hr
Christynn Cardino	Vocal Coach/Accompanist (100 hrs)	\$26.49/hr

Jaclyn Rae	Intern (150 hrs)	\$12.00/hr
Tony Kennette	Videography (60 hrs)	\$35.61/hr
Rodger Gonzalez	Technical Theater Assistant (50 hrs)	\$26.59/hr

Robert Graham	Technical Director (50 hrs)	\$26.59/hr
Laurie Reader	Production Manager (100 hrs)	\$41.53/hr
Joseph Mancuso	Acting Program Coordinator (30 hrs)	\$35.61/hr

Catherine Allworthy	Costumier (30 hrs)	\$26.59/hr
Deborah Gichan	Inventory Costumes/Props (75 hrs)	\$35.61/hr

Twilight

George Byrd	Auto Body Instructor	\$37.00/hr
Janet Coleman	Cosmetology Instructor	\$37.00/hr
Alan Creveling	Auto Mechanic Instructor	\$37.00/hr
Belinda Fields	Health Occupations Instructor	\$37.00/hr
George Lee	Carpentry Instructor	\$37.00/hr
John Vingara	Culinary Arts Instructor	\$37.00/hr
James Easter	Lead Teacher	\$37.00/hr
Wallace Shackell	Substitute	\$37.00/hr
Evangeline Byrd	Basic Skills Instructor	\$37.00/hr
Frederick Musser	Substitute	\$37.00/hr
Thomas Heinbach	Substitute	\$37.00/hr
Mark Mastrobattista	Substitute	\$37.00/hr
Michael Goines	Culinary Assistant	\$10.00/hr
Va'Lecia Lewis	Cosmetology Aide	\$20.00/hr
Moysey Averbukh	Bus Driver	\$18.00/hr
Roberta Snead	Bus Driver	\$16.00/hr
Mary Behot	Administrative Assistant	\$19.00/hr
Carolyn Brink	Social Worker	\$34.09/hr

TOPS

Johanna Scholl	Curriculum (35 hrs)	\$35.00/hr
----------------	---------------------	------------

Work Study - \$7.15/hr

Jennifer Cruz	Adetona Ogunfowora	Rodney Williams	Sean Gibbons
Steven Tomazic	Dylan Page	Ricky Hardy	Megan Doorly
Scarlett Blanco	Joe Fronapfel	Jesse Agins	Chelsea Phillip
Celita Evans	Shamika Dinkins	Kenny Rose	Jessica Crawford

Gianna Limosnero

Technology Institute

Debra Ann Schrek	Nursing Instructor (24 hrs)	\$38.67/hr
------------------	-----------------------------	------------

D. Employment of Part-Time Personnel - 2009-10 SY

The Board of Education approved the employment of the following part-time personnel for the 2009-10 school year:

Twilight

Helen Mikulak	Bookkeeper	\$ 963.00/month
Sherman Harris	Director	\$3,677.00/month

Skills USA

JoAnn Vincenz	Administrative Assistant	\$4,269.63/month
Peter Carey	Director	\$3,500.00/month

E. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its June 15, 2009 meeting authorized application for funds for the following:

NJ Department of Education	Perkins - Secondary	\$224,177.00
	Perkins - Post-Secondary	\$112,852.00
NJ Dept of Labor and Workforce Development	Apprentice Coordinator (7/1/09 - 6/30/10)	\$ 33,439.00

The Board of Education also approved Somerset County Vocational & Technical Schools form a consortium with Union County Vocational School District. (A grantee with less than the threshold amount in federal funding may not apply for the federal funds without forming a consortium that meets the minimum amount. The minimum amount is \$50,000.00, SCVTS allocated federal funds are \$29,399.00.)

F. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its June 15, 2009 meeting authorized acceptance of funds for the following:

United Way of Central Jersey via Somerset County Vocational Schools Foundation	Twilight (7/1/09-12/31/09)	\$ 6,375.00
Middle Earth via Workforce Investment Agenda	Summer Twilight	\$18,876.00

G. Workforce Development Partnership Program

The Board of Education entered into an agreement with the NJ Workforce Development Partnership Program for the 2009-2010 school year.

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

Mr. Smith requested consistency in documenting hours, days and rates for personnel approvals.

H. Professional Seminars/Workshops

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 requests for district staff and Board of Education members to attend professional seminars, workshops, etc. as they appear on Addendum #2.

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

Superintendent's Update

- The proposed Somerset Vo-Tech Athletic Complex concept was presented to the board. Dr. Braun stated he was concerned with the size of the "par 3" course and it should be pared down. Mr. Maddaluna reported that he is meeting with Raymond Brown, Somerset County Parks Commission, and the three towns regarding shared services. Mrs. Doyle noted this was an ambitious initiative and that if the towns are willing to spend the money it will be a great benefit to the students and community.
- The annual Student Report was distributed.

Submission of Bills

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

Fund 10	\$1,794,009.93
Fund 20	\$201,660.07
Fund 30	\$115,437.00
Fund 60	\$24,170.42
Fund 61	\$2,625.25
Fund 95	<u>\$22,225.33</u>
Total	\$2,160,128.00

New Business

- None

Report of the School Business Administrator/Board Secretary

On motion by Mr. Hyncik, seconded by Mr. Smith and passed on roll call vote, agenda items A-T as follows:

A. Reports A-148 and A-149

The Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of May 2009 and the Treasurer of School Monies for the month of May 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 #3)

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

B. Budget Transfers - 2008-2009 School Year

The Board of Education approved the following budget transfers for the 2008-09 school year as follows:

From:	To:
20-008-200-330-21-0000 (\$5,131.00)	20-008-100-610-21-0000 \$5,131.00
20-008-200-110-21-0000 (\$3,660.00)	20-008-200-516-21-0000 \$3,660.00

C. Designation of Approval to Perform Budget Transfers for the 2008-2009 School Year Budget

The Board of Education authorized the district's Superintendent of Schools to approve transfers as necessary to close out the 2008-09 school year budget, pursuant to NJSA 18A:22-8.1. (The Board will formally ratify these transfers at the July meeting.)

D. Petty Cash Accounts Authorization

The Board of Education granted approval to authorize the establishment of petty cash accounts in the amount of \$400 each for the district office, high school, alternative high school and Technology Institute.

E. Vision Service Plan (VSP) - 2009-2010 School Year

The Board of Education approved Vision Service Plan (VSP) to provide coverage from July 1, 2009 through June 30, 2010 at a rate of \$18.55 per employee/month (no change from previous year).

F. Delta Dental of New Jersey - 2009-2010 School Year

The Board of Education approved Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2009 through June 30, 2010 as listed below (no change from previous year):

<u>Coverage</u>	<u>01 Policy</u>
Super Composite	\$100.75 per employee/month

G. State Contract Vendors - 2009-2010 School Year

The Board of Education approved state contract vendors pursuant to NJSA 18A:18A-10 for the 2009-2010 school year, effective July 1, 2009 through June 30, 2010 as they appear on Addendum #4.

H. Maintenance Contract Agreements - 2009-2010 School Year

The Board of Education approved the following maintenance contract agreements for the 2009-2010 school year effective July 1, 2009 through June 30, 2010.

<u>Vendor</u>	<u>Amount</u>	<u>Description of Services</u>
Alarm & Communication Technologies, Inc.	\$ 8,725.00	Preventative fire alarm maint.& inspections
American Appraisal	\$ 1,100.00	Property record outsourcing services
Automatic Temperature Control Services, Inc.	\$14,400.00	Maint. & service on pneumatic heating & cooling control systems
Western Pest Control	\$ 1,400.00	Pest control service
CK Air	\$ 5,085.00	Inspection & maint. York centrifugal chillers
County of Somerset	\$19,000.00	Gas, diesel fuel and repair vehicles
Federal Fire Protection	\$ 3,850.00	Service of portable fire extinguishers & kitchen fire sprinkler systems
Foley	\$ 3,353.80	Inspect & preventative maintenance, generator
Ingersoll Rand Company	\$ 1,850.00	Preventative maint. for compressed air system
Jersey Elevator	\$ 5,736.00	Service & maint. on elevators
Miller & Chitty Co., Inc.	\$ 5,364.00	Clean & inspect 2Clever Brooks boilers
Monsen Engineering Co.	\$ 3,792.00	Maint. program for HVAC/admin bldg & gym
Birdsall Services Group	\$ 2,500.00	Asbestos management services
Raritan Valley Disposal	\$18,000.00	Trash removal
Safety-Kleen Systems, Inc.	\$13,500.00	Maint. of fluid cleaning systems in A-shops
Sonitrol	\$ 982.00	Monitoring for security system
Strategic Environmental Services	\$ 4,200.00	Universal waste removal
	\$ 5,200.00	RTK/PEOSHA compliance services
	\$ 3,500.00	Chemical waste management

T&R Landscaping	\$16,000.00	Lawn maintenance
Vent-Tech	\$ 3,535.00	Degreasing cafeteria exhaust systems
Water Management	\$ 1,524.00	Water treatment for closed water system

- I. Software Contract Agreements - 2009-2010 School Year
The Board of Education approved the following software contract agreements for the 2009-2010 school year, effective July 1, 2009 through June 30, 2010 as they appear on Addendum #5.
- J. Food Service Management Contract Award - 2009-2010 School Year
The Board of Education awarded the food service management contract for the 2009-2010 school year to Maschio's Food Services, Inc. of Lyndhurst, New Jersey. The food service management fee will be \$11,072.00 with a bottom-line profit of \$16,006.00 (Contingent upon attorney review).
- K. Barker Bus Transportation
The Board of Education entered into a contract agreement with Barker Bus Company for the purpose of providing transportation for the summer Twilight Program. The cost will be \$245.00/day for one (1) bus for 20 days.
- L. Cafeteria Price List - 2009-2010 School Year
The Board of Education approved the cafeteria price list for the 2009-2010 school year as it appears on Addendum #6.
- M. Facility Use Schedule - 2009-2010 School Year
The Board of Education approved the facility use fee schedule as it appears on Addendum #7.
- N. Resolution 2008-09/6-A Purchase of Goods and Services/Qualified Purchasing Agent for 2009-2010 School Year
The Board of Education adopted Resolution 2008-09/6-A as it appears on Addendum #8.
- O. Public Agency Compliance Officer (PACO) - 2009-2010 School Year
The Board of Education appointed Ms. Diane Strober as the Public Agency Compliance Officer (PACO) for the 2009-2010 school year as required annually by law.
- P. Open Public Records Act (OPRA) Officer - 2009-2010 School Year
The Board of Education appointed Ms. Diane Strober as the primary custodian of records and Mr. Michael Maddaluna as the secondary custodian of records for the 2009-2010 school year.
- Q. Release of Executive Session Minutes
The Board of Education approved the release of the following Board of Education executive session minutes: April 27, 2009; March 23, 2009; February 23, 2009; January 26, 2009; November 24, 2008; July 28, 2008; June 23, 2008; March 17, 2008 and March 12, 2008.
- R. Obsolete Equipment
The Board of Education approved the following equipment excess property as obsolete and no longer needed for educational purposes:
- | <u>Item</u> | <u>Asset #</u> | <u>Date Purchased</u> | <u>Location</u> |
|-------------------|----------------|-----------------------|------------------|
| Hamada duplicator | 01303 | January 1980 | Print Shop, F205 |
- S. Donation
The Board of Education accepted the following donation:
- | | |
|----------------------------------|---------------------------------|
| Fifty (50) trade/industrial | Mrs. Alice Steinbacker |
| Magazines, i.e. Trenchless Tech. | Steinbacker Advertising, LLC |
| Compact Equipment, Public Works | P.O. Box 844 |
| Concrete Construction | Bernardsville, New Jersey 07924 |

T. Tuition Contracts - 2009-2010 School Year

The Board of Education approved tuition contract agreements for the 2009-10 school year as they appear on Addendum #9.

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

July Meeting

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

July 20, 2009

6:00 p.m.

Somerset County Vocational & Technical Schools
14Vogt Drive
Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks reported that Robert Zaborowski, Somerset County Freeholder, will be the speaker at the high school graduation on Monday, June 20th at 7:00 p.m.

Adjournment

On motion by Mr. Hyncik, seconded by Mr. Smith and passed, the meeting adjourned at 6:30 p.m.

Diane Strober
Business Administrator/Board Secretary