

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Reorganization Meeting  
November 3, 2008  
5:00 p.m.

The New Jersey Statutes Annotated 18A stated under 18A:54-18 that the County Vocational Boards of Education shall organize annually on November 1<sup>st</sup> by the election of a President and Vice President, unless November 1<sup>st</sup> shall fall on a Sunday, in which case the Board shall organize the following day. The law was amended in 1970 and became effective December 3, 1970, by adding the following: If the organization meeting cannot take place on the day hereinabove provided for by reason of a lack of a quorum or for any other reason, said meeting shall be held within three days thereafter.

Diane Strober, Business Administrator/Board Secretary called the meeting to order at 5:04 p.m. with the following board members present:

Dr. Alan P. Braun, President  
Anita Ventantonio, Vice President  
Theodore Smith  
William Hyncik, Jr.  
Trudy Doyle, Executive County Superintendent

Also Present:

Michael Maddaluna, Superintendent of Schools  
Diane Strober, Business Administrator/Board Secretary  
Lisa Fittipaldi, Board Attorney  
Edmund H. Jones, High School Principal, absent  
Dr. Michael Illuzzi, Director of Post-Secondary Education, absent  
Jack Ciattarelli, Somerset County Freeholder, absent

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

Pledge of Allegiance

A. Board of Education President

Mrs. Strober asked for nominations for the position of President.

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik, Dr. Braun was nominated for the position of President.

Mrs. Strober asked for other nominations. There were none.

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio, the nominations for President were closed.

A roll call vote for Dr. Braun as President was taken.

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

## B. Board of Education Vice President

Dr. Braun assumed the President's chair and called for nominations for the position of Vice-President.

On motion by Dr. Braun, seconded by Mr. Smith, Mrs. Ventantonio was nominated for the position of Vice-President.

Dr. Braun asked for other nominations? There were none.

On motion by Mr. Hyncik, seconded by Mr. Smith, nominations for Vice-President were closed.

A roll call for Mrs. Ventantonio as Vice-President was taken.

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

## C. Secretary to the Board of Education

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed Diane Strober to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2009.

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

## D. Treasurer of School Monies

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed David H. Dickinson to serve as Treasurer of School Monies at a salary of \$8,000.00 until the reorganization meeting to be held in November 2009.

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

## E. Board Attorney

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed Lisa Fittipaldi to serve as Board Attorney at a rate of \$182.00 per hour until the reorganization meeting to be held in November 2009.

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

## F. Board of Education Meeting Dates - 2009

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved that the regular meetings of the Vocational Board of Education will be held:

Day: 4<sup>th</sup> Monday of each month (See Addendum #1 as amended)

Time: 6:00 p.m.

Place: Somerset County Vocational & Technical Schools

Mrs. Ventantonio questioned if religious holidays were taken into consideration when meetings dates were scheduled.

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

## G. Executive Committee Member of the Somerset County Association of Boards of Education

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed Theodore Smith as a member of the Executive Committee of the Somerset County Association of Boards of Education.

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

## H. Voting Member of the New Jersey Schools Boards Association

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education appointed Theodore Smith as a voting member of the New Jersey School Boards Association.

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

## I. Legislative Committee Member for District #16 of the New Jersey School Boards Association

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed Trudy Doyle as a Legislative Committee member representing the Legislative District #16 of the New Jersey School Boards Association.

Mrs. Doyle expressed her concern regarding the number of meetings she is required to attend as Somerset County Executive County Superintendent.

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

## J. Somerset County Joint Insurance Fund Membership – 2009-2012

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved to renew membership in the Somerset County Joint Insurance Fund for a three (3) year period, beginning January 1, 2009 and ending January 1, 2012.

Mrs. Doyle noted that she is currently compiling data on the various Joint Insurance Funds used by school districts in Somerset County. More information forthcoming.

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

K. Trustee and Alternate Trustee to the Somerset County Joint Insurance Fund

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education appointed Dr. Alan P. Braun as a trustee and Diane Strober as alternate trustee to the Somerset County Joint Insurance Fund.

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

L. Auditor – 2008-09 SY

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education appointed the firm of Suplee, Clooney & Company as auditors for all school funds at a fee of \$39,500.00 for the school year July 1, 2008 to June 30, 2009.

Mrs. Doyle questioned how long the auditors have been in the district. Dr. Braun noted that they have been the district's auditors for as long as he has served on the board. Mrs. Doyle also questioned if we solicited proposals from other firms. Mrs. Strober responded that we advertised for Request for Qualifications (RFQ) on such professional services as required by law.

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

M. Architect of Record

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed SSP Architectural Group to serve as Architect of Record until the reorganization meeting to be held in November 2009.

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

N. Board of School Estimate

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed Theodore Smith and Dr. Alan P. Braun as members of the Board of School Estimate until the reorganization meeting to be held in November 2009.

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

O. School Physician

On motion by Mrs. Ventantonio, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education appointed Warren Medicenter as school physicians until the reorganization meeting to be held in November 2009.

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

P. Banking Institution

On motion by Mrs. Ventantonio, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved Skylands Community Bank as the banking institution to hold the following accounts:

Operating	Account #01-1199
Payroll	Account #19306
Agency	Account #19311
Petty Cash (Alternative School)	Account #19723
Federal Deposit (Pell Grant)	Account #19568
Cafeteria	Account #01-1253
Technology Institute (Visa/MC)	Account #19492
High School (Visa/MC)	Account #19593
Scholarship	Account #00210100656
HS Student Activity	Account # 06-1043
TI Student Government	Account # 06-1007

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

Q. Check Signature Authorization

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the following be authorized to sign all checks and pay all bills from these accounts when properly audited:

Operating #01-1199	Dr. Alan P. Braun, Board of Education President David H. Dickinson, Treasurer of School Monies Diane Strober, Business Administrator/Board Secretary
Payroll #19306	David H. Dickinson, Treasurer of School Monies
Agency #19311	David H. Dickinson, Treasurer of School Monies
Petty Cash #19723	Michael Maddaluna, Superintendent Diane Strober, Business Administrator/Board Secretary
Federal Deposit (Pell Grant) #19568	Michael Maddaluna, Superintendent Diane Strober, Business Administrator/Board Secretary
Cafeteria #01-1253	Michael Maddaluna, Superintendent Diane Strober, Business Administrator/Board Secretary

Technology Institute (Visa/MC) #19492	Michael Maddaluna, Superintendent
	Diane Strober, Business Administrator/Board Secretary
High School (Visa/MC) #19593	Michael Maddaluna, Superintendent
	Diane Strober, Business Administrator/Board Secretary
Scholarship #00210100656	Michael Maddaluna, Superintendent
	Diane Strober, Business Administrator/Board Secretary
HS Student Activity # 06-1043	Michael Maddaluna, Superintendent
	Diane Strober, Business Administrator/Board Secretary
TI Student Government # 06-1007	Michael Maddaluna, Superintendent
	Diane Strober, Business Administrator/Board Secretary

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

R. Official Newspapers

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education authorized the *Courier News*, *Somerset Messenger Gazette*, *The Home News Tribune* and *The Star Ledger* as the official newspapers circulating in Somerset County. All legal advertisements requesting bids, etc. may be placed in the *Courier News*, *Messenger Gazette*, *The Home News Tribune* or *The Star Ledger*.

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

S. Rules of Order

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved that the meetings of the Somerset County Vocational Board of Education be governed by our "Rules of Order" supplemented by *Robert's Rules of Order*. In the event of a conflict, our rules would take precedence over those of *Robert's Rules of Order*.

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

T. Board Policies and Regulations

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education readopted the revised policies and regulations of the Somerset County Vocational Board of Education until the reorganization meeting to be held in November 2009.

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

## U. Job Descriptions

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education adopted the job descriptions of the Somerset County Vocational Board of Education until the reorganization meeting to be held in November 2009.

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

## V. Curriculum and State Mandated Programs – 2008-09 SY

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the curriculum and state mandated programs and services for the high school, Technology Institute and Adult Continuing Education for the 2008-09 school year until the reorganization meeting to be held in November 2009. (Addendum #2)

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

## W. Statement of Assurances – 2007-08 SY

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved that the Statement of Assurances for the Somerset County Vocational & Technical School District for the 2007-08 school year be submitted. (Addendum #3)

Mrs. Doyle noted the date on the Statement of Assurances needs to be changed from November 1, 2008 to November 1, 2007.

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

## X. Broker of Record for Employee Medical, Dental and Vision Benefit Plans

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed Conner Strong to serve as the Broker of Record for employee medical, dental and vision benefit plans until the reorganization meeting to be held in November 2009.

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

## Y. Somerset County Educational Services Commission Representative Assembly

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education appointed Anita Ventantonio as a member and Trudy Doyle an alternate member of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2009.

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

Z. Committee Members

Dr. Braun appointed the following committees and its membership until the reorganization meeting to be held in November 2009:

Personnel & Finance Committee

Dr. Alan P. Braun, Chairman  
Anita Ventantonio

Facilities Committee

Dr. Alan P. Braun  
William Hyncik, Jr.

Negotiations Committee (PSA & NJEA)

Theodore Smith

Delegate, State Convention

Theodore Smith

Alternate Delegate, State Convention

Dr. Alan P. Braun

Delegate, Somerset County School Boards Association

Anita Ventantonio

Teacher Liaison Committee (requests notification)

Anita Ventantonio  
Trudy Doyle

Board of School Estimate

Theodore Smith  
Dr. Alan P. Braun

Curriculum/Grants Committee

Anita Ventantonio  
Trudy Doyle

Capital Projects Committee (as needed)

Michael Maddaluna  
Theodore Smith  
Jack Ciattarelli  
Diane Strober  
Dr. Alan P. Braun

Foundation Trustees

Dr. Alan P. Braun  
Anita Ventantonio

Marketing Advisory Committee

Anita Ventantonio  
Michael Maddaluna  
Trudy Doyle



## Update

- Dr. Braun thanked the board for their support and backing and their effectiveness in accomplishing what they are expected to do. He brought to the board's attention that we are in a fiscally challenged economy and that we must stay ahead of the curve. Dr. Braun noted that in such an economy there exists a need for educational institutions to not only eliminate outdated programs but also offer new programs designed to retrain people in alignment to the current market trends. Dr. Braun thinks the board is up to the challenge.
- Mr. Maddaluna shared with the board that we will be bringing to the full board at the next regular board meeting the proposed 2009-10 school district budget that the administration and finance committee have reviewed.
- Mr. Smith added with regard to the 2009-10 budget that we should establish priorities in order to be better prepared.
- Dr. Braun responded that we have been discussing a number of options and prioritizing them.

## Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed, the meeting adjourned at 5:40 p.m.

Diane Strober  
Business Administrator/Board Secretary