

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

Regular Meeting
October 20, 2008

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, absent
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder, absent

Others: Bernice Wicks, Director of Communications; Michael Herrera, Assistant High School Principal/Director of Career & Technical Education and Workforce Development; Dr. Joseph Petrosino, Director of Special Needs; Sherman Harris, Supervisor of Special Projects; Pam Brink, School Based Program Director; Helen Mikulak, Manager of Student Financial Services/Human Resources for the Technology Institute; Maria Johnson, Supervisor of Academics; Teresa Morelli, Supervisor of Academics; Mark Mastrobattista, Culinary Arts/Restaurant Management Instructor; Evangeline Byrd, Career Education Instructor; Carene Jegou, Administrative Assistant to the Superintendent, Adrienne Willard, Administrative Secretary, Maria Bender and parents.

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 Mrs. Ventantonio, the minutes of the regular meeting held on September 22, 2008 were approved. Dr. Braun abstained from the vote.

Correspondence

- None

Old or Unfinished Business

Student of the Month

- Maria Bender, a third year student in the Health & Medical Sciences Academy was selected as the Student of the Month for October. She is presently attending Raritan Valley Community College where she is studying biology and chemistry. Maria intends to continue her education and pursue a career as a physician. This past summer Maria and two of her classmates participated in the National SkillsUSA Championship in Kansas City in the Tech Prep Agricultural and Natural Resources contest. They won first place gold medals for their project. Maria is the co-vice president of the local SkillsUSA Chapter and an avid tennis player and member of the Hillsborough High School tennis team.

Building and Grounds Report

- The monthly Buildings and Grounds Report was included in the packet for the board's review. Clarification on completion dates on the report were requested. Mr. Kuschyk will respond to the board.

Construction Projects Update

- There will be a culinary arts restaurant open house on November 20, 2008 from 3:00-6:00 p.m.
- Technology Institute window replacements project will begin in the spring.

Report of the Attorney

- Ms. Fittipaldi reviewed the revised policies and regulations which are included as a resolution. She also reviewed and approved the commercial kitchen grease exhaust system contract.

Superintendent's Report

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, agenda items A through L (excluding B and L) as follows:

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

The Board of Education appointed Mr. Christopher Whitzer to the position of Entry Level Maintenance Worker (Category III), at a salary of \$30,635.00 (prorated) effective November 1, 2008.

The Board of Education also appointed Ms. Sarah Morelli-Stutz to the position of School Psychologist (12-month), at a salary of \$60,254.35* (prorated), Step 7-8/C, effective at a mutually agreed upon date. * Masters stipend added to base.

The Board of Education authorized the secretary to file Forms 801 and 802 requesting an Emergency Certificate, School Psychologist, for Sara Morelli-Stutz.

Mr. Smith questioned how long it will take to get certified. Mrs. Jegou responded that her Emergency Certificate specifies the timeline. Mr. Maddaluna added the funding for this position is through the Individuals with Disability Education Act (IDEA) grant.

C. Extra Curricular Appointments - 2008-09 School Year

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

Anthony Kennette	Ski Club Advisor	\$1,650.63
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D. Salary Adjustment

The Board of Education approved a salary adjustment for Ms. Leslie Ahrendts-Edwards for the 2008-09 school year, effective November 1, 2008 as follows:

From: Step 12/A (3/5) \$31,503.00	To: Step 12/A (100%) \$52,505.00
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E. Field Trips

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

F. Home Instruction

The Board of Education approved to provide home instruction for a 10th grade student. Instruction will be provided on an as needed basis throughout the school year for two (2) hours per week.

Mr. Christopher Schrenk will be the instructor at a rate of \$37.00 per hour.

The Board of Education approved to provide home instruction for a 12th grade student. Instruction will be provided from approximately October 20, 2008 through January 23, 2009 for two (2) hours per week.

Ms. Jessica Fellmeth will be the instructor at a rate of \$37.00 per hour.

Mrs. Doyle discussed the length of time allowed as per law for a 10th grade student. Mr. Maddaluna will adjust if necessary.

G. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its October 20, 2008 meeting authorized application for funds for the following:

Center for Non-Profits	Twilight Program	\$ 7,500.00
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United Way of Central Jersey	Twilight Program (7/1/09-6/30/10)	\$15,000.00
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- H. Application for Approval to Operate Alternative School Program - 2008-09 School Year
The Board of Education approved the application for approval to operate the Alternative School Program for the 2008-09 school year.
- I. Performing Arts Program - 4-Year Completer
The Board of Education approved the Performing Arts completion of program from a 2-Year completer program to a 4-Year completer program.
- J. Resolution - 2008-09/10-A Flexibility in the State's New Graduation Requirements
The Board of Education adopted Resolution 2008-09/10-A as it appears on Addendum #2.
- K. Revised Board Policies and Regulations - First Reading
The Board of Education approved the following revised board policies and regulations at this first reading as they appear on Addendum #3.
5500 - Expectations for Pupil Conduct
R5500 - Expectations for Pupil Conduct
7510 - Use of School Facilities
Mrs. Ventantonio questioned if the insufficient funds issue is resolved. Ms. Fittipaldi reported, no.

<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. Professional Seminars/Workshops
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 requests for district staff and Board of Education members to attend professional seminars, workshops, etc. 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	abstain	
Dr. Braun	X	

- B. Employment of Part-Time Personnel - 2008-09 School Year
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 the employment of the following part-time personnel for the 2008-09 school year:

High School

Walter Levy	Substitute	\$ 90.00/day
Deborah Gichan	Photography (Elective)	\$ 35.61/hr
Anthony Kennette	Video Arts (Elective)	\$ 35.61/hr
Roberta Snead	Bus Driver	\$ 16.00/hr

Performing Arts

Christynn Cardino	Accompanist	\$ 26.59/hr(corrected)
Paul O'Connor	Set/Scenery Construction	\$ 26.59/hr

TOPS

John O'Neill	Physical Education Instructor	\$ 37.00/hr
<u>Technology Institute</u>		
Thomas Heinbach	Automotive Related Instructor	\$ 42.54/hr
Jack Gilbert	Outboard Marine Maintenance and Repair Instructor	\$ 38.67/hr
Iman Haneef	Business Management and Administration Instructor	\$ 34.03/hr (corrected)
Lemmuell Comacho	LPN/CNA Clinical Instructor	\$ 38.67/hr
Julianna Savino	LPN Instructor	\$ 38.67/hr
Jeffrey Yannetta	Substitute Welding Instructor	\$ 34.03/hr

NJ SkillsUSA

Erick Bowers	Maintenance & Security	\$ 250.00
Stephen Boettger	Building Maintenance Contest	\$ 300.00
George Byrd	Collision Repair Contest	\$ 300.00
Robert Hahn	Site Coordinator (GSEC)	\$3,300.00
Karen Hart	State Officer Team Manager	\$1,750.00
Thomas Heinbach	Diesel Contest	\$ 300.00
Irene Ives	Entrepreneurship Coordinator	\$ 300.00
Anthony Kennette	TV/Video Production Contest	\$ 300.00
Charles Koch	Graphic Arts Contest	\$ 300.00
Michael McClain	Maintenance & Security	\$ 300.00
Donald Smith	Welding Contest	\$ 300.00
John Vingara	Hospitality Cluster Coordinator	\$ 600.00
Faiza Shahid	Data Entry Specialist	\$1,200.00
Eric Symborski	Building Maintenance Contest Coordinator	\$ 300.00

Work Study - \$7.15/hr

Olivia Allen	Kerry Bremer	Jacqueline Cardile	Kelly Fauske
Christina Casey	Kayla Chobotor	Megan Doorly	
John Esposito	Emily Frank	Erin Gallagher	
Kayla Jackson	Giann Limosnero	Morgan Lishman	
Jillian Mahon	Julee Mahon	Thomas Manna	
Megan McDermott	Dana Noble	Jacqueline Paladino	
Emily Parker	Brittany Petrock	Chelsea Phillip	
Victoria Richards	Kristin Sarboukh	Eric Sellers	
Gabriella Sentore	Drew Snyder	William Torruella	

Mr. Smith wants specific totals for each employee calculated as a not to exceed amount. Mr. Hyncik suggested including budgeted amounts listed by category.

<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	

M. Quality Assurance Annual Report

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 Quality Assurance Annual Report (QAAR) including the 2008-09 school wide objectives and High School Proficiency Assessment (HSPA) results.

Mrs. Doyle reported this is the last year to complete the QAAR; next year we will complete the New Jersey Quality Single Accountability Continuum (NJQSAC).

<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	

N. Superintendent's Update

- Mr. Harris introduced Mr. Mastrobattista who gave a Power Point presentation on the culinary arts/restaurant program curriculum. Mrs. Ventantonio questioned the charges to outside groups. Dr. Braun inquired about internships at local restaurants; he also noted three books reflecting three perspectives: critic, owner and server. Mr. Maddaluna noted the expanded advisory group. Mr. Jones discussed cooperative industrial experience. Mr. Mastrobattista reported there are approximately 35 students enrolled in the program. Mr. Hyncik suggested we contact post-secondary institutions such as Cornell University and University of Delaware and their link to their hotel management programs. Mr. Mastrobattista informed the board that he has had experienced Culinary Institute of America chefs in the classroom to demonstrate culinary art skills.
- Mr. Herrera explained to the board that Freeholder Ciattarelli recognized the need to keep the Somerset County community safe and strong by ensuring that the volunteer based rescue squad endures thus the inception of the Emergency Medical Technician Program (EMT). Mr. Maddaluna explained that financial hardships and the circumstances in other surrounding counties that lead to the vision and resulted in the foresight to begin this work in progress. Mrs. Ventantonio questioned the minimum age of 16 and what it is the students can or cannot do between the ages of 16 and 18. Mrs. Doyle has also been involved in this initiative county wide. She noted that the goal is to have volunteers to serve rather than hiring county employees.
- The QAAR and HSPA results were included in the packet.
- Mr. Herrera thanked the board for the opportunity to present and discuss the Violence, Vandalism and Substance Abuse annual report for the 2007-2008 school year. Mr. Harris explained the identification and treatment process to aggressively treat students. We utilize early intervention; Mrs. Brink works with staff and student and other outside organizations to provide services.
- Mr. Maddaluna distributed fliers of the Career and Technical High School for the board's review. Mr. Smith questioned the high school redesign. Mr. Maddaluna will be meeting with State Board President Hernandez and Dr. Illuzzi to discuss this concept.
- Law and Public Safety Day will take place on October 30th. United States Attorney General, Chris Christie is scheduled to speak to the law enforcement students along with students from other school districts. In addition, representatives from the FBI, the New Jersey State Police Aviation Unit and the Somerset County Canine Unit will participate in the day's activities.

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	\$1,637,889.33
Fund 20	\$ 58,960.47
Fund 30	\$ 170,505.50
Fund 60	\$ 14,125.51
Fund 61	\$ 3,150.30
Fund 95	\$ 4,918.39
Total	\$1,889,549.50

<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. Ventantonio congratulated Mr. Maddaluna for being the recipient of the Outstanding Business Person of the Year presented by the Somerset County Business Partnership. Recognition will December 8th. More information forthcoming.
- Mrs. Doyle reported that she has been successful in bringing a consensus to the concept of a three-year county calendar in an effort to expand shared services. She also reminded the board to complete the Self Evaluation Survey as it is a valuable management tool.

Report of the School Business Administrator/Board Secretary

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, agenda items A through G (excluding D) as follows:

A. Receipt of Monies for September 2008

<u>Fund 10</u>	
Appropriation Refund	\$ 29,183.43
County Tax Levy	\$ 1,026,213.84
State Aid	\$ 188,636.00
Miscellaneous	\$ 68.30
Interest	\$ 8,420.97
Adult Continuing Education	\$ 4,650.00
TI Tuition	\$ 39,435.33
Academy School Tuition	\$ 47,500.00
Creative Arts Tuition	\$ 4,181.50
Special Education	\$ -
FICA	\$ 28,524.47
<u>Fund 20</u>	
VICA-Statewide	\$ -
School Base Linkages	\$ 28,839.00
<u>Fund 30</u>	
County Capital Project	\$ 127,297.50
<u>Fund 60</u>	
Interest	\$ 16.32
Lunches	\$ 14,552.30
State Aid Lunch	\$ -
Federal Aid Lunch	\$ -
<u>Fund 61</u>	
ETTC	\$ 50,000.00
Total Receipts for September 2008	\$ <u>1,597,518.96</u>

B. 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 September 2008 and the Treasurer of School Monies for the month of September 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 #5)

C. State Contract Vendors

The Board of Education approved the following state contract vendors pursuant to NJSA 18A:-10 for the 2008-2009 school year, effective July 1, 2008 through June 30, 2009.

<u>Vendor Name</u>	<u>State Contract #</u>
Atlantic Office Technology	A51464
PC Mall Gov	A70263
Snap-On Industrial	66103 & 66332

D. Three-Year Comprehensive Maintenance Plan

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved submission of the Three-Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum #6.

<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	

E. Tuition Rates - 2009-2010 SY

The Board of Education approved tuition rates for the 2009-2010 school year as follows:

	Tuition Charged In-County		Tuition Charged Out-of-County	
	Full Time	Shared Time	Full Time	Shared Time
Alternative School	\$17,731	NA	\$17,731	NA
Academy for Health and Medical Sciences	\$2,000	NA	\$2,500	NA
Somerset County Career Center	NA	\$5,000	\$13,000	\$6,500
Special Education	\$0	\$0	\$13,000	\$6,500
Twilight Program *	\$1,500	NA	\$1,500	NA
Vocational Programs	\$0	\$0	\$10,000	\$5,000

*Includes summer 2009

F. Technology Institute Tuition Rate - 2009-2010 School Year

The Board of Education approved the Technology Institute tuition rate of \$80/credit for county residents and \$160/credit for out-of-county residents for the 2009-2010 school year.

G. Obsolete Equipment

The Board of Education approved the following excess property as obsolete, unsafe and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Date Purchased</u>	<u>Location</u>
Saw table	00939	January 1985	Building Trades Shop

<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	

Reorganization Meeting

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

November 3, 2008

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

November 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:

November 24, 2008

6:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks reported on the law and public safety event which will be held in the auditorium on October 30th. Attorney General, Christ Christie will be the guest speaker along with representatives from the FBI, New Jersey State Police and Somerset County Sheriff Department. She also noted that on November 19th there will be a guidance counselors meeting, November 20th there will be the culinary arts restaurant open house from 3:00-6:00 p.m. and December 8th will be the recognition ceremony for Mr. Maddaluna. Mrs. Wicks also discussed the good coverage we received in the *Courier News* regarding the culinary arts open house.

Adjournment

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed, the meeting adjourned at 7:30 p.m.

Diane Strober

Business Administrator/Board Secretary