

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
September 22, 2008

The meeting was called to order at 6:00 p.m. with the following board members present:

Dr. Alan P. Braun, President, absent  
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: Michael Kuschyk, Director of Buildings and Grounds; Bernice Wicks, Director of Communications; Peter Carey, Director of Student Services; Michael Herrera, Assistant High School Principal/Director of Career & Technical Education and Workforce Development; Elizabeth Stitley, Supervisor of Allied Health; Maria Johnson, Supervisor of Academics; Teresa Morelli, Supervisor of Academics; and Carene Jegou, Administrative Assistant to the Superintendent.

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 held on August 25, 2008 were approved.

Correspondence

- None

Old or Unfinished Business

*Buildings and Grounds Report*

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

*Construction Projects Update*

- The Culinary Arts Program Expansion Phase 3 restaurant project is looking to have an open house in November; more information will be forthcoming. The architect has received the shop drawings for the Technology Institute Window Replacements project; more information will be forthcoming.

Report of the Attorney

- Ms. Fittipaldi reviewed the new and revised board policies and regulations for the second reading. The Memorandum of Understanding regarding the feasibility study was also reviewed; she recommended we seek clarification on the consultant collection committee members. Mr. Maddaluna will get clarification. Ms. Fittipaldi informed the board that the district has sent a third letter to collect insufficient funds related to facility use; she also discussed the possibility to proceed with the collection process should the district not receive the fees. Ms. Fittipaldi will revise the policy to address these issues and will include language that requires payment be in the form of a certified check or money order and that any legal fees for such

will be the responsibility of the organization renting the facility. A first reading of this revised policy will be presented at the next board meeting.

#### Superintendent's Report

##### A. Resignation

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education accepted the resignation of Mrs. Anne Marie Latsko, security guard, for the purpose of retirement, effective January 1, 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		absent

##### B. Employment of Full-Time Personnel - 2008-09 School Year

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education appointed the following full-time personnel for the 2008-09 school year:

<u>Name</u>	<u>Position</u>	<u>Step/Guide</u>	<u>2008-09 Salary</u>	<u>Effective</u>
Duane Wallace	Supervisor of Learning & Technology (PSA)	C-3	\$64,914.00	10/1/08
Stephen Boettger *prorated	Evening Foreman (Exempt)	-	\$53,611.00*	10/1/08

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

##### C. Employment of Part-Time Personnel - 2008-09 School Year

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 employment of the following part-time personnel for the 2008-09 school year:

###### Substitutes - \$90.00/day

Geneva Hall	Frederick Musser	Karen Prosper
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###### Buildings and Grounds

Stephen Boettger	Acting Evening Foreman	\$220.00/week
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###### TOPS

Daysi Lakhilif	Spanish Instructor	\$ 37.00/hr
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Debra Gichan	Photography Instructor (Saturday)	\$ 37.00/hr
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###### Twilight

Evangeline Byrd	Office Occupations Instructor	\$ 37.00/hr
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George Byrd	Auto Body Instructor	\$ 37.00/hr
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Janet Coleman	Cosmetology Instructor	\$ 37.00/hr
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Wallace Shackell	Substitute	\$ 37.00/hr
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###### School Based

Patricia Morales	Nurse	\$ 31.00/hr
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###### Work Study - \$7.15/hr

Bret Babich	Marc Borelli	Adam DeWitt	John Gallagher
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Zachary Schmidt	Cody Sobel	Rodney Williams
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Technology Institute

Brian Austad	Web Design Instructor	\$ 38.67/hr
Natalie Toney-Zubairu	Practical Nursing Instructor	\$ 38.67/hr
Lisa George	Office Administration	\$ 34.03/hr
Janice LaRusso	Interior Design	\$ 39.93/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	absent	

D. Lateral Move

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 Ms. Daysi Lakhli's request for a lateral move from Step 1-2/A to Step 1-2/B on the salary guide in the amount of \$44,505.00 retroactive to September 1, 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	absent	

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

E. Job Description - Job Coach

The Board of Education approved job description, job coach, as it appears on Addendum #1.

F. Revised Job Descriptions

The Board of Education approved the following revised job descriptions as they appear on Addendum #2.

- Director of Special Education
- Psychologist
- Learning Disability Teacher/Consultant (LDT/C)

G. Title Change

The Board of Education approved a title change for Dr. Joseph Petrosino to Director of Special Education. Mrs. Doyle congratulated Dr. Petrosino on the title change which she said was long overdue.

H. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #3.

I. School Violence Awareness Week

The Board of Education declared October 20-24, 2008 as "School Violence Awareness Week."

J. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its September 22, 2008 meeting authorized application for funds for the following:

NJ Department of Labor	YTTW - Carpentry (10/1/08-9/30/09)	\$190,000.00
NJ Department of Labor	YTTW - Horticulture (10/1/08-9/30/09)	\$107,300.00

## K. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its September 22, 2008 meeting authorized acceptance of funds for the following:

NJ Department of Labor	Apprenticeship Coordinator (7/1/08-6/30/09)	\$ 32,932.00
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## L. Affirmative Action Committee

The Board of Education appointed an Affirmative Action Committee pursuant to N.J.A.C. 6A:7-1.5 as follows:

Joseph Petrosino, Affirmative Action Officer  
Diane Strober, Business Administrator/Board Secretary  
Edmund Jones, Principal SCVTHS  
Marvin Gordon, Athletic Director  
Daysi Lakhlif, Instructor  
Alan Creveling, Instructor  
Garry Gewant, Instructor

## M. New Board Policies and Regulations - Second Reading

The Board of Education approved the following new board policies and regulations at this second reading as follows:

2361 - New Jersey Quality Single Accountability Continuum (NJQSAC)  
6424 - Emergency Contracts  
R6424 - Emergency Contracts

## N. Revised Board Policies and Regulations - Second Reading

The Board of Education approved the following revised board policies and regulations at this second 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		absent

## O. 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 #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		absent

P. Professional Seminar/Workshop Request - Dr. Alan P. Braun

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 request of Dr. Alan P. Braun to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2008. Cost as follows:  
 \$75.00 mileage    \$228.00 Hotel    \$135.00 meals

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

Mrs. Doyle explained that the New Jersey School Board Association (NJSBA) applied for a waiver which permitted people to stay two nights and that NJSBA has received the commissioner's approval.

Q. Professional Seminar/Workshop Request - Anita Ventantonio

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 request of Anita Ventantonio to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2008. Cost as follows:  
 \$75.00 mileage    \$228.00 Hotel    \$135.00 meals

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

R. Professional Seminar/Workshop Request - Theodore Smith

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 request of Theodore Smith to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2008. Cost as follows:  
 \$75.00 mileage    \$228.00 Hotel    \$135.00 meals

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

S. Professional Seminar/Workshop Request - William Hyncik, Jr.

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 request of William Hyncik, Jr. to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2008. Cost as follows:  
 \$75.00 mileage    \$228.00 Hotel    \$135.00 meals

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

T. Professional Seminar/Workshop Request - Trudy Doyle

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 request of Trudy Doyle to attend the NJSBA Annual Conference in Atlantic City, NJ from October 28-30, 2008. Cost as follows:

\$75.00 mileage    \$228.00 Hotel    \$135.00 meals

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

U. Superintendent's Update

- Mr. Carey presented a video overview about the International SkillsUSA competition which was held in Shizuoka, Japan.
- Mr. Herrera summarized through a Power Point presentation the five year Perkins plan. Mr. Maddaluna explained that in order for the district to receive Perkins funding, this was a requirement. Mr. Maddaluna thanked Mr. Herrera and the others involved in completing this task. Mrs. Doyle acknowledged the inclusion of new rigorous academics which were imbedded in the long range plan. "Personal learning plans" are being discussed with the Department of Education to consider career technical education students. More information is forthcoming
- Mr. Maddaluna provided the board with a copy of each of the administrator's Plans of Action. He informed the board that administrator's progress reports are due in November and the final report is due in May. Mr. Maddaluna briefly gave an overview of each plan. Mr. Smith was concerned with one plan in particular because it included a survey where only 12 of 65 responses were received. Mr. Maddaluna will look into this further.

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	\$1,381,942.55
Fund 20	\$ 156,314.06
Fund 30	\$ 210,317.42
Fund 60	\$ 1,610.03
Fund 61	\$ 3,150.30
Fund 95	<u>\$ 3,960.81</u>
Total	\$1,757,295.17

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

## New Business

- Mr. Smith brought in the booklet he received at the meeting he attended for the New Jersey Council of County Vocational Technical Schools. In the booklet there was a summary of secondary and post-secondary programs offered at each of the vocational and technical schools in the state. Mrs. Ventantonio requested a copy of the summary be made (in color) and forwarded to all board members. Mr. Smith also informed the board that he would like to attend this meeting again next year.

## Report of the School Business Administrator/Board Secretary

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

## A. Receipt of Monies for August 2008

<u>Fund 10</u>	
Appropriation Refund	\$ 24,134.37
County Tax Levy	\$ 1,026,213.84
State Aid	\$ -
Miscellaneous	\$ -
Interest	\$ 8,286.13
Adult Continuing Education	\$ 8,580.00
TI Tuition	\$ 139,402.76
Academy School Tuition	\$ 8,000.00
Creative Arts Tuition	\$ 515.00
Special Education	\$ -
FICA	\$ 16,896.57
<u>Fund 20</u>	
VICA-Statewide	\$ 136,099.00
School Base Linkages	\$ 28,839.00
<u>Fund 30</u>	
County Capital Project	\$ 126,374.47
<u>Fund 60</u>	
Interest	\$ 14.33
Lunches	\$ -
State Aid Lunch	\$ -
Federal Aid Lunch	\$ -
<u>Fund 61</u>	
ETTC	\$ -
<b>Total Receipts for August 2008</b>	<b>\$ 1,523,355.47</b>

## 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 August 2008 and the Treasurer of School Monies for the month of August 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. Academy Tuition Contracts - 2008-09 SY

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

Bridgewater-Raritan BOE	1 student	\$2,000.00
Hunterdon Central BOE	1 student	\$2,500.00

D. Tuition Contract - 2008-09 SY

The Board of Education approved the following tuition contract agreement for the 2008-09 school year:

Westfield BOE	1 student (S/T)	\$ 5,000.00
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E. Special Education Tuition Contract - 2008-09 SY

The Board of Education approved the following special education tuition contract agreement for the 2008-09 school year:

Plainfield BOE	1 student (F/T)	\$13,000.00
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F. Donation

The Board of Education accepted the following donation:

<u>Donor</u>	<u>Item</u>
Scott and Stacey Bray	Upright piano

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>
Hunter computerized brake tester	00347	9/92	Auto Mechanic 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		absent

H. Resolution 2008-09/9-A - Memorandum of Understanding Feasibility Study/Multipurpose Athletic Facility  
 On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education adopted Resolution 2008-09/9-A - Memorandum of Understanding Feasibility Study for a multipurpose athletic facility at SCVTS Campus Proposal subject to clarification of the representation of the steering committee as recommended by the board attorney. (See Addendum #6)

Mr. Maddaluna updated the board on what was discussed at the feasibility study meeting held here with representation of the SCVTS board, faculty and administration. The purpose of the meeting was to clarify what the partnership was looking to do and identify where on the property the district could conceptually allow improvements or expansion for a multipurpose athletic facility. Mr. Maddaluna presented an aerial view map of the Somerset County Vocational & Technical Schools' campus property. He pointed out the highlighted area on the map that the district identified for future academic and instructional use and therefore, should not be included in this feasibility study. Mrs. Ventantonio noted the highlighted boundaries are arbitrarily drawn and can be reasonably adjusted with board review and approval. Mr. Hyncik questioned if other towns were offered use of fields or involvement in this partnership. Mr. Maddaluna noted that the towns included in this partnership are close in geographic proximity. The implication is that the use of our fields by the towns in this partnership could possibly make available other



county fields for use by other towns in the county. In summary, Mr. Maddaluna noted that we are one of the few vocational schools that offer athletic programs and these improvements would enhance our athletic programs and attract more students.

#### October Meeting

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

October 20, 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 new girls' soccer team and has scheduled a press release to promote the team.
- Mrs. Stitley noted the improvements to the Technology Institute nursing program.
- Mr. Maddaluna informed the board there will be an open house in November to introduce the restaurant to the public.

#### Adjournment

On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed, the meeting adjourned at 7:15 p.m.

Diane Strober  
Business Administrator/Board Secretary