

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

Regular Meeting
March 22, 2010

The meeting was called to order at 5:00 p.m. with the following members:

Dr. Alan P. Braun, President
Theodore Smith, Vice President
William Hyncik, Jr.
Trudy Doyle arrived at 5:05 p.m.
William Dudeck

Also Present:

Michael A. Maddaluna, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Edmund H. Jones, High School Principal
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder, absent

Others: Peter Carey, Director of Student Services; Diane Ziegler, Director of Curriculum and Instruction; Michael Herrera, Assistant High School Principal/Director of Career and Technical Education and Workforce Development; Sherman Harris, Supervisor of Special Projects; Pamela Brink, School Based Director; Teresa Morelli, Supervisor of Academics; Maria Johnson, Supervisor of Academics; Carene Jegou, Administrative Assistant to the Superintendent; Walter Lane and James Ruggieri, Somerset County Planning Board; and Students of the Month and family.

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. Dudeck, the minutes of the regular meeting and executive session held on February 22, 2010 were approved.

Correspondence

- On behalf of the NJ State Industrial Safety Committee, the district earned the Governor's Annual Occupational Safety and Health Award for the achievement in the prevention of occupational injuries during the year 2009.

Old or Unfinished Business

Students of the Month

- Mr. Paul Meyers, a senior in the Academy for Health & Medical Sciences is the Student of the Month for March. Paul was recently notified that he has been accepted by Rutgers University, where he will continue his education with a major in biology. He is an honor roll student at Somerset County Vocational & Technical High School. Paul is also in the National Honor Society at SCVTHS and Phi Theta Kappa Honorary at Raritan Valley Community College. Paul is community-minded. He served as a volunteer for Somerset Medical Center. His favorite recreational sport is football, which he enjoys playing with his friends.
- John Sabo, a second year student in the CISCO Networking Academy is the Student of the Month for March. John is an honor roll student whose favorite subject is English. In his spare time he practices his craft by installing cabling and networking. After he graduates he intends to pursue a career as a cable television networking technician. He hopes to find employment with Comcast Cable Television.

Report of the Attorney

- Ms. Fittipaldi informed the board that she reviewed the Memorandum of Understanding with Raritan Valley Community College regarding the amalgamation agreement; Thomas Manna's hearing with the Administrative Law Judge is scheduled before the court on Thursday, March 26th at 9:00 a.m.; and personnel matters will be discussed during closed session.

Athletic Complex Master Plan Presentation

- Mr. Walter Lane and Mr. James Ruggieri, Somerset County Planning Board, presented a brief update on the events that lead to the "Preferred Master Plan". The "Preferred Master Plan" document was distributed to board members. Discussion ensued on the athletic complex and the particulars of the plan were presented. Dr. Braun inquired if athletes who play on synthetic or artificial turf are less likely to be injured than if playing on natural or regular turf and if there are any restrictions with regard to the public use of the field. Mr. Hyncik explained that artificial turf is safer because of the stable and constant surface. He also noted that a synthetic field is cost effective and allows for an increase in the number of games which can be played. He also inquired about how Immaculata High School fits in to the scheduled use of the field. Mr. Lane responded that all were considered who could benefit from such an athletic complex. Mr. Maddaluna informed the board that this athletic complex is being considered in the County Freeholders Long Range 10 Year Plan. Mr. Dudeck questioned if the improvements are within the existing buffers and how residents offsite would be impacted. Mr. Lane responded there will be no impact on residential areas. Mr. Smith questioned if there have been any negative comments from the public at the public meetings. Mr. Dudeck also questioned why the golf hole is not included in the final report. Mr. Lane explained that although the golf hole is not included in the final report, it is included in the foot print of the site design as the school district's instructional program could benefit from such in the future.

Superintendent's Report

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mr. Dudeck and passed on roll call vote, agenda items A-F as follows:

A. Resignation

The Board of Education accepted the resignation of Ms. Karen Hart, LDTC, for the purpose of retirement, effective April 1, 2010.

The Board of Education also accepted the resignation of Mr. Charles Koch, Printing Instructor, for the purpose of retirement, effective July 1, 2010.

B. Employment of Part-Time Personnel - 2009-2010 SY

The Board of Education approved the employment of the following part-time personnel for the 2009-2010 school year:

TOPS

Janet Cantore-Watson	Movement & Mime Instructor (7 hours)	\$ 36.67/hr.
Theresa Clothier	Home Instruction (20.5 hours)	\$ 37.00/hr
Matthew Poznanski	Physical Education (43 hours)	\$ 32.00/hr

High School

Gregory Mazarella	Substitute	\$100.00/day
Larissa Wolf	Substitute	\$100.00/day
Jeanine Colaluca	Substitute Bus Driver	\$ 16.50/hr

Work Study - \$7.25/hr (maximum 15 hrs/week)

Elizabeth Ortiz

C. Position Change

The Board of Education appointed Mr. James Strickhart to the position of Career & Technical Education and Workforce Development Coordinator effective April 1, 2010. (Step/Guide remains the same, no increase in salary.)

D. 2010-2011 School Year Calendar

The Board of Education adopted the High School calendar for the 2010-2011 school year as it appears on Addendum #1.

E. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #2.

F. 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.

Mrs. Doyle, Mr. Hyncik and Mr. Dudeck questioned the expanded job duties for the Career & Technical Education and Workforce Development Coordinator position. Mr. Maddaluna explained that this position change is reflective of the duties and responsibilities assigned to this employee.

Mrs. Doyle questioned if the district calendar was aligned with the county calendar. Mrs. Jegou confirmed that for the most part our calendar complies.

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

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

G. 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 #4.

0142.1	Nepotism
0174	Legal Services
0177	Professional Services
1570/R1570	Internal Controls
1620	Administrative Employment Contracts
2415.03	Highly Qualified Teachers
2423/R2423	Bilingual and ESL Education
2560-R256	Live Animals in Schools
3126/R3126	Induction Program for Provisional Teachers
3240/R3240	Professional Development
3281/R3281	Inappropriate Staff Conduct
4281/R4281	Inappropriate Staff Conduct
5512.01	Harassment, Intimidation and Bullying
5533/R5533	Pupil Smoking
6111/R6111	Special Education Medicaid Initiative (SEMI) Program
6360	Political Contributions
6471/R6471	School District Travel
6660	Student Activity Fund
7434	Smoking on School Grounds
8461	Reporting Violence, Vandalism, Alcohol & Other Drug Abuse
9700	Special Interest Groups

H. New Board Policies and Regulations - First Reading

The Board of Education approved the following new board policies and regulations at this first reading as they appear on Addendum #5.

3351	Healthy Workplace Environment
3431.3	New Jersey's Family Leave Insurance Program
4431.3	New Jersey's Family Leave Insurance Program
5338/R5338	Diabetes Management

Mr. Smith questioned the differences between the bylaws, policies and regulations. Mrs. Doyle responded that the board sets policies and the administration has regulations to implement these policies. Mrs. Doyle also noted that Strauss Esmay Associates is thorough and meets all codes and statutes as a direct result of legislation. She also noted that boards are encouraged to post the policies and regulations on their website.

Mr. Dudeck questioned the required report to the board on professional development training. Mr. Maddaluna noted these reports are required as a result of recent laws and legislation.

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

I. Superintendent's Update

- Dr. Braun congratulated Mrs. Doyle for receiving the Education Award from the Somerset County Commission on the Status of Women.
- Mr. Carey shared with the board "success stories" and college placements of our students. Mr. Hyncik questioned if we track financial aid information. Mr. Carey noted that we do not track financial aid as of yet, although, Raritan Valley Community College is interested in knowing such information on these students so this will be addressed. Mr. Maddaluna noted this is new territory as this is the first year of graduating students from the Academy for Health & Medical Sciences while at the same time receiving an Associate Degree from Raritan Valley Community College. Mr. Dudeck questioned if there is an alumni association which can assist in the tracking of students. Again, Mr. Carey responded that we do not have the software in place as of yet as this is new territory for the district. Mr. Hyncik questioned if the Ivy League Schools are accepting these students' undergraduate credits and will allow these students to enter as juniors or will they start as freshmen. Mr. Carey said many of these questions regarding the students are unanswered as of yet. Mrs. Doyle noted that Raritan Valley Community College has articulation agreements with many of these colleges which may impact whether the undergraduate credits will be accepted.

Submission of Bills

On motion by Mr. Smith, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the bills list for March 2010 which is included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$2,014,160.80
Fund 20	\$ 100,340.19
Fund 30	\$ 2,064.32
Fund 60	\$ 9,892.37
Fund 95	<u>\$ 17,382.75</u>
Total	\$2,143,840.43

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

New Business

- The Somerset County Vocational Board of School Estimate meeting will be held on Tuesday, April 6, 2010 at 4:00 p.m. in the Freeholder Conference Room at the Somerset County Administration Building.
- Ethics Disclosure Statements are available on the State of New Jersey Department of Education website at <http://www.nj.gov/education/ethics/fds/index/html>. The completed forms are due back to the Business Office by April 16, 2010.

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149

On motion by Mr. Hyncik, seconded by Mr. Dudeck 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 February 2010 and the Treasurer of School Monies for the month of February 2010, 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 #6)

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

B. Budget Transfers - 2009-10 School Year

On motion by Mr. Dudeck, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the following budget transfers for the 2009-10 school year as follows:

From:		To:	
20-008-100-110-21-0000	(\$ 1,758.98)	20-008-101-110-21-0000	\$ 1,758.98
20-008-200-110-21-0000	(\$ 4,806.00)	20-008-101-110-21-0000	\$ 4,806.00
20-008-100-800-21-0000	(\$ 1,708.75)	20-008-100-610-21-0000	\$ 1,708.75
20-008-200-500-21-0000	(\$ 500.00)	20-008-100-610-21-0000	\$ 500.00
20-008-200-516-21-0000	(\$ 355.00)	20-008-100-610-21-0000	\$ 355.00
20-450-100-800-21-0000	(\$ 446.25)	20-450-100-101-21-0000	\$ 446.25
20-231-200-500-23-0000	(\$11,480.00)	20-231-200-600-23-0000	\$ 11,480.00

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

C. Resolution - 2009-10/3-A - Restated 403(b) Plan

On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education adopted Resolution 2009-10/3-A as it appears on Addendum #7.

Mr. Dudeck questioned what the purpose of the resolution was. Ms. Fittipaldi explained this resolution is tax related and revises an existing resolution. Our 403(b) plan document allows employees who have attained age 55 to withdraw from their 403(b) without penalties. The previous resolution would have required employees to contribute their unused sick pay and vacation pay regardless of age to the 403(b) account and would be unable to withdraw without penalties because the resolution did not include the age 55 language.

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

April Meeting

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

April 26, 2010

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mr. Jones informed the board that the culinary arts students prepared 100 breakfast muffins for Bound Brook residents who were evacuated from their homes and are temporarily staying at the Raritan Valley Community College Center. He also noted that the print shop students printed t-shirts which were also donated to the evacuees.

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 2010-2011 budget. 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. Doyle and passed on roll call vote, the Board of Education went into closed session at 5:47 p.m.

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

Open Session

On motion by Mr. Hyncik, seconded by Mr. Dudeck and passed on roll call vote, the Board of Education went into open session at 7:40 p.m.

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

Tenure Designation

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mr. Dudeck and passed on roll call vote, the Board of Education established an early tenure period and designated tenure for the category Administrative Secretary/Secretary. The designated tenure period for the category of Administrative Secretary/Secretary shall be the minimum required by law.

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

2010-2011 Annual School District Budget

On motion by Mr. Hyncik, seconded by Mr. Dudeck and passed on roll call vote, the Board of Education adopted the 2010-2011 annual school district budget for the General Fund in the amount of \$13,503,911 (which includes capital outlay in the amount of \$158,546 and the Special Revenue Fund in the amount of \$1,000,000 for a total of \$14,503,911. 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 N.J.A.C. 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2010-2011 budget includes a maximum travel appropriation of \$39,500. The Assistant Superintendent for Business shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2010-2011 proposed is a maximum regular business travel amount of \$1,500 per employee.

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

Adjournment

On motion by Mr. Hyncik, seconded by Mr. Dudeck and passed, the meeting adjourned at 7:45 p.m.

Diane Strober
Assistant Superintendent for Business/Board Secretary