

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

Special Meeting
May 11, 2010

The meeting was called to order at 9:10 a.m. with the following members present:
Dr. Alan P. Braun, President
Theodore Smith, Vice President
William Hyncik, Jr.
Trudy Doyle
William Dudeck

Also:
Michael Maddaluna, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business Administrator/Board Secretary
Lisa Fittipaldi, Board Attorney

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

Pledge of Allegiance

Resolution

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to personnel matters. Action may or may not be taken.
- C. 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.
- D. 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 Mr. Dudeck and passed on roll call vote, the Board of Education went into closed session at 9:13 a.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 10:55 a.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	

Superintendent's Report

A. Rescind April 26th Board Action – Principal/Supervisors Salaries -2010-2011 SY

On motion by Mr. Hyncik, seconded by Mr. Smith and passed on roll call vote, the Board of Education rescinded the action taken at the April 26, 2010 board meeting at which the board did not approve salaries of principal/supervisors for the 2010-2011 school year in accordance with the Contract Agreement previously approved.

<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. Principal/Supervisors Salaries – 2010-2011 School Year

On motion by Mr. Hyncik, seconded by Mr. Smith 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 2010-2011 school year as listed on Addendum #1.

Mrs. Doyle commented that before she casts her vote, she would like it reflected in the minutes that considering the current fiscal crisis in New Jersey, it would be appropriate for the administrators to come forward and voluntarily freeze their salaries for this year. Mrs. Doyle is disappointed they have not done so. The other board members concurred.

<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

C. Exempt Personnel Salaries – 2010-2011 School Year

On motion by Mr. Hyncik, seconded by Mr. Dudeck and passed on roll call vote, the Board of Education approved the exempt personnel salaries for the 2010-2011 school year at no salary increase as listed on Addendum #2.

Prior to her vote, Mrs. Doyle requested it be reflected in the minutes that these employees will be required to contribute 1.5% of their salary toward their health benefits. She also wanted reflected in the minutes the board appreciates the services of the exempt staff and the sacrifices they are making. Mr. Hyncik noted that in light of what the County has done in terms of freezing employees' salaries, it is appropriate for us to do the same. Mr. Hyncik also recognizes the hardships imposed on these employees as a result. Mr. Dudeck agreed.

<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

D. Job Description

On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved the following job description, Director of Pupil Services, as it appears on Addendum #3.

<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	

Mrs. Doyle noted the board combined two administrative positions into this one new position at a savings to the district of approximately \$70,000.

E. Revised Job Descriptions

On motion by Mr. Hyncik, seconded by Mrs. Doyle and passed on roll call vote, the Board of Education approved the following revised job descriptions as they appear on Addendum #4:

- Director of School Based Youth Services Program
- Student Services Coordinator (as revised to include student tracking)

<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	

F. RVCC/SCVTS Memorandum of Understanding

On motion by Mr. Hyncik, seconded by Mrs. Doyle the Board of Education discussed the RVCC/SCVTS Memorandum of Understanding as prepared by the board attorney contingent upon review and approval by RVCC. (See Addendum #5.)


Discussion ensued on the draft RVCC/SCVTS Memorandum of Understanding. Ms. Fittipaldi will revise the RVCC/SCVTS Memorandum of Understanding to include the board's comments and convey them to Mike Camarino, RVCC attorney. Ms. Fittipaldi also recommended at this time the board take action to table the resolution approving the RVCC/SCVTS Memorandum of Understanding and present for approval at the May 24, 2010 board meeting.

On motion by Mr. Hyncik, seconded by Mrs. Doyle, the Board of Education tabled the RVCC/SCVTS Memorandum of Understanding as prepared by the board attorney. (See Addendum #5.)

<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	

Adjournment

On motion by Mrs. Doyle, seconded by Mr. Dudeck and passed, the meeting adjourned at 11:05 a.m.



Diane Strober
Assistant Superintendent for Business/Board Secretary

**SOMERSET COUNTY VOCATIONAL AND TECHNICAL SCHOOLS
PSA SALARY GUIDE
SY 2010-2011**

PRINCIPAL/SUPERVISORS	STEP/GUIDE	2010-11 salary
Campanella, Robert	C-10	81,500.00
Carey, Peter	B-OG2	119,188.00
Harris, Sherman	B-OG1	120,850.00
Herrera, Michael	B-8	100,507.00
Johnson, Maria	B-4	87,294.00
Jones, Edmund	A-OG1	149,500.00
Morelli, Theresa	B-4	87,294.00
Petrosino, Joseph*	B-11	113,119.00
Wallace, Duane	C-5	71,750.00
Ziegler, Diane	B-9	104,044.00

*Doctorate stipend added to base - \$2,000.00

SOMERSET COUNTY VOCATIONAL AND TECHNICAL SCHOOLS
EXEMPT SALARY GUIDE
SY 2010-2011

Addendum #2

NAME (Exempt Staff)	2010-2011 salary
Benson, Lashaw	32,164.00
Boettger, Stephen	56,291.55
Bowers, Erick	33,873.80
Bowman, Camille	51,345.03
Brink, Pamela	77,765.28
Fresco, Michelle	49,046.38
Hart, Valerie	60,709.00
Hoff, James	79,146.72
Jegou, Carene	69,124.63
Kuschyk, Michael	88,928.94
Nelson, Ernestine	40,617.96
Prudente, Kathleen (10 month)	30,993.40
Sartori, Michele	52,180.39

**SOMERSET COUNTY VOCATIONAL BOARD
OF EDUCATION
JOB DESCRIPTION**

CATEGORY: ADMINISTRATION

ADOPTED:

CERTIFIED

TITLE: DIRECTOR OF PUPIL SERVICES

QUALIFICATIONS:

1. Valid certification as a School Principal or Chief School Administrator.
2. A Masters degree with certifications in special education and leadership, Doctorate preferred.
3. At least five years successful experience in public education, of which the candidate must have a minimum of three years in teaching and two years in supervision.
4. Experience in career and technical education and special education required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Child Study Team, Special Education Teachers, school counselors, and support staff.

JOB GOAL: To develop, implement and nurture relevant educational programs for all general and special education students in an effort to enable each student to be prepared for their next steps toward their career.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership to the pupil services program by implementing a guidance approach for all students
2. Provides leadership and in-service the Child Study Team.
3. Provides leadership and in-service to the school counselors.
4. Provides leadership and in-service to the special education teachers.
5. Supervises and maintains an adequate system of record keeping in all of Pupil Services.
6. Provides leadership for all support personnel in Pupil Services Department
7. Confers with certificated faculty on the ongoing development, implementation, and nurturing of the teaching and learning process.
8. Assumes responsibility for maintaining an awareness of all state regulations.
9. Establishes effective liaison with all sending school districts
10. Evaluates and provides in-service to all members of the Pupil Services Department.
11. Provides leadership to student recruitment efforts
12. Oversees and implements preparation of all required data reports
13. Oversees IDEA and ARRA Grants
14. Develops, implements and nurtures professional learning communities
15. Develops, in a collaborative manner, with an assigned administrator an annual master schedule.

16. Performs other such tasks and assumes other such responsibilities as may be assigned by the Superintendent of Schools

TERMS OF EMPLOYMENT: Twelve (12) month year. Salary, calendar and benefits to be established by the Board of Education

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

PAGE 1 OF 2

CATEGORY: INSTRUCTIONAL SUPPORT

ADOPTED: May 21, 1991

REVISED:

TITLE: DIRECTOR SCHOOL BASED YOUTH SERVICE PROGRAM NON-CERTIFIED

QUALIFICATIONS:

1. Master's Degree in Social Work (MSW)
2. Minimum three years experience in the field of social work
3. Knowledge of DSM-IV, psychiatric medications and substances used and abused
4. Knowledge of area out-patient, partial care, intensive out-patient and in-patient mental health services.
5. Demonstrated ability in dealing with local and state social service agencies and educational systems
6. Knowledge of employer-employee responsibilities
7. Ability to provide counseling and related support services
8. Excellent verbal and writing communication skills
9. Ability to manage funding from multiple funding sources
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Supervisor of Special Projects

SUPERVISES: School Based Youth Service Program staff all of whom are non-certified

JOB GOAL: Direct and coordinate all services and activities of the School Based Youth Service Program including many involvements with the school year and summer Twilight Programs to ensure that the needs of the youth are met as well as the requirements of the various funding sources.

PERFORMANCE RESPONSIBILITIES:

1. Acts as liaison person between the State Department of Children and Families – Division of Prevention and Community Partnerships – Office of School Linked Services and the Division of Youth and Family Services, the school district, the subcontracting agencies and the school based staff.
2. Assembles/writes annual renewal contract with the State Department of Children and Families to include creation of annual program budget
3. Issues Requests for Qualifications and negotiates annual renewal contracts with subcontracting agencies
4. Oversees all fiscal matters of the program including submission of budget modifications and filing of quarterly and final expenditure reports with State Department of Children and Families
5. Makes recommendations to Board for hiring of new school employed, non-certified program staff members, and then trains, directly supervises, and reviews their performance.
6. Collaborates with agency directors to hire, train, supervise, review the performance, and address any personnel issues that may arise with agency employed staff which includes

- licensed social workers, licensed clinical alcohol and drug counselors, licensed practical nurses, life skills workers and recreation/outreach workers.
7. Assures program and staff abide by contract requirements, meet performance measurements and document services provided in state database.
 8. Files quarterly and final program narrative reports with State Department of Children and Families
 9. Writes multiple grants per year and defends grant submissions
 10. Helps implement grant funded programming including helping to assure performance measurements are attained
 11. Participates in on-and-off-site grant monitoring visits and prepares monitoring reports as required
 12. Works closely with the Somerset County Vocational Technical School Foundation to support their activities and to garner their support of our programs and our ability to acquire 501©3 funding
 13. Attends regular meetings of the State Office of School Linked Services, the County Youth Services Commission, the County Workforce Investment Board's Youth Investment Council, the County Juvenile Police Officers Association, the County Sudden Traumatic Loss Coalition, district administrative meetings, agency directors' meetings, and other committee meetings in and outside of school such as the school's crisis management team meetings and the student management committee meetings
 14. Provides consultation and direction to staff to help them work within the confines of district policies, regulations and procedures; their agency's policies, regulations and procedures; federal and state laws; and the Code of Ethics of their profession
 15. Provides consult before potential abuse and neglect reports are made by staff to DYFS and potential suicide reports are made to the Psychiatric Emergency Screening Services
 16. Chairs the school's CORE TEAM and supervises the Student Assistant Counselor (our school based substance abuse counselor)
 17. Provides counseling to students as needed
 18. Attends training to acquire continuing education units and professional development credits to maintain credentials
 19. Assures professional performance is according to the NASW Social Work Code of Ethics
 20. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor

TERMS OF EMPLOYMENT: Twelve-month year. Salary, calendar and benefits to be established by the Board of Education.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION JOB DESCRIPTION

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**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

**ADOPTED: November 23, 2009
Revised: May 11, 2010**

TITLE: STUDENT SERVICES COORDINATOR

NON CERTIFIED

QUALIFICATIONS:

1. Bachelor's degree required, Master's degree preferred.
2. Minimum five years experience in college admissions.
3. Knowledge of post-secondary educational opportunities in general with particular emphasis on New Jersey colleges and universities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Student Services or designee

SUPERVISES: No direct supervisory responsibilities

JOB GOAL: Responsible for assisting students in making a transition from secondary school to the world of work and/or post-secondary education.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for collection, entry and maintenance of data within the student information system for attendance compliance, free/reduced lunch status and compliance with state codes for attendance and truancy policy enforcement.
2. Compiles data for ASSA, NJSMART, VEDS and other state and federal reports as required; develops proficiency with district software and MMS software for completion of all reports.
3. Monitors compliance with all federal, state and local academic policies, procedures and laws.
4. Responsible for preparation, updating, digitalization, storage and retrieval of all district student records.
5. Assists with the creation and maintenance of all academic records.
6. Manages PSAT/NMSQT testing for all district students.
7. Represents student services department on the academy steering committee; manages all out of county tuition contracts including academy tuition contracts.
8. Manages the career center in the areas of college admissions and financial aid; plans and coordinates collegiate visits and presentations. Develops a college readiness system designed to enroll all students in the college of their choice.
9. Serves as district liaison with the higher education community, especially with Rutgers, The State University of New Jersey and Raritan Valley Community College for the purpose of transition services, student assessments, financial aid, transfer credit policies and increased program articulation.
10. Responsible for tracking all students in their future endeavors through current technology.
11. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. 35 hour work week. Salary, calendar and benefits to be established by the Board of Education.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Classified Personnel.

MEMORANDUM OF UNDERSTANDING
RARITAN VALLEY COMMUNITY COLLEGE
AND THE
SOMERSET COUNTY VOCATIONAL/TECHNICAL SCHOOL DISTRICT

AGREEMENT

AGREEMENT, made this ____ day of May 2010, by and between Raritan Valley Community College, 118 Lamington Road, North Branchburg, NJ 08876 (hereinafter referred to as "College") and the Somerset County Vocational and Technical Schools District (hereinafter referred to as "SCVTS"), 14 Vogt Drive, Bridgewater NJ 08807.

The above named parties have agreed to the following terms and conditions:

1. Scope and Term of Program

The College will be the sole provider of all of the adult education programs for Somerset County effective July 1, 2010. These programs include many previously offered by SCVTS. In order to accomplish this objective the College will have to share a number of services that will be provided by SCVTS as outlined in other sections of this agreement and as part of a separate lease agreement for the current SCVTS Technical Institute building (building "B").

The parties agree that the College will begin occupancy of Building B on July 1, 2010. The parties agree that this initial agreement will remain in effect until June 30, 2011. The parties further agree that it is their intention that the College conduct the adult post secondary courses at SCVTS beyond June 30, 2011 but they will meet to determine if any of the provisions of this agreement need to be modified.

2. Required Prior Actions

In order to properly transfer the responsibility and accountability of the educational programs from SCVTS to the College, SCVTS will officially terminate or close the Technical Institute (TI) Program as of June 30, 2010, except for the LPN program which will terminate on December 31, 2010. SCVTS has the obligation to notify all of the appropriate governing bodies and other affected entities of its action(s) including the New Jersey State Department of Education, the United States Department of Education, the Somerset County Board of Chosen Freeholders and the relevant employee bargaining units.

3. Management & Use of Building B

In order to efficiently utilize the available space, the College and SCVTS will schedule all of the academic programming and support services to be housed in building B so as to ensure that each of their respective programs are unimpeded by the other. It is the intent of all parties that adult and college-level courses be offered throughout the day.

4. Ownership of Equipment and Furnishings

SCVTS will transfer title to all movable equipment and furniture located in building B except for those items related to the central technology services department and other items that are listed on Exhibit B. This action will enable the College to take full responsibility for the maintenance and replacement of these items as they are utilized in providing post-secondary education programs and providing administration thereof. Most computer software products are only licensed to owners of equipment. The College will make no additional payments as these items had been purchased with funds provided by Somerset County, the Federal Perkins Equipment program or specific New Jersey state grants.

The College will solely bear the cost of any new furniture or equipment it chooses to install within the building. With respect to technology equipment, the College will coordinate with the appropriate SCVTS department to insure that installation will not negatively impact SCVTS operations.

5. Calculating the Cost of Shared Services and Materials

A. Total Square Footage of All Buildings in Service on SCVTS Campus

SCVTS will identify at the date of this contract all buildings that are currently in use and their measured square footage. These buildings would be those covered by centrally billed utility providers — e.g. electricity, gas, water and sewer. The initial measured space is 212,836 square feet.

B. Square Footage of B Building

The total building is measured at 32,959 square feet. After deducting dedicated space for SCVTS' technology department and the High School Science Academy classrooms and the pro rata usage of space required for other programs, the College will be responsible for 27,275 square feet, which represents 12.8% of the total campus square feet. Exhibit A attached hereto and incorporated herein shows the designation of space utilized by RVCC.

C. Instructional Supplies

The College will likely use shops and laboratories in other SCVTS buildings. It is more cost effective for SCVTS to continue ordering instructional supplies for the entire campus and then bill the College for the approximate quantity used. SCVTS will calculate each semester the cost of supplies for each shop or laboratory department as well as the number of its student contact hours in these facilities.

6. Compensation for Shared Services and Materials

The College will pay \$9.00 per square foot to SCVTS which covers the use of facilities and the following services. The total cost for the year is \$245,475.00. The parties agree however that for the first year the College will only pay SCVTS the sum of \$150,000.00 in two equal installments of \$75,000.00 on September 1, 2010 and January 2, 2011 .

- A. Electricity
- B. Gas
- C. Water and Sewer
- D. Housekeeping
- E. Building Maintenance
- F. ~~General Security~~

While SCVTS will provide security, the College intends to provide additional security personnel at its own cost within the building during its hours of operation.

G. Instructional Materials

The College will pay SCVTS a price per contact hour calculated per 5. C above for each particular shop or laboratory that its students use in other buildings, most frequently building A. The initial base period for the determination of this cost will be SCVTS' fiscal year ended June 30, 2009. The numerator will be the cost of instructional supplies for a particular shop or laboratory; the denominator will be the total number of SCVTS student contact hours recorded in these rooms at the expiration of the semester beginning with the Fall, 2011 semester. For subsequent years, the denominator will be increased for the number of College reported contact hours. SCVTS will bill the College for the number of high school students using instructional materials at the expiration of the add/drop date for the College. SCVTS will bill the College on October 1, 2010 and February 1, 2011 for these costs. The College will remit payment by November 15, 2010 and March 15, 2011 for these costs.

H. Telecommunication Services

SCVTS will allow the College to use a portion of its internet gateway currently provided by Verizon through the NJ Edge consortium. Technical managers from both institutions will determine how much bandwidth will be required for direct College operations. The College will pay SCVTS a proportionate share of its monthly cost for this service upon rebilling by SCVTS

within 30 days of receipt of invoice from SCVTS.

SCVTS will be solely responsible for the ongoing maintenance of network connections within the B building. Should the College require any additional services or connections, both parties will determine the best course of action to achieve the objective and the method to fairly reimburse SCVTS for any incremental costs.

It may be determined that several of the computer supported classrooms in the building will have scheduled joint use with SCVTS programs. If the dominant user of a particular space will be SCVTS, the network connection will be the SCVTS portion. When the College uses the same space and needs to use the computers for its instructional purposes SCVTS will allow the College access to its network at no cost.

7. Repairs & Maintenance—Movable Equipment & Furnishings

The College will be responsible for the maintenance, repair and replacement of all its equipment located in the building including those items referred to in paragraph 4 above.

8. Other Equipment

The College will be permitted to use all equipment in the specialty workshops in building A after 3:30 p.m. at times made available by SCVTS without any additional charge. The supplies consumed will be reimbursed to SCVTS per paragraph G. above.

9. Repairs & Maintenance—Building

Per the provisions of a separate lease agreement between the parties, SCVTS is responsible for the maintenance and repair of building B's exterior, major mechanical systems and adjacent parking lots without assessing any additional pro rata charges.

However, should the College wish to renovate or reconfigure any interior spaces or place new signage on the building or at the parking lot entranceways, any such changes will be at the sole cost of the College. The College will coordinate with SCVTS prior to planning any alterations. The College agrees that the only alterations are to be cosmetic not structural. If requested by SCVTS, the College will restore the premises to its original condition in the event the College no longer occupies the space.

10. Usage of Other Buildings

The College may wish to use other SCVTS facilities in buildings other than A and B after the normal high school schedule. The parties will in a separate Memorandum of Understanding agree to a fair pricing schedule that reimburses SCVTS for its incremental costs. It is agreed

that the College will use any other building after 3:30 p.m..

11. Custody of Student Records

RVCC will take custody of all adult education transcript records as of July 1, 2010, except for the LPN program, which will be January 1, 2011. SCVTS will provide a hard copy of these records as well as in a digital format to be specified by RVCC. RVCC will use its best efforts to respond to any student inquiries regarding these records. However, should RVCC be unable to answer any questions, SCVTS will assist in resolving any open student issues.

12. Indemnification

The College and SCVTS hereby indemnify and hold each other harmless against all losses, claims, or liabilities of any kind (including reasonable attorneys' fees and costs) for personal injury or property damage that were caused by the negligence or omission of their employees, officers, directors, agents or representatives.

13. Insurance

During the term of this Agreement, the College will keep in force, at its own expense, (a) comprehensive general liability insurance, including contractual liability, with carriers authorized to do business in New Jersey, with minimum limits of \$1,000,000 per occurrence and \$3,000,000 aggregate per year; (b) worker's compensation and employer's liability insurance at statutory limits for its employees located at SCVTS; and (c) property damage insurance for loss or damage of \$500,000.

The College will provide SCVTS a certificate of insurance evidencing the above coverages and naming it an additional insured.

14. Authorization

The governing boards of both institutions have approved the broad scope and substance of this agreement. In addition, the Somerset County Board of Chosen Freeholders has endorsed the actions taken by both institutions.

15. No Assignments *SPACE DOWN* One party without the written consent of the other party may not assign this Agreement.

16. Notices

All notices, statements or other documents required by this Agreement shall be hand-delivered or mailed to the following addressees:

For the College:

John Trojan
Vice President Finance & Facilities
118 Lamington Road
Branchburg NJ 08876

For SCVTS:

Diane Strober
Assistant Superintendent for Business
14 Vogt Drive
Bridgewater NJ 08807

16. Operational Management

The College recognizes the primary responsibility of the SCVTS Superintendent to maintain an appropriate learning environment within the rules and procedures of its organization. Whenever necessary the College site manager will endeavor to resolve all contractual issues directly with the Superintendent or his designate. The current personnel occupying these positions are: for the College — Ms. Janet Perantoni, Dean of Corporate & Continuing Education; for SCVTS — Michael Maddaluna, Superintendent

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above:

For Raritan Valley Community College

Dr. Kathleen Crabill, President

For Somerset County Vocational and Technical Schools District

Michael Maddaluna, Superintendent