

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
October 19, 2009

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

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

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: Diane Ziegler, Director of Curriculum and Instruction; Dr. Joseph Petrosino, Director of Special Needs; Bernice Wicks, Director of Community Information and Student Recruitment; Sherman Harris, Supervisor of Special Projects; Duane Wallace, Supervisor of Learning and Technology; Teresa Morelli, Supervisor of Academics; Maureen Lawlor, Guidance Counselor; Helen Mikulak, Manager of Student Financial Services; Michael Herrera, Assistant High School Principal/Director of Career & Technical Education and Workforce Development; Carene Jegou, Administrative Assistant to the Superintendent; Robert Swisher and Wayne Miller, Suplee, Clooney and Company; and parents.

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 Mrs. Ventantonio, the minutes of the regular meeting and executive session held on September 21, 2009 were approved.

Correspondence

- Note from Moncrieff Fisher thanking the Board for the beautiful flowers and support during his time of loss.

Old or Unfinished Business

- Robert Swisher, auditor with Suplee, Clooney & Company reported to the board that the annual school district audit has been completed and final copies of the Comprehensive Annual Financial Report will be provided by the end of the week. Mr. Swisher was pleased to note the district's compliance with A-5, the proper accounting for revenues and expenditures, the implementation of standard operating procedures and internal controls as required by law. Mr. Swisher also brought to the attention of the board the low level of fund balance as of June 30, 2009. The district is allowed to maintain up to 6% of adjusted general fund expenditures or a maximum fund balance for Somerset County Vocational & Technical Schools in the amount of \$996,305.50. Our total unreserved/undesignated fund balance as reported in the 2008-09 audit is \$310,791.76 or 1.87%. He also expressed his concern that the district has been appropriating significant amounts of fund balance to support recent budgets. He warned that this practice cannot be maintained as fund balance is depleted and the district will then need to rely more heavily on the county's support. In summary, Mr. Swisher reported no findings,

recommendations or corrective actions as a result of the review of the district's operations. Mr. Maddaluna thanked Mr. Swisher for the report and the business office staff for its efforts in complying with not only the laws but also applying generally accepted accounting principles and sound business practices.

Student of the Month

- Stephanie Marton, a senior student in the Law & Public Safety Program, was selected as the Student of the Month for October. She is the daughter of Jennifer and Steve Marton of Franklin. In addition to being an honor roll student, Stephanie attended the Emergency Medical Technician classes at SCVTHS and earned her EMT certificate. She plans to volunteer at the East Millstone Rescue Squad. This past summer she was chosen to attend the Girls Career Institute at Douglas College by the New Jersey State Federation of Women's Clubs. Stephanie received high praise for her participation from the Bridgewater Woman's Club president. After she graduates she intends to continue her education at Rutgers University or Montclair University and earn a degree in criminal justice.

National Merit Scholarship Student Presentations

- Henry Wang, a senior student in the Health and Medical Sciences Academy, was awarded a Letter of Commendation for outstanding performance on the 2008 Preliminary SAT/National Merit Scholarship Qualifying Test. He was recognized for "exceptional academic promise demonstrated by his performance." Henry scored in the top 5% of more than 1.5 million students who entered the competition. After he graduates from RVCC in May with an Associate Degree in General Science and from SCVTHS in June with his high school diploma, he plans to continue his education at Stanford, Amherst or Williams College.
- Mark Robert O. Ajala, a senior student in the Health & Medical Sciences Academy, received an Outstanding Participant award from the National Merit Scholarship Program. He scored in the top 3% of more than 160,000 black Americans in the 2010 National Achievement Program when they took the 2008 Preliminary SAT/National Merit Scholarship Qualifying Test. After he receives an Associate of General Science Degree in May from Raritan Valley Community College and a high school diploma from SCVTHS in June, Mark would like to pursue a career in medicine at a college of his choice in New Jersey.

Report of the Attorney

- Ms. Fittipaldi presented the 403(b) resolution for board action and noted other items will be discussed during closed session.

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-G as follows:

A. Employment of Full-Time Personnel

The Board of Education appointed Mr. Erik Fargo to the position of Landscape Maintenance Instructor, Step 4-5/D, at a salary of \$52,380.00 (prorated), effective October 12, 2009.

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

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

Substitutes - \$100.00/day

Marcy Witteman	Julia Houser	Richard D'Alessandro	Ellen VanDyk
<u>High School</u>			
Roberta Snead		Bus Driver (25 hours/week)	\$16.50/hr
Lydia Rosser		Substitute Bus Driver (on call)	\$16.50/hr
<u>Performing Arts</u>			
Camilia Drew-Slade		Prop Master (800 hours)	\$27.38/hr
<u>Creative Arts</u>			
Camelia Drew-Slade		Acting Instructor (100 hours)	\$36.67/hr
Svetlana Volf		Piano Instructor (100 hours)	\$36.67/hr

Technology Institute

Akim Oluwasevn	Computer Technology Instructor (64 hours/Fall Semester)	\$41.13/hr
Renato Mondello	CISCO Network Instructor (124 hours/Fall Semester)	\$41.13/hr
Paul Flor	Electricity Instructor (49 hours/Fall Semester)	\$43.82/hr
Kenneth Schwarz	American Society of Interior Designers Chapter Advisor	\$2,276.00/stipend

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

Christina Casey	Chelsea Phillip	Katelyn Gaffney	Katherine Roe
Jessica Crawford	Benjamin Caropreso	Brittany Buckmire	Dana Noble
Kristin Sarboukh	Megan Doorly	Alec Richard	Emily Parker

C. Title Change

The Board of Education approved a change of title for Mr. Marvin Gordon from Employment Follow-Up Worker to Transition/Follow-Up Worker.

D. Lateral Move

The Board of Education approved Gladys Pokrywa's request for a lateral move from Step 27/A to Step 27/B on the salary guide in the amount of \$82,070.00 (+\$950 longevity) retroactive to September 1, 2009.

E. Title IX Coordinator

The Board of Education reappointed Dr. Joseph Petrosino as the Coordinator of Title IX Education Amendment of 1972 for the 2009-2010 school year.

F. Title 504 Coordinator

The Board of Education reappointed Mr. Peter Carey as the Title 504 Coordinator of the Rehabilitation Act of 1973 for the 2009-2010 school year.

G. Field Trips

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

Mr. Smith questioned item D, lateral move. Mr. Maddaluna informed him of the additional credits earned and the contractual obligation of the board.

<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	

H. Renewal - Memorandum of Agreement Between Education and Law Enforcement Officials (2007/Revisions)

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education renewed the Amendment to the Memorandum of Agreement Between Education and Law Enforcement Officials (2007 Revisions), which remains unchanged, with no additional terms/provisions.

<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	

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, agenda items I and J as follows:

I. VVSA Incident Report Form - EOO-00317

The Board of Education approved use of the NJDOE VV-SA (Violence, Vandalism and Substance Abuse) Incident Report Form E00-00317 as it appears on Addendum #2.

J. 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.

<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	

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, agenda items K-M as follows:

K. Abolish Board Policy - 9110

The Board of Education abolished the following policy:
9110 - Quality Assurance Annual Report

L. 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.

1220 - Employment of Chief School Administrator
R2624 - Grading System
5460 - High School Graduation
5465 - Early Graduation
8760 - Pupil Accident Insurance

M. Board Policies and Regulations - First Reading

The Board of Education approved the following new policy at this first reading as it appears on Addendum #5.
3159-Teaching Staff Member/School District Reporting Responsibilities

<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. Curriculum

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 curriculum for high school students as follows:

Spanish II	Pre-Calculus	Chemistry
Anatomy & Physiology I	Anatomy & Physiology II	Psychology

Mrs. Ventantonio reported that she was not able to open the file sent from Ms. Ziegler.

<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	

O. Acceptance of Funds

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its October 19, 2009 meeting authorized acceptance of funds for the following:

RVCC/SCVTS Sub grantee	CTE Partnership Grant (Student Leadership) (09-10)	\$140,000.00
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<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	

P. IDEA-Part B

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 Sarah Morelli-Stutz, School Psychologist, 2009-2010 annual salary of \$66,011.38 be funded by IDEA-Part B.

<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	

Q. Superintendent's Update

- Mr. Herrera presented the Violence and Vandalism Report as required by law.
- Duane Wallace demonstrated the newly acquired Student Response System to the Board of Education. The SRS enables students to interact and answer questions through handheld devices known as "clickers". Students can answer in a variety of formats including; true-false, multiple choice, likert scale and text. The instructor is able to view the results of the questions on the screen. The use of the Student Response System helps to engage the students and promotes active learning and subject matter retention.

Submission of Bills

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the attached bills were approved for payment.

Fund 10	\$1,526,135.98
Fund 20	\$ 95,675.76
Fund 60	\$ 18,644.37
Fund 95	<u>\$ 5,647.44</u>
Total	\$1,646,103.55

<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

- None

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and Mr. Smith 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 September 2009 and the Treasurer of School Monies for the month of September 2009, 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. Smith	X	
Mr. Hyncik	X	
Mrs. Doyle	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

B. Annual School Audit - 2008-09 School Year

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the 2008-09 school year audit and the Comprehensive Annual Financial Report (CAFR), as prepared by the firm of Suplee, Clooney & Company and the Corrective Action Plan based on their recommendations.

<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	

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, agenda items C-H as follows:

C. Budget Transfers - 2009-2010 SY

The Board of Education approved the following budget transfers for the 2009-10 school year:

From: 13-330-100-610-04-9357 (\$5,600.00) To: 12-310-100-730-00-0000 \$5,600.00

D. Reject Bids - Water Line Replacement

The Board of Education rejected all bids received at the bid opening on September 10, 2009 for the Water Line Replacement project as recommended by the architect and board attorney.

E. Contract Award - Water Line Replacement Project

The Board of Education awarded the contract for the Water Line Replacement project to New Jersey American Water of Plainfield, New Jersey in the amount of \$135,000.00 as recommended by the architect and reviewed and approved by the board attorney.

F. High School Tuition Rates - 2010-2011 School Year

The Board of Education approved high school tuition rates for the 2010-2011 school year as follows:

	Tuition Charged In-County		Tuition Charged Out-of-County	
	Full Time	Shared Time	Full Time	Shared Time
Alternative School	\$18,440	NA	\$18,440	NA
Academy for Health and Medical Sciences	\$2,500	NA	\$3,000	NA
Special Education	\$0	\$0	\$13,000	\$6,500
Twilight Program (includes summer 2010)	\$1,500	NA	\$1,500	NA
Vocational Programs	\$0	\$0	\$10,000	\$5,000

G. Technology Institute Tuition Rates - 2010-2011 School Year

The Board of Education approved the Technology Institute tuition rate of \$95/credit for county residents and \$190/credit for out-of-county residents for the 2010-2011 school year.

H. State Contract Vendors

The Board of Education approved the following state contract vendors pursuant to NJSA 18A:10 for the 2009-2010 school year, effective July 1, 2009 through June 30, 2010.

<u>Vendor Name</u>	<u>State Contract #</u>
Atlantic Office Technology	A51464
PC Mall Gov	A70263

<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	

I. Resolution 2009-10/10-A - 403(b) Plan Document

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education deferred the adopted of Resolution 2009-10/10-A - 403(b) Plan Document as it appears on Addendum #7 (as prepared by the board attorney).

<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	

J. Three-Year Comprehensive Maintenance Plan

On motion by Mr. Hyncik, seconded by Mrs. Ventantonio 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 #8.

<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	

K. Obsolete Equipment

On motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the removal of the following equipment as obsolete and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Date Purchased</u>	<u>Location</u>
Canon Digital Copier C4001	20036506	January 2003	TI

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

November 2, 2009

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

November Meeting

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

November 23, 2009

6:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks reported to the board on the following: *The Star Ledger* article regarding the Academy; the production of *Pippin* will be held on November 12th, 13th and 14th; fund raiser of Julie Strober's cosmetology class for Mackenzie Wright raised \$1,800; and Friday will be a legislative breakfast at 8:30 a.m. in the Trade Wins restaurant.

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 SCTI/RVCC update. 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 Dr. Braun, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education went into closed session at 6:45 p.m.

<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	

Open Session

On motion by Dr. Braun, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education reopened the meeting at 7:05 p.m.

<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	

Adjournment

On motion by Dr. Braun, seconded by Mr. Hyncik and passed the meeting adjourned at 7:07 p.m.

Diane Strober
Business Administrator/Board Secretary