

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

Regular Meeting
September 21, 2009

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

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, Principal
Dr. Michael Illuzzi, Director of Post-Secondary Education
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder, absent

Others: Michael Herrera, Assistant High School Principal/Director of Career & Technical Education and Workforce Development; Dr. Joseph Petrosino, Director of Special Education; Peter Carey, Director of Student Services; Bernice Wicks, Director of Community Information and Student Recruitment; Patrick Pelliccia, Curriculum and Instruction Coordinator; Maria Johnson, Supervisor of Academics; Carene Jegou, Administrative Assistant to the Superintendent and Deidre Poole.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik, the minutes of the regular meeting and executive session held on August 24, 2009 were approved.

Correspondence

- Dr. Braun reported that he and Mrs. Ventantonio attended the funeral services for the passing of Octavia Fisher, spouse of the former board of education president, Monty Fisher. He wished him well.
- Senator Bateman sent his congratulations to Mr. Maddaluna for being selected the president of the New Jersey Council of County Vocational-Technical Schools.
- Assemblywoman Denise Coyle also sent her congratulations to Mr. Maddaluna on his recent appointment.

Old or Unfinished Business

- None

Report of the Attorney

- Ms. Fittipaldi reported that the organizational chart needs to be reviewed and that other matters 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-H as follows:

A. Employment of Full-Time Personnel - 2009-2010 School Year

The Board of Education appointed Ms. Theresa Clothier to the position of Computer Literacy Instructor (TOPS), at a salary of \$30,706.10 (67%) (prorated), Step 4-5/A, effective September 23, 2009.

B. Employment of Part-Time Personnel - 2009-2010 School Year

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

High SchoolSubstitutes - \$100.00/day

Elias Leader Donald Farley Tiffany Morris Kimberly Hart Edward Crum J. Anthony Kennette

Twilight

George Byrd	Auto Body Instructor (300 hrs)	\$38.00/hr
Evangeline Byrd	Intro to PC Instructor (300 hrs)	\$38.00/hr
Janet Coleman	Cosmetology Instructor (300 hrs)	\$38.00/hr
Wallace Shackell	Substitute (on call)	\$38.00/hr
Patricia Morales	Nurse (12 ½ hrs/wk)	\$32.00/hr

TOPS

Nzinga Basir	Administrative Assistant (34 hrs/wk)	\$18.00/hr
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Technology Institute

Hope Sferra	Interior Design (4 hrs/wk)	\$38.84/hr (Step 3)
Margaret Ponzio	Interior Design (4 hrs/wk)	\$38.84/hr (Step 3)
Raymond Esler	Auto Body (82 hrs)	\$45.82/hr** (Step 6)
Edward George	Computer Aided Drafting (79 hrs)	\$45.82/hr** (Step 6)
Kenneth Rowbotham	Soils & Foundations (64 hrs)	\$43.82/hr (Step 6)
Michael McClain	Commercial Wiring (82 hrs)	\$43.82/hr (Step 6)
Patrick Howard	HVAC (139 hrs)	\$43.82/hr (Step 6)
Susan Weber	Cosmetology Substitute (on call)	\$43.82/hr
Cynthia Hoffman	Cosmetology Classroom Aid (20 hrs/wk)	\$35.00/hr

**Denotes beginning of 20th year or more of continuous service pay rate.

C. Title Change

The Board of Education approved a change of title for Mr. Robert Campanella from PC Support Manager (Step D-15) to Supervisor of Information Technology (Step D-16) for a salary of \$78,666.00 (prorated), effective October 1, 2009.

D. Lateral Move

The Board of Education approved Daysi Lakhli's request for a lateral move from Step 8-9/A to Step 8-9/B on the salary guide in the amount of \$51,545.00 retroactive to September 1, 2009.

E. Job Description

The Board of Education approved Job Description - Transition/Follow-up Worker as it appears on Addendum #1.

F. Extra-Curricular Appointments - 2009-2010 School Year

The Board of Education approved the following for extra-curricular activities for the 2009-2010 school year:

Karen Long	Bowling Club Advisor/Coach	\$1,650.63
	Ski Club Advisor	\$1,650.63
James Strickhart	Assistant Baseball Coach	\$2,971.00

G. Field Trips

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

H. School Violence Awareness Week

The Board of Education declared October 19-23, 2009 as "School Violence Awareness Week."

<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. Application for Approval to Operate Alternative School Program 2009-2010 School year

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 application for approval to operate Alternative School Program for the 2009-2010 school year.

<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. 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 revised curriculum for high school students as follows:

World History	US History I	US History II	Algebra I
Earth Science	Biology	Automotive Technology	

Mrs. Ventantonio questioned if they have amended the changes in the curriculum. Mrs. Doyle responded, yes, the changes have been made and a hard copy is available.

<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. Affirmative Action Committee

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mr. Hyncik and passed on roll call vote, 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 Advisor
 Daysi Lakhlif, Instructor
 Alan Creveling, Instructor
 Garry Gewant, Instructor

<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. Organizational Chart

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education tabled the district's revised organizational chart as it appears 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 M and N as follows:

M. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its September 21, 2009 meeting authorized application for funds for the following:

NJ Department of Labor	YTTW - Carpentry (10/1/09-9/30/10)	\$180,000.00
Somerset County Cultural Heritage Commission	Creative Arts Program (Arts in Non-Traditional Venues - 1/1/10-12/31/10)	\$ 8,000.00

N. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its September 21, 2009 meeting authorized acceptance of funds for the following:

Juvenile Justice Multi- Disciplinary Team	Summer Twilight 2009	\$ 1,650.00
NJ Department of Education	Perkins - Secondary (7/1/09-6/30/10)	\$ 825.00
NJ Department of Children & Families	School Based Youth Services (7/1/09-6/30/10)	\$224,177.00
		\$346,477.00

<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 O and P as follows:

O. Revised Board Policies and Regulations - Second Reading

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

0142.1 - Nepotism

1220 - Employment of Chief School Administrator

1620 - Administrative Employment Contracts

2460 - Special Education

R2460 - Special Education

R2460.1 - Special Education - Location, Identification and Referral

R2460.7 - Special Education - Free and Appropriate Public Education

2467 - Surrogate Parents and Foster Parents

5320 - Immunization

R5320 - Immunization

5331 - Management of Life-Threatening Allergies in Schools

R5331 - Management of Life-Threatening Allergies in Schools

5512.01 - Harassment, Intimidation and Bullying

R5512 - Reporting Procedure - Hazing and/or Harassment, Intimidation and Bullying

6423 - Expenditures for Non-Employee Activities, Meals and Refreshments

6470 - Payment of Claims

6510 - Payroll Authorization

6830 - Audit and Comprehensive Annual Financial Report

R7410.01 - Facilities Maintenance, Repair Scheduling and Accounting

9120 - Public Relations Program

P. New Board Policies and Regulations - Second Reading

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

2428.1 - Standards-Based Instructional Priorities

R2460.16 - Special Education - Instructional Material to Blind or Print-Disabled Pupils

6471 - School District Travel

R6471- School District Travel

6832 - Conditions of Receiving State Aid

8311 - Managing Electronic Mail

R8420.7 - Lockdown Procedures

<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. 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	X	
Dr. Braun	X	

R. Professional Workshop Request - Dr. Alan P. Braun

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 request of Dr. Alan P. Braun to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2009. Cost as follows:

Registration-\$200.00 Lodging-\$234.00 Meals-\$94.00 Mileage-\$75.33 Parking/Tolls-\$20.00

<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	

S. Professional Workshop Request - Theodore Smith

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 request of Theodore Smith to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2009. Cost as follows:

Registration-\$200.00 Lodging-\$234.00 Meals-\$94.00 Mileage-\$60.14 Parking/Tolls-\$20.00

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

T. Professional Workshop Request - William Hyncik, Jr.

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 request of William Hyncik, Jr. to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2009. Cost as follows:

Registration-\$200.00 Lodging-\$234.00 Meals-\$94.00 Mileage-\$57.35 Parking/Tolls-\$20.00

<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	

U. Professional Workshop Request - Trudy Doyle

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 request of Trudy Doyle to attend the NJSBA Annual Conference in Atlantic City, New Jersey from October 28-30, 2009. Cost as follows:

Registration-\$200.00 Lodging-\$234.00 Meals-\$94.00 Mileage-\$75.64 Parking/Tolls-\$20.00

<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	

V. Superintendent's Update

- Mr. Carey reported on the HSPA testing Corrective Action Plan, the statistical analysis of the test scores for Language Arts Literacy and Mathematics and the demographic snapshot. Mrs. Doyle discussed the manual (by hand) calculation of the data due to an entry omission. Dr. Braun requested the faculty be thanked for their efforts.
- Mr. Maddaluna stated that only two of the county vocational schools are share time only, we are moving toward full time enrollment by attempting to provide more academic challenges to attract more full time students.

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	\$1,398,565.20
Fund 20	\$ 94,495.43
Fund 30	\$ 118,113.37
Fund 95	<u>\$ 180.02</u>
Total	\$1,611,354.02

<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

- Suplee, Clooney & Company, school district auditors, are on site conducting the annual school district audit.

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149

On motion by Mrs. Ventantonio, seconded by Hr. Hyncik 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 August 2009 and the Treasurer of School Monies for the month of August 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 #5)

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

B. 2009 County Capital

The Board of Education ratified the additional 2009 County Capital allocation in the amount of \$100,000 for the total 2009 allocation of \$1,165,000 as it appears on Addendum #6.

The Board of Education also authorized public advertisement and solicitation of competitive bid proposals for the 2009 capital projects as it appears on Addendum #6.

C. Submission of Documentation and Modification of Long Range Facility Plan - 2009 Capital Projects

The Board of Education authorized submission of documentation and modification of Long Range Facility Plan 2009 approved capital projects.

<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	

October 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:

October 19, 2009

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 article about Mr. Maddaluna being elected President of the New Jersey Council of County Vocational-Technical Schools. She also noted that Mr. Carey represented the United States as the American Delegate at the SkillsUSA competition held in Calgary.
- Deidre Poole thanked the board of education for continuing the cosmetology and other programs at the Somerset County Technology Institute, however, she did not understand why the students had to help move supplies and materials from the old classroom to the new classroom during this transition. She also noted the atmosphere in the office needs to improve and it should start with communications with Ms. Mikulak. Ms. Poole personally thanked Dr. Illuzzi and Ms. Johnson for their support and help during this time.

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, superintendent evaluation document and seniority list. 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 Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education went into closed session at 6:40 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 Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education reopened the meeting at 7:15 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 Mr. Hyncik, seconded by Mrs. Ventantonio and passed, the meeting adjourned at 7:16 p.m.

Diane Strober
Business Administrator/Board Secretary