

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Reorganization Meeting
November 1, 2011
4:00 p.m.

The New Jersey Statutes Annotated 18A stated under 18A:54-18 that the County Vocational Boards of Education shall organize annually on November 1st by the election of a President and Vice President, unless November 1st shall fall on a Sunday, in which case the Board shall organize the following day. The law was amended in 1970 and became effective December 3, 1970, by adding the following: If the organization meeting cannot take place on the day hereinabove provided for by reason of a lack of a quorum or for any other reason, said meeting shall be held within three days thereafter.

Diane Strober, Assistant Superintendent for Business/Board Secretary called the meeting to order at 4:05 p.m. with the following board members present:

William Hyncik, Jr., President
William Dudeck, Vice President
Dr. Alan P. Braun
Theodore Smith
Dr. Kathleen Serafino, Executive County Superintendent, absent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder Director, Board Liaison, absent
Others: Diane Ziegler, High School Principal

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

Pledge of Allegiance

A. Board of Education President

The Board Secretary asked for nominations for the position of President.

On motion by Mr. Smith, seconded by Dr. Braun, Mr. Hyncik was nominated for the position of President.

Are there any other nominations? None

On motion by Mr. Dudeck, seconded by Dr. Braun, the nominations for President were closed.

A roll call vote for Mr. Hyncik as President was taken.

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

B. Board of Education Vice President

Mr. Hyncik assumed the President's chair and called for nominations for the position of Vice President.

On motion by Dr. Braun, seconded by Mr. Smith, Mr. Dudeck was nominated for the position of Vice President.

Are there any other nominations? None

On motion by Dr. Braun, seconded by Mr. Dudeck, the nominations for Vice President were closed.

A roll call vote for Mr. Dudeck as Vice President was taken.

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

C. Secretary to the Board of Education

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed Diane Strober to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2012.

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

D. Treasurer of School Moneys

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed Michelle Fresco to serve as interim Treasurer of School Moneys at a salary of \$5,000.00 until such time a replacement treasurer can be appointed.

Mr. Hyncik noted this will be discussed on a future agenda.

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

E. Board Attorney

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed Lisa Fittipaldi to serve as Board Attorney at a rate of \$197.00 per hour until the reorganization meeting to be held in November 2012.

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

F. Auditor

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed the firm of Suplee, Clooney & Company as auditor for all school funds at a fee of \$33,380.00 for the school year July 1, 2011 to June 30, 2012.

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

G. Engineer of Record

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed PS&S to serve as Engineer of Record per the fee schedule until the reorganization meeting to be held in November 2012.

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

H. Architect of Record

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed USA Architects, Planners + Interior Designers, P.A. to serve as Architect of Record per the fee schedule until the reorganization meeting to be held in November 2012.

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

I. School Physician

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed Warren Medicenter as school physicians per the fee schedule until the reorganization meeting to be held in November 2012.

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

J. Broker of Record for Employee Medical, Dental and Vision Benefit Plans

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed Conner Strong & Buckelew to serve as the Broker of Record for employee medical, dental and vision benefit plans at a fee of \$49,500 until the reorganization meeting to be held in November 2012.

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

K. Board of Education Meeting Dates - 2012

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved that the regular meetings of the Vocational Board of Education be held:

Day: 4th Monday of each month (Addendum #1)

Time: 5:00 p.m.

Place: Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey

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

L. Banking Institution

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved Fulton Bank of New Jersey as the banking institution to hold the following accounts:

Operating	Account #01-1199
Payroll	Account #19306
Agency	Account #19311
Cafeteria	Account #01-1253
High School (Visa/MC)	Account #19593
Scholarship	Account #00210100656
HS Student Activity	Account # 06-1043
Summer Savings	Account # 7522

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

M. Check Signature Authorization

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education authorized the following to sign all checks and pay all bills from these accounts when properly audited:

Operating #01-1199	Mr. William Hyncik, Jr., Board of Education President Michelle Fresco, Treasurer of School Moneys Diane Strober, Assistant Superintendent for Business/Board Secretary
Payroll #19306	Michelle Fresco, Treasurer of School Moneys
Agency #19311	Michelle Fresco, Treasurer of School Moneys
Cafeteria #01-1253	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
High School (Visa/MC) #19593	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
Scholarship #00210100656	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
HS Student Activity # 06-1043	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary

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

N. Official Newspapers

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education authorized the *Courier News*, *Somerset Messenger Gazette*, *The Home News Tribune* and *The Star Ledger* as the official newspapers circulating in Somerset County. All legal advertisements requesting bids, etc. may be placed in the *Courier News*, *Messenger Gazette*, *The Home News Tribune* or *The Star Ledger*.

Mr. Dudeck questioned why the board advertises in the *Messenger Gazette*. Mrs. Strober responded this is a free publication which promotes the district and is distributed to the local community.

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

O. Rules of Order

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved that the meetings of the Somerset County Vocational Board of Education be governed by our “Rules of Order” supplemented by *Robert’s Rules of Order*. In the event of a conflict, our rules would take precedence over those of *Robert’s Rules of Order*.

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

P. Board Policies and Regulations

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education readopted the revised policies and regulations of the Somerset County Vocational Board of Education until the reorganization meeting to be held in November 2012.

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

Q. Job Descriptions

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education adopted the job descriptions of the Somerset County Vocational Board of Education until the reorganization meeting to be held in November 2012.

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

R. Curriculum and State Mandated Programs – 2011-12 SY

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the curriculum and state mandated programs and services for the 2011-12 school year until the reorganization meeting to be held in November 2012. (Addendum #2)

Mr. Smith noted that during the interview process for both superintendent and high school principal that the importance of providing rigorous academics was emphasized. Mr. Dudeck asked if there are any changes from the prior year. Mrs. Ziegler responded that the 2011-2012 curricula addresses rigorous academics by offering an honors track, new virtual courses and updated curricula. Dr. Harttraft discussed the enhancement to the curricula through structured learning experiences (SLE); she further explained these opportunities support and expand the existing curricula. Dr. Harttraft shared with the board the direction the New Jersey Council of County Vocational Schools is looking to take with regard to the future of career and technical education. Mr. Hyncik noted the importance of having insight and access to such information.

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

S. Somerset County Joint Insurance Fund Membership – 2012-2015

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved to renew membership in the Somerset County Joint Insurance Fund for a three (3) year period, beginning January 1, 2012 and ending January 1, 2015.

Dr. Braun reported that annually the district receives a dividend between \$25,000-\$35,000 as a direct result of the Somerset County Joint Insurance Fund's safety related initiatives.

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

T. Trustee and Alternate Trustee to the Somerset County Joint Insurance Fund

On motion by Mr. Dudeck, seconded by Dr. Braun and on roll call vote, the Board of Education appointed Dr. Alan P. Braun as a trustee and Diane Strober as an alternate trustee to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2012.

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

U. Executive Committee Member of the Somerset County Association of Boards of Education

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education appointed William Dudeck as a member of the Executive Committee of the Somerset County Association of Boards of Education until the reorganization meeting to be held in November 2012.

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

V. Voting Member of the New Jersey Schools Boards Association

On motion by Dr. Braun, seconded by Mr. Hyncik and on roll call vote, the Board of Education appointed William Dudeck as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2012.

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

- W. Legislative Committee Member for District #16 of the New Jersey School Boards Association
On motion by Dr. Braun, seconded by Mr. Hyncik and on roll call vote, the Board of Education appointed William Dudeck as a Legislative Committee member representing the Legislative District #16 of the New Jersey School Boards Association until the reorganization meeting to be held in November 2012.

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

- X. Board of School Estimate
On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education appointed Dr. Alan P. Braun and William Dudeck as members of the Board of School Estimate until the reorganization meeting to be held in November 2012.

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

- Y. Somerset County Educational Services Commission Representative Assembly
On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed Theodore Smith as a member and Dr. Kathleen Serafino as an alternate member of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2012.

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

- Z. Organizational Chart
On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the district's Organizational Chart as it appears on Addendum #3.

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

- AA. Open Public Records Act (OPRA) Officer – 2011-12 School Year
On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education appointed the Assistant Superintendent for Business/Board Secretary (Ms. Diane Strober) as the primary custodian of records and the Superintendent (Dr. Chrys Harttraft) as the secondary custodian of records for the 2011-12 school year.

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

Update

- The board of education will operate as a committee of the whole.

Adjournment

On motion by Dr. Braun, seconded by Mr. Dudeck and passed, the meeting adjourned at 4:50 p.m.



Diane Strober
Assistant Superintendent for Business/Board Secretary

2012

**Somerset County Vocational Board of Education
Regular Scheduled Board Meetings**

4th Monday of each month
5:00 p.m.

Somerset County Vocational & Technical Schools
Technology Center
14 Vogt Drive
Bridgewater, New Jersey

January 23, 2012
February 27, 2012
March 26, 2012
April 23, 2012
May 21, 2012 (3rd Monday)
June 25, 2012
July 23, 2012
August 27, 2012
September 24, 2012
October 22, 2012
November 19, 2012 (3rd Monday)
December 17, 2012 (3rd Monday)

**SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS
CURRICULUM and SERVICES
2011-2012**

Academic High School Course Offerings

(all courses are taught at college prep level)

- *English Department*
English 9
English 10
English 11
English 12

- *Mathematic Department*
Algebra I
Algebra 2
Geometry
Pre Calculus
Calculus

- *Science Department*
Physical Science
Biology
Biochemistry
Anatomy & Physiology 1 & 2
Chemistry
Physics

- *Social Studies Department*
U.S. History I
U.S. History II
World History

- *Physical Education Department*
Physical Education 9-12
Driver Education (Health II)
Health I---Mental and Social Health
Health III---Nutrition, and Pregnancy through Adulthood
Health IV--- Preventing Disease, Community Health and Safety

- *World Languages Department*
Spanish 1
Spanish 2
Spanish 3
Latin 1 (via NJ Virtual School)

- *Performing Art Department*
Photography
Foundations of Art

Career Technical Education (CTE) Programs

1. Applied Horticulture/Horticulture Operations
2. Graphic & Printing Equipment Operator, General Production
3. Computer Systems Networking & Telecom/Cisco Academy
4. Cosmetology/Cosmetologist, General
5. Culinary Arts/Chef Training
6. Law & Public Safety
7. Carpentry/Carpenter Building Trades
8. Electrical Construction
9. Plumbing
10. Autobody/Collision & Repair Technology
11. Automotive Mechanics
12. Diesel Mechanics
13. Small Engine Mechanics
14. Welding
15. Dance
16. Graphic Design
17. Drama & Dramatics, Theatre Arts, General
18. Health Occupations (Nursing Assistant/Aide & Patient Care Assistant)

Health and Medical Science Academy

- Science Offerings:
Honors Biology
Honors Physical Science
Anatomy & Physiology 1 & 2 (RVCC early credit course)
General Biology 1 & 2 (RVCC early credit course)
General Chemistry 1 & 2 (RVCC early credit course)
General Physics 1 & 2 (RVCC early credit course)
- Mathematics Offerings:
Honors Combined Algebra
Honors Geometry-Trigonometry
Pre Calculus 1 & 2 (RVCC early credit course)
Calculus 1 & 2 (RVCC early credit course)
Statistics 1 & 2 (RVCC early credit course)

- English Offerings:
Honors English 9
Honors English 10
English Composition I (RVCC early credit course)
English Composition 2 (RVCC early credit course)
- Physical Education and Health Offerings:
Health & Physical Wellness 9, 10, 11, 12
- Social Studies Offerings:
Honors US History 1 & 2
Honors World History
Introduction to Cultural Anthropology (RVCC early credit course)
Human Origins (RVCC early credit course)
- World Language Offerings:
Spanish 1, 2, 3, 4, 5
- Elective Offerings:
Computer Literacy (RVCC early credit course)
Current Moral & Social Issues (RVCC early credit course)

Student Services

Guidance Counseling
Child Study Team
Linkages Program (school-based youth services)
Peer Mentoring
Health Services
Youth Summit Challenge
I. & R. S. (Intervention & Referral Services)
A.V.E.R.T. (Anti-Violence Emergency Response Team)
Section 504/IDEA

Leadership Development Student Organizations

American Welding Society (AWS)
FFA (Future Farmers of America)
HOSA (Health Occupations Students of America)
Interact: Peer Mentoring
National Honor Society
National Technical Honor Society
SkillsUSA

SOMERSET COUNTY VOCATIONAL AND TECHNICAL SCHOOLS ORGANIZATIONAL CHART

