

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, Business Administrator/Board Secretary called the meeting to order at _____ 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

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

Members of the Press: _____

Others: _____

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 _____, seconded by _____, _____
was nominated for the position of President.

Are there any other nominations? _____

On motion by _____, seconded by _____, the nominations for
President were closed.

A roll call vote for _____ as President was taken.

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

B. Board of Education Vice President

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

On motion by _____, seconded by _____, _____ was nominated for the position of Vice President.

Are there any other nominations? _____

On motion by _____, seconded by _____, the nominations for Vice President were closed.

A roll call vote for _____ as Vice President was taken.

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

C. Secretary to the Board of Education

It is recommended the Board of Education appoint Diane Strober to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2012.

Motion _____ Second _____
Discussion
Call the Roll

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

D. Treasurer of School Monies

It is recommended the Board of Education appoint Michelle Fresco to serve as interim Treasurer of School Monies at a salary of \$5,000.00 until such time a replacement treasurer can be appointed.

Motion _____ Second _____
Discussion
Call the Roll

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

E. Board Attorney

It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

F. Auditor

It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

G. Engineer of Record

It is recommended the Board of Education appoint PS&S to serve as Engineer of Record per the fee schedule until the reorganization meeting to be held in November 2012.

Motion _____ Second _____
Discussion
Call the Roll

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

H. Architect of Record

It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

I. School Physician

It is recommended the Board of Education appoint Warren Medcenter as school physicians per the fee schedule until the reorganization meeting to be held in November 2012.

Motion _____ Second _____
 Discussion
 Call the Roll

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

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

It is recommended the Board of Education appoint Conner Strong & Buckelew to serve as the Broker of Record for employee medical, dental and vision benefit plans per the fee schedule until the reorganization meeting to be held in November 2012.

Motion _____ Second _____
 Discussion
 Call the Roll

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

K. Board of Education Meeting Dates - 2012

It is recommended the Board of Education approve 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

Motion _____ Second _____
 Discussion
 Call the Roll

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

L. Banking Institution

It is recommended the Board of Education approve 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

Motion _____ Second _____
 Discussion
 Call the Roll

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

M. Check Signature Authorization

It is recommended the Board of Education authorize 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 Monies
	Diane Strober, Business Administrator/Board Secretary
Payroll #19306	Michelle Fresco, Treasurer of School Monies
Agency #19311	Michelle Fresco, Treasurer of School Monies
Cafeteria #01-1253	Dr. Chrys Harttraft, Superintendent
	Diane Strober, Business Administrator/Board Secretary
High School (Visa/MC) #19593	Dr. Chrys Harttraft, Superintendent
	Diane Strober, Business Administrator/Board Secretary
Scholarship #00210100656	Dr. Chrys Harttraft, Superintendent
	Diane Strober, Business Administrator/Board Secretary
HS Student Activity # 06-1043	Dr. Chrys Harttraft, Superintendent
	Diane Strober, Business Administrator/Board Secretary

Motion _____ Second _____
 Discussion
 Call the Roll

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

N. Official Newspapers

It is recommended the Board of Education authorize 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*.

Motion _____ Second _____
 Discussion
 Call the Roll

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

O. Rules of Order

It is recommended the Board of Education approve 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*.

Motion _____ Second _____

Discussion

Call the Roll

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

P. Board Policies and Regulations

It is recommended the Board of Education readopt the revised policies and regulations of the Somerset County Vocational Board of Education until the reorganization meeting to be held in November 2012.

Motion _____ Second _____

Discussion

Call the Roll

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

Q. Job Descriptions

It is recommended the Board of Education adopt the job descriptions of the Somerset County Vocational Board of Education until the reorganization meeting to be held in November 2012.

Motion _____ Second _____

Discussion

Call the Roll

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

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

It is recommended the Board of Education approve 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)

Motion _____ Second _____

Discussion

Call the Roll

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

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

It is recommended the Board of Education approve 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.

Motion _____ Second _____
Discussion
Call the Roll

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

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

It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

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

It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

V. Voting Member of the New Jersey Schools Boards Association

It is recommended the Board of Education appoint William Dudeck as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2012.

Motion _____ Second _____
Discussion
Call the Roll

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

- W. Legislative Committee Member for District #16 of the New Jersey School Boards Association
It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

- X. Board of School Estimate
It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

- Y. Somerset County Educational Services Commission Representative Assembly
It is recommended the Board of Education appoint 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.

Motion _____ Second _____
Discussion
Call the Roll

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

Z. Organizational Chart

The Superintendent recommends the Board of Education approve the district's Organizational Chart as it appears on Addendum #3.

Motion _____ Second _____

Discussion

Call the Roll

Roll Call Yes No

Mr. Smith

Dr. Braun

Mr. Dudeck

Mr. Hyncik

Dr. Serafino

AA. Open Public Records Act (OPRA) Officer – 2011-12 School Year

It is recommended the Board of Education appoint 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.

Update

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

Adjournment

On motion by _____, seconded by _____ and passed, the meeting adjourned at _____ p.m.

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

