

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Reorganization Meeting  
November 5, 2012  
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 1<sup>st</sup> by the election of a President and Vice President, unless November 1<sup>st</sup> 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 4:07 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

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

Pledge of Allegiance

A. Board of Education President

Diane Strober, Board Secretary, asked for nominations for the position of President.

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

Are there any other nominations? None

On motion by Dr. Braun, seconded by Mr. Smith, 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 Mr. Smith, seconded by Dr. Braun, 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. Smith 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 2013.

<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 Monies

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed Michelle Fresco to serve as Treasurer of School Monies at a salary of \$5,000 until the reorganization meeting to be held in November 2013.

<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 Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed Lisa Fittipaldi to serve as Board Attorney at a rate of \$200 per hour until the reorganization meeting to be held in November 2013.

<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	

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, agenda items F through AA as follows:

F. Auditor

The Board of Education appointed the firm of Suplee, Clooney & Company as auditor for all school funds at a fee of \$33,380 for the school year July 1, 2012 to June 30, 2013.

## G. Engineer of Record

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 2013.

## H. Architect of Record

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 2013.

## I. School Physician

The Board of Education appointed Warren Medicenter as school physicians per the fee schedule until the reorganization meeting to be held in November 2013.

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

The Board of Education appointed 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 2013.

## K. Board of Education Meeting Dates - 2013

The Board of Education approved that the regular meetings of the Vocational Board of Education be held:

Day: 4<sup>th</sup> Monday of each month (Addendum #1)

Time: 5:00 p.m.

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

## L. Banking Institution

The Board of Education approved Fulton Bank of New Jersey as the banking institution to hold the following accounts:

Operating	Account #000011199
Payroll	Account #019306
Agency	Account #019311
Cafeteria	Account #011253
High School (Visa/MC)	Account #000019593
Scholarship	Account #210100656
Student Activity	Account #000061043
Flexible Spending Account	Account #1101035189
Summer Savings	Account #1101036028

## M. Check Signature Authorization

The Board of Education authorized the following to sign all checks and pay all bills from these accounts when properly audited:

Operating #000011199	William Hyncik, Jr., Board of Education President Michelle Fresco, Treasurer of School Monies Diane Strober, Assistant Superintendent for Business/Board Secretary
Payroll #019306	Michelle Fresco, Treasurer of School Monies
Agency #019311	Michelle Fresco, Treasurer of School Monies
Cafeteria #011253	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
High School (Visa/MC) #000019593	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
Scholarship #210100656	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business /Board Secretary
Student Activity #000061043	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
Flexible Spending #1101035189	Michelle Fresco, Treasurer of School Monies

Summer Savings #1101036028

Diane Strober, Assistant Superintendent for Business/Board Secretary  
Michele Sartori, Bookkeeper/Accountant (Payroll)

N. Official Newspapers

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*.

O. Rules of Order

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*.

P. Board Policies and Regulations

The Board of Education readopted the policies and regulations of the Somerset County Vocational Board of Education.

Q. Job Descriptions

The Board of Education readopted the job descriptions of the Somerset County Vocational Board of Education.

R. Curriculum/Textbooks and State Mandated Programs – 2012-13 SY

The Board of Education approved the curriculum/textbooks and state mandated programs and services for the 2012-13 school year. (Addendum #2)

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

The Board of Education approved to renew membership in the Somerset County Joint Insurance Fund for year 2 of a three (3) year period, beginning January 1, 2012 and ending January 1, 2015.

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

The Board of Education appointed Mr. Hyncik 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 2013.

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

The Board of Education appointed Mr. 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 2013.

V. Voting Member of the New Jersey Schools Boards Association

The Board of Education appointed Mr. Dudeck as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2013.

W. Legislative Committee Member for District #16 of the New Jersey School Boards Association

The Board of Education appointed Mr. 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 2013.

X. Board of School Estimate

The Board of Education appointed Mr. Hyncik and Mr. Dudeck as members of the Board of School Estimate until the reorganization meeting to be held in November 2013.

Y. Somerset County Educational Services Commission Representative Assembly

The Board of Education appointed Mr. Smith as a member and Dr. Chrys Harttraft as an alternate member of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2013.

Z. Organizational Chart

The Board of Education approved the district’s Organizational Chart as it appears on Addendum #3.

AA. Open Public Records Act (OPRA) Officer – 2012-13 School Year

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 2012-13 school year.

Discussion ensued. Mr. Hyncik asked Dr. Braun to please provide the board with a history of the Joint Insurance Fund (JIF). Dr. Braun noted the JIF was formed approximately twenty years ago. It provides various insurances to local government entities and agencies. (Current participants are Somerset County, Bridgewater Township, Raritan Valley Community College, Somerset County Park Commission, Township of Branchburg, Township of Green Brook, Township of Raritan, Township of Clinton and Township of Delaware.) As a result of the JIF’s efforts, the fund has distributed annual dividends. Our district receives approximately \$25,000 each year. The commissioners meet once a month from 8:30-9:00 a.m. at the Somerset County Park Commission Headquarters on Milltown Road in Bridgewater.

<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	

President’s Update

- President. Hyncik gave his overview of the past school year; sharing with the board it was a great year. He felt it was important to note the cooperation and support between the school board members, superintendent, business administrator, administrators and the administrative support staff who have taken on more responsibilities with less people and have done a great job. Mr. Hyncik noted that over the past year the board has operated as a “committee of the whole” which has been successful. Although, when necessary, the board has created smaller committees to meet specific needs.
- With regard to the ensuing school year, Mr. Hyncik is optimistic that the district will settle the SCVTEA contract through the mediation process, receive necessary state aid and the same level of support from the County Freeholders.
- Mr. Hyncik also reported that he is pleased that Dr. Harttraft has been successful in her first year in the district. He attributes this to her ability to quickly learn new things. He also attributes this to the support staff’s ability to adjust and work with the new administration.
- Mr. Hyncik then moved the discussion to Dr. Braun’s future plans and its impact on the board. Mr. Hyncik further discussed the consideration of Mike Maddaluna as a viable appointment should Dr. Braun no longer serve on the board. Mr. Smith believes Mr. Maddaluna would be a suitable replacement for Dr. Braun as not only has Mr. Maddaluna dedicated his professional work to vocational education through his twenty five years on the Monmouth County Vocational Board of Education as County Superintendent but also through his ten years on the Somerset County Vocational Board of Education as Superintendent of Schools.
- With that being said, Mr. Smith also felt it was important to ask Dr. Harttraft for her input. Dr. Harttraft appreciated Mr. Smith’s consideration and noted that Mr. Maddaluna has been very supportive throughout her first year. She also noted that he has been a resource with regard to the Foundation. Dr. Harttraft felt that if Mr. Maddaluna were to serve on the board, he would do so in the best interest of the district.
- Mr. Dudeck is pleased with the changes in the school district’s administration and the staff’s ability to adapt and support the new administration.
- Dr. Braun views Dr. Harttraft’s performance as tremendous based on her knowing what direction to lead the district.
- Mr. Smith thanked Dr. Braun for supporting him over the years, sharing information, and guiding him through his transition from school administrator to board member.
- The board members wished Dr. Braun the best in whatever decisions he makes with regard to his future.

BB. Calendar 2012-2013 School Year Revision

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education revised the 2012-2013 school year calendar as follows:

From: NJEA Convention – School and Offices Closed, November 8 and 9, 2012  
To: School and Offices Open, November 8 and 9, 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	

Adjournment

On motion by Dr. Braun, seconded by Mr. Dudeck and passed, the meeting adjourned at 5:00 p.m.



Diane Strober  
Assistant Superintendent for Business/Board Secretary

**2013**

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

4<sup>th</sup> Monday of each month  
5:00 p.m.  
Somerset County Vocational & Technical Schools  
Technology Center  
14 Vogt Drive  
Bridgewater, New Jersey

January 28, 2013  
February 25, 2013  
March 25, 2013  
April 22, 2013  
May 20, 2013 (3<sup>rd</sup> Monday)  
June 24, 2013  
July 22, 2013  
August 26, 2013  
September 23, 2013  
October 28, 2013  
November 18, 2013 (3<sup>rd</sup> Monday)  
December 16, 2013 (3<sup>rd</sup> Monday)

**Somerset County Vocational & Technical Schools  
Curriculum and Services  
2012-2013**

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
  
- *Performing Art Department*  
Photography  
Foundations of Art



### Career Technical Education (CTE) Programs

1. Applied Horticulture/Horticulture Operations
2. Computer Systems Networking & Telecom/Cisco Academy
3. Cosmetology/Cosmetologist, General
4. Culinary Arts/Chef Training
5. Law & Public Safety
6. Carpentry/Carpenter Building Trades
7. Electrical Construction
8. Plumbing
9. Autobody/Collision & Repair Technology
10. Automotive Mechanics
11. Diesel Mechanics
12. Small Engine Mechanics
13. Welding
14. Dance
15. Graphic Communications
16. Drama & Dramatics, Theatre Arts, General
17. 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

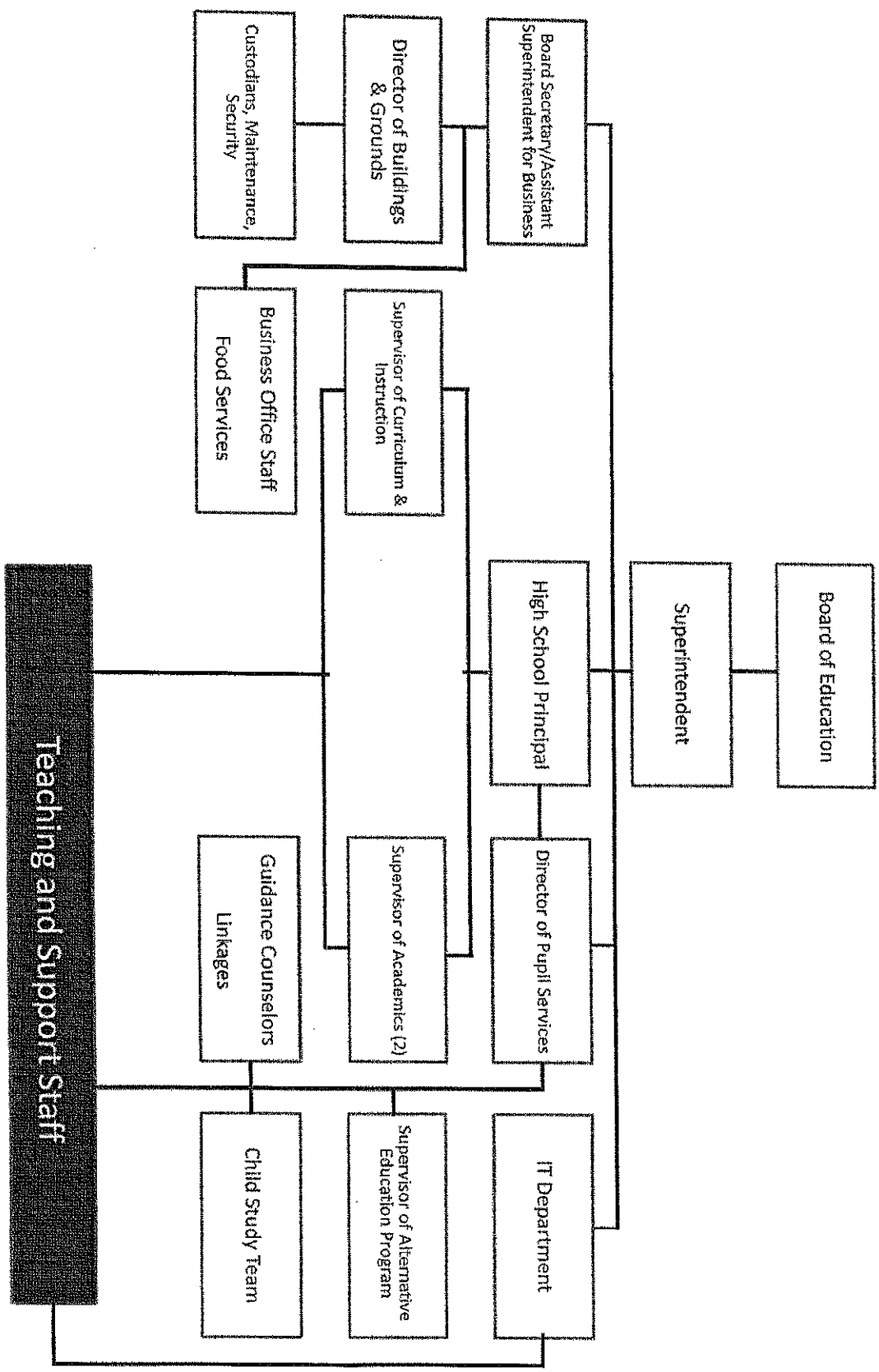
American Welding Society (AWS)  
FFA (Future Farmers of America)  
HOSA (Health Occupations Students of America)  
Interact: Peer Mentoring  
National Honor Society  
National Technical Honor Society  
SkillsUSA





Somerset County Vocational Technical Schools  
Textbooks (2012-2013 SY)

Physical Education							
	Health Teacher's Book of Lists	Jossey-Bass	1999	\$ 26.36	\$ 1.00		
	Performance Based Assessment for Middle and High School PE	Human Kinetics	2002	\$ 33.00	\$ 1.00		
	Physical Education Assessment Toolkit	Human Kinetics	2006	\$ 35.00	\$ 1.00		
	Complete Physical Education Plans	Human Kinetics	2009	\$ 56.00	\$ 1.00		
	Teaching Self Defense	Human Kinetics	2009	\$ 23.00	\$ 1.00		
	The Sports Rules Books	Human Kinetics	2009	\$ 17.56	\$ 1.00		
	The Physical Education Teacher's Book of Lists	Jossey-Bass	2001	\$ 23.96	\$ 1.00		
	Adventure Curriculum for Physical Education	Project Adventure	2003	\$ 31.20	\$ 1.00		
	Ultimate Homeschool Physical Education	Educators Press	2003	\$ 15.95	\$ 1.00		
	Physical Education Technology Playbook	Human Kinetics		\$ 33.00	\$ 1.00		
Spanish 1	Avancemos Level 1 High School	McDougal Littell	2007	\$ 64.23	\$ 90.00		
Spanish 2	Avancemos Level 2 High School	McDougal Littell	2007	\$ 65.31			
Spanish 3	Avancemos Level 3 High School						



Adopted 2/22/93 - Revised: 11/25/96, 01/27/03, 04/28/03, 03/22/04, 11/02/09, 11/01/10, 11/1/11