

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

Reorganization Meeting
November 3, 2014
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 4:08 p.m. with the following board members present:

William Hyncik, Jr., President
William Dudeck, Vice President
Theodore Smith, absent
Sarah Brennan
Juan Torres, Executive County Superintendent, absent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Lisa Fittipaldi, Board Attorney
Robert Zaborowski, Somerset County Freeholder Board Liaison, absent
Others: Andrew Coslit, Mathematics Teacher and Mike Kuschyk, arrived at 4:15 p.m.

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 Mr. Dudeck, seconded by Ms. Brennan, Mr. Hyncik was nominated for the position of President.

Are there any other nominations? None

On motion by Mr. Dudeck, seconded by Ms. Brennan, 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	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	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 Mr. Hyncik, seconded by Ms. Brennan, Mr. Dudeck was nominated for the position of Vice President.

Are there any other nominations? None

On motion by Ms. Brennan, seconded by Mr. Hyncik, 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	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres		

C. Secretary to the Board of Education

On motion by Mr. Hyncik, 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 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

D. Treasurer of School Monies

On motion by Mr. Dudeck, seconded by Ms. Brennan 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 2015. (No increase)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

E. Legal Services

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, Lehrer and Flaum to provide legal services as per their proposal and fee of \$208 per hour not to exceed \$76,000 until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

F. Audit/Consulting Services

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed the firm of Suplee, Clooney & Company to provide audit/consulting services as per their fixed proposal and fee not to exceed \$34,700 for the school year July 1, 2014 to June 30, 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

G. General Engineering Services

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed PS&S to provide general engineering services as per their proposal and fee schedule until the reorganization meeting to be held in November 2015. No expenditures anticipated, will include on board agenda as necessary.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

H. Architectural Services

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed USA Architects, Planners + Interior Designers, P.A. to provide architectural services as per their proposal and fee schedule not to exceed \$160,000 until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

I. Health and Medical Services

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed Warren Medcenter to provide health and medical services as per their proposal and fee schedule not to exceed \$10,000 until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

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

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed Conner Strong & Buckelew to provide health insurance brokerage services for employee medical, dental and vision benefit plans as per their proposal and fee not to exceed \$49,000 until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

K. Board of Education Meeting Dates - 2015

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved that the regular meetings of the Somerset County 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	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

L. Banking Institution

On motion by Mr. Dudeck, seconded by Ms. Brennan 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 #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
Foundation	Account #1101343390

Mr. Hyncik inquired about the Foundation bank account. Dr. Harttraft noted the district auditor, Bob Butvilla, recommended the account remain open but inactive.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

M. Check Signature Authorization

On motion by Mr. Dudeck, seconded by Ms. Brennan 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 #000011199	William Hyncik, 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
Scholarship #210100656	Diane Strober, Assistant Superintendent for Business/Board Secretary
Student Activity #000061043	Dr. Chrys Harttraft, Superintendent
Flexible Spending #1101035189	Diane Strober, Assistant Superintendent for Business /Board Secretary
Summer Savings #1101036028	Dr. Chrys Harttraft, Superintendent
Foundation	Diane Strober, Assistant Superintendent for Business/Board Secretary
	Michelle Fresco, Treasurer of School Monies
	Michele Sartori, Bookkeeper/Accountant (Payroll)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

N. Official Newspapers

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education authorized the *Courier News*, *Somerset Messenger Gazette*, 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*, or *The Star Ledger*.

Mr. Dudeck inquired if we advertise in each of the listed authorized newspapers. We are only required to advertise in one newspaper; however, depending upon the legal advertisement, we may advertise in more than one of the listed newspapers.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

O. Rules of Order

On motion by Mr. Dudeck, seconded by Ms. Brennan 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	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

P. Board Policies and Regulations

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education readopted the policies and regulations of the Somerset County Vocational Board of Education.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

Q. Job Descriptions

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education readopted the job descriptions of the Somerset County Vocational Board of Education.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

R. Curriculum/Textbooks and State Mandated Programs – 2014-15 SY

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved the curriculum/textbooks and state mandated programs and services for the 2014-15 school year. (Addendum #2)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

S. IRS Code Section 125 Plan

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education adopted IRS Code Section 125 Plan resolution (document effective June 1, 2009) as required by law.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

T. Section 457(b) Deferred Compensation Plan

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education adopted Section 457(b) Deferred Compensation Plan (document effective December 31, 2011) as required by law.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

U. Section 403(b) Tax Shelter Annuity

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education adopted Section 403(b) Tax Shelter Annuity (document revised June 16, 2010) as required by law.

Ms. Strober noted the board attorney has reviewed and approved each of the three payroll related plans (IRS Code Section 125, Section 457(b) Deferred Compensation and Section 403(b) Tax Shelter Annuity).

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

V. Somerset County Joint Insurance Fund Membership – 2015-2018

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education renewed membership in the Somerset County Joint Insurance Fund for year one (1) of a three (3) year period, beginning January 1, 2015 and ending January 1, 2018.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

W. Commissioner and Alternate Commissioner to the Somerset County Joint Insurance Fund

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed Diane Strober as commissioner and William Hyncik, Jr. as alternate commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

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

On motion by Mr. Hyncik, seconded by Ms. Brennan 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 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

Y. Voting Member of the New Jersey Schools Boards Association

On motion by Ms. Brennan, 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 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

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

On motion by Ms. Brennan, 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 2015.

Mr. Hyncik noted that he appreciated Mr. Dudeck's acceptance of the three committee membership appointments (Executive Committee of the Somerset County Association of Boards of Education, Voting Member of New Jersey School Boards Association and Legislative Committee for New Jersey School Boards Association) as serving on these committees requires a good deal of time.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

AA. Board of School Estimate

On motion by Ms. Brennan, seconded by Mr. Hyncik and on roll call vote, the Board of Education appointed William Hyncik and William Dudeck as members of the Board of School Estimate until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

BB. Somerset County Educational Services Commission Representative Assembly

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education appointed Theodore Smith as representative and Dr. Chrys Harttraft as alternate representative of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

CC. Organizational Chart

On motion by Mr. Dudeck, seconded by Ms. Brennan 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	absent	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

Public Remarks

- With regard to the Organizational Chart, Mr. Coslit questioned if the IT Department reports to the Superintendent. Ms. Strober replied that the IT Department reports to the superintendent or his/her designee. He also asked if the

Supervisor of the Alternative Program reports to the Director of Student Services. Dr. Harttraft replied that the position reports to the Superintendent.

- Dr. Harttraft thanked the board for their support; Mr. Hyncik thanked Ms. Fittipaldi for her work as board attorney and Sarah for her service on the board.
- Discussion ensued on NJSBA. Mr. Dudeck shared with the board there are two nominations for vice president of the finance committee. Ms. Brennan reported she has been on the finance committee of NJSBA for two years; however, there have been no meetings. Mr. Dudeck will provide Ms. Brennan on the status of the finance committee and keep her updated on relevant information.

Adjournment

On motion by Mr. Dudeck, seconded by Ms. Brennan and passed, the meeting adjourned at 4:35 p.m.

Diane Strober
Assistant Superintendent for Business/Board Secretary

2015

**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 26, 2015
February 23, 2015
March 23, 2015
April 27, 2015
May 18, 2015 (3rd Monday)
June 22, 2015
July 27, 2015
August 24, 2015
September 28, 2015
October 26, 2015
November 23, 2015
December 21, 2015 (3rd Monday)

Somerset County Vocational Schools
 Course Books
 2014-2015

Health and Medical Science Academy

Course Title	Textbook Title	Publisher	Year	Cost	Copy
<i>English Department</i>					
English 9	Riverside Anthology of Literature 3rd ed	Mcdougal Littell		77.96	12
	A Separate Peace				
	Romeo and Juliet				
	The Curious Incident of the Dog in the Night-Time				
	To Kill a Mockingbird				
English 10	Riverside Anthology of Literature 3rd ed	Mcdougal Littell		77.96	12
	Lord of the Flies				
	Hamlet				
	The Merchant of Venice				
	The Chocolate War				
	Ordinary People				
English 11/English I (RVCC)	Fields of Reading: Motives for Writing 8th ed	Bedford/St. Martins	2007		
	They Say, I Say: The Moves that Matter in	W.W. Norton and Co. Inc.	2006		
	Academic Writing				
English 12/English II (RVCC)					
<i>Mathematics Department</i>					
Combined Algebra	Beginning and Intermediate Algebra with	Pearson	2005		
	Applications and Visualization				
	Algebra for College Students 6th Ed	Pearson	2009	151	38
Advanced Geometry	Geometry	Pearson			
Pre Calculus I (RVCC)					
Pre Calculus II (RVCC)					
Calculus I (RVCC)					
Calculus II (RVCC)					
<i>Science Department</i>					
Biology	Biology Concepts and Connections 5th ed.				
Anatomy & Physiology I (RVCC)	Anatomy and Physiology 3rd ed				
Anatomy & Physiology II (RVCC)					
General Biology Lecture & Lab I (RVCC)					
General Biology Lecture & Lab II (RVCC)					
General Chemistry Lecture & Lab I (RVCC)					
General Chemistry Lecture & Lab II (RVCC)					

Somerset County Vocational Schools
 Course Books
 2014-2015

General Physics Lecture & Lab I (RVCC)					
General Physics Lecture & Lab II (RVCC)					
<i>Social Studies Department</i>					
World History	World Civilizations, Vol 1 and 2 , 4th ed Adler and Pouwells	Holt McDougal		163.95	
US History I	American History- A Survey 13th ed.	Glencoe	2008	110	70
US History II	American History- A Survey 13th ed.	Glencoe	2008	110	70
Cultural Anthropolog (RVCC)	Cultural Anthropology Ember-Ember 12ed.	Prentice Hall	2007	125.33	
Human Origins (RVCC)	Essentials of Physical Anthropology--- Discovering Our Origins	W.W. Norton	2010	95.55	26
<i>Current Moral & Social Issues (RVCC)</i>					
Financial Literacy	Personal Finance w/ Connect Plus 1 User 6 yr subscription	McGraw-Hill Education	2012	162.9	40
<i>Physical Education Department</i>					
Driver Education	NJ Driver's Ed Manual				
Family Living					
Current Health Issues	Prentice Hall Health	Prentice Hall	2007	59.97	
	Reading and Notetaking Guide	Prentice Hall	2007	5.47	
Total Wellness Education					
<i>World Languages Department</i>					
Spanish I	Avancemos Level I High School	McDougal Littel	2007	64.23	90
Spanish II	Avancemos Level 2 High School	McDougal Littel	2007	65.31	
Spanish III	Avancemos Level 3 High School	McDougal Littel			
Spanish IV					
Spanish V					
<i>Other</i>					
Introduction to Computers (RVCC)	Microsoft Go and Technology in Action My ItLab				

Somerset County Vocational Schools
 Course Books
 2014-2015

High School: Vocational Programs

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Agricultural Science	Agriscience Fundamentals and Applications 3rd and 4th ed.	Delmar Cengage Learning	2002/2007		
	Plant Soil and Science Fundamentals and Applications	Delmar Cengage Learning	2010		
	Biotechnology a Laboratory Skills Course	BioRad/Walworth Print Group	2011		
Auto Body	Collision Repair and Refinishing	Delmar Cengage Learning	2010		
	Auto Collision Repair and Refinishing	Goodheart-Wilcox Publisher	2014		
Auto Technology	CDX Global-on line, text, presentations, and assessments		2009		
	All DATA online subscription				
	Automotive Service-Inspection, Maintenance, and Repair 3rd ed.	Cengage Learning	2008	96.75	50
	Total Automotive Technology- 4th edition	Thomas Delmar Learning	2005		
	Auto Electricity and Electronics Tech	Goodheart-Wilcox	1998		
	Brakes-Natef Standards Job Sheets	Thomas Delmar Learning	2002		
	Electrical and Electronic Systems---Natef Standard Job Sheets	Thomas Delmar Learning	2006		
	Engine Performance- Natef Standard Job Sheets	Thomas Delmar Learning	2002		
	Heating and Air Conditioning-Natef Standard Job Sheets	Thomas Delmar Learning	2002		
	Suspension and Steering-Natef Standard Job Sheets	Thomas Delmar Learning	2002		
Carpentry	Carpentry 1, 5th ed.	Pearson	2013		
	Carpentry Framing and Finishing, Level II, 4th ed	Pearson	2007		
	Modern Carpentry	Goodheart-Wilcox Company Inc.	2003		
Cosmetology	Milady Standard Cosmetology	Cengage Learning	2012	97.95	16
Culinary Arts	Restaurant Service Basics	People's Education	2008	30	20
	Dining Room/Banquet Management	Cengage Learning		86.5	
	Culinary Calculations	People's Education	2008	35.25	61
	Presenting Service	People's Education		65	
	Culinary Essentials	Glencoe			
	The Culinary Professional	Goodheart-Willcox Publisher	2010	51.96	30
	Servsafe Starters Employee Guide	National Restaurant Association Guide	2009	4.5	40
	Food Preparation	American Technical Publishers	2006		
	On Cooking	Pearson Education	2011		
	Remarkable Service	John Wiley and Sons	2009		
Diesel Technology	Automotive Service 3rd edition	Delmar Cengage Learning	2008		
	Heavy Duty Trucks 3rd edition	Delmar Thomson Learning	2001		
Electrical Construction	Modern Residential Wiring Textbook/Workbook	Goodheart-Willcox Publisher	2008		
	Modern Commercial Wiring Textbook/Workbook	Goodheart-Willcox Publisher	2008		

Somerset County Vocational Schools
 Course Books
 2014-2015

	National Electric Code Book	National Fire Protection Association	2007		
	AC/DC Principles Textbook/Workbook	American Technical Publishers, Inc.	2007		
	Transformer Principles and Applications	American Technical Publishers, Inc.	2006		
	Conduit Bending and Fabrication	American Technical Publishers, Inc.	2007		
	Electrical Motor Controls for Integrated Systems Textbook/Manual	American Technical Publishers, Inc.	2009		
	Troubleshooting Electric Motors Textbook	American Technical Publishers, Inc.	2010		
	Electrical Grounding and Bonding Textbook	Cengage Delmar Learning	2008		
	Photovoltaic Systems	American Technical Publishers, Inc.	2010		
	Wind Power	Chelsea Green Publishing Company	2004		
	Electrical Systems	American Technical Publishers, Inc.	2008		
	Journeyman Electrician's Exam Workbook	American Technical Publishers, Inc.	2008		
	Electrical Principles and Practices Textbook/Workbook	American Technical Publishers, Inc.	2007		
Graphic Communations: Commercial Art	Practical Problems in Mathematics for Graphic Arts	Delmar Publishing	1983		
	Graphic Layout and Design	Delmar Publishing	1981		
	Graphic Design Solutions	Delmar Publishing	1997		
	Basics of Design: Layout and Typography for Beginners	Cengage Learning	2006	49.25	18
	Comp It Up: A sStudio Skills Foundation	Cengage Learning	2011	37.5	18
	Making Art: Form and Meaning	Amazon	2010	79.08	15
Graphics Communications: Printing	Graphic Communications 5th ed	Goodheart-Wilcox	2010	44	15
	Offset Lithographic Technology TB 4th ed	Goodheart-Wilcox	2010	64.5	15
	Offset Lithographic Technology WB 4th ed	Goodheart-Wilcox	2010	16.5	15
	Graphic Arts-Orientation, Composition and Paste-up	MAVCC	2000		
	Graphic Arts- The Press and Finishing Process	MAVCC	2000		
	Graphic Arts- Basics of Desktop Publishing 2nd edition	MAVCC	2000		
Health Occupations	Nursing Assistant 10th edition	Thomson Delmar Learning	2008		
	Intro. To Medical Terminology workbook	Thomson Delmar Learning	2004		
	Dynamics of Health Care in Society	Lippincott	2013		
Integrated Technology Systems	Electricity and Electronics	Goodheart-Wilcox	1999		
	NCEER Core Curriculum	Pearson	2009		
	NCEER Electronic Systems Technician 1	Pearson	2010		
	NCEER Electronic Systems Technician 2	Pearson	2011		
	NCEER Electronic Systems Technician 3	Pearson	2011		
	NCEER Electronic Systems Technician 4	Pearson	2012		
Law and Public Safety	Emergency Telecommunicator Course Manual, 3rd ed.	Priority Press	2012		
	The Police in America	McGraw Hill	2011		
	Criminalistics, 9th ed	Pearson	2007		
	Military Drill	Department of Army	1986		

Somerset County Vocational Schools
 Course Books
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	Administration of Justice CD Program		2009		
	First Responder 4e	Jones and Bartlett		92	12
Performing Arts: Dance	Ballet Basics	McGraw Hill	2004		
	Ballet Beyond the Basics	Waveland Press	1982		
	Dance Technique and Injury Prevention	Routledge	1992		
	Choreographing From Within	Human Kinetics	2010		
	Nutrition For the Dancer	Dance Books LTD	2009		
	Dance Composition Basics	Human Kinetics	2006		
	Inside Ballet Technique	Dance Horizons	1994		
Performing Arts: Theater Arts	Stage Management and Theatre Admin.	Pauline Meanear			
	Backstage Handbook---An Illustrated Almanac of Technical Information				
	Stage Scenery: Its Construction and Rigging	Arnold S. Gillette			
	Scene Design and Stage Lighting	W. Oren Parker, R. Craig Wolf, Dick Block			
	Handbook of Scenery, Properties, and Lighting	Harvey Sweet			
	Stage Lighting Revealed---A Design and Execution Handbook	Glen Cunningham			
	The Manga Guide to Electricity	Fazuhiro Fujitaki Matsuda			
	Technical Theater For Nontechnical People	Drew Campbell			
	Designing and Painting for the Theatre	Lynn Pecktal			
Plumbing Technology	Modern Plumbing	Goodheart-Wilcox	2010		
	National Standard Plumbing Code	Plumbing Heating Cooling Contractors Nat. Assoc.			
Welding Technology	Welding	Pearson/Prentice Hall	2003		

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High School: Regular Academics

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Art	Comp It Up: A sStudio Skills Foundation	Delmar Cengage Learning	2011	37.5	18
	Basics of Design	Delmar Cengage Learning	2005		
	Graphic Communications	The Goodheart-Wilcox Co.	2010		
<i>English Department</i>					
English 9	Language of Literature---Orange edition	McDougal Littell	1992		
	Of Mice and Men				
	Romeo and Juliet				
	West Side Story				
	Night				
	On writing: A memoir of the craft by Stephen King	Baker and Taylor		15.64	30
	Brainology online course student subscriptions	Brainology		19	60
English 10	Language of Literature---Purple/brown/blue editions	McDougal Littell	1997		
	Holt Warriner's Handbook	Holt McDougal	2008	27.95	30
	The Crucible				
	A Child Called It				
	To Kill a Mockingbird				
	The Chocolate War				
English 11					
	A Separate Peace				
	Ordinary People				
	Hamlet				
	Lord of the Flies				
English 12	Mythology	Walch Publisher	2003		
	Holt Warriner's Handbook	Holt McDougal	2008	27.95	30
	Inherit the Wind				
	A Walk to Remember				
	The Time Machine				
	The Old Man and the Sea				
	Johnny Got His Gun				

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	Death of a Salesman				
	Lovely Bones				
	A Man Named Dave				
	Anthology of American Short Stories				
Language Lab	HSPA: New Jersey Language Arts	Barron	2008	11.99	40
<i>Mathematics Department</i>					
Algebra I	Algebra I: Concepts and Skills	McDougal Littell	2005	66.48	60
Geometry	Geometry: Concepts and Skills	McDougal Littell	2005	68.25	20
Algebra 2	Algebra II: Concepts and Skills	McDougal Littell	2005	70.41	55
Precalculus	Precalculus 7th ed.	McDougal Littell		128.96	22
Math Lab	HSPA: New Jersey Math	Barron	2008	11.99	40
Calculus	Calculus I with Precalculus 2nd ed	Holt McDougoual	2006	135.71	6
Photography	Classroom in a Book The official training workbook from Adobe Systems	Adobe Press	2007		
	The Adobe Photoshop CS3 Book for Digital Photographers	New Riders	2008		
	The Art of Digital Photography	Darling Kindsley	2006		
<i>Science Department</i>					
Intro. to Anatomy & Physiology	The Human Body in Health and Disease	Prentice Hall	2000		
	Human Anatomy and Physiology Lab Manual	Pearson		85.97	30
Anatomy and Physiology I	The Human Body in Health and Disease	Evolve	2005		
Anatomy and Physiology II	The Human Body in Health and Disease	Evolve	2005		
Biology	Biology	Prentice Hall	2008	71.97	10
Chemistry	Prentice Hall Chemistry	Prentice Hall	2008	74.97	20
Physics	Prentice Hall Conceptual Physics				
<i>Social Studies Department</i>					
World History	Modern WH: Patterns of Interaction	Holt McDougal	2009	76.74	60
U.S. History I	Pearson: United States History	Pearson	2010	82.97	105
	Weekly Reader		2010	9.24	100
U.S. History II	Pearson: United States History	Pearson	2010	82.97	105
Financial Literacy	Personal Finance w/ Connect Plus 1 User 6 yr subscription	McGraw-Hill Education	2012	162.9	40
<i>Physical Education Department</i>					

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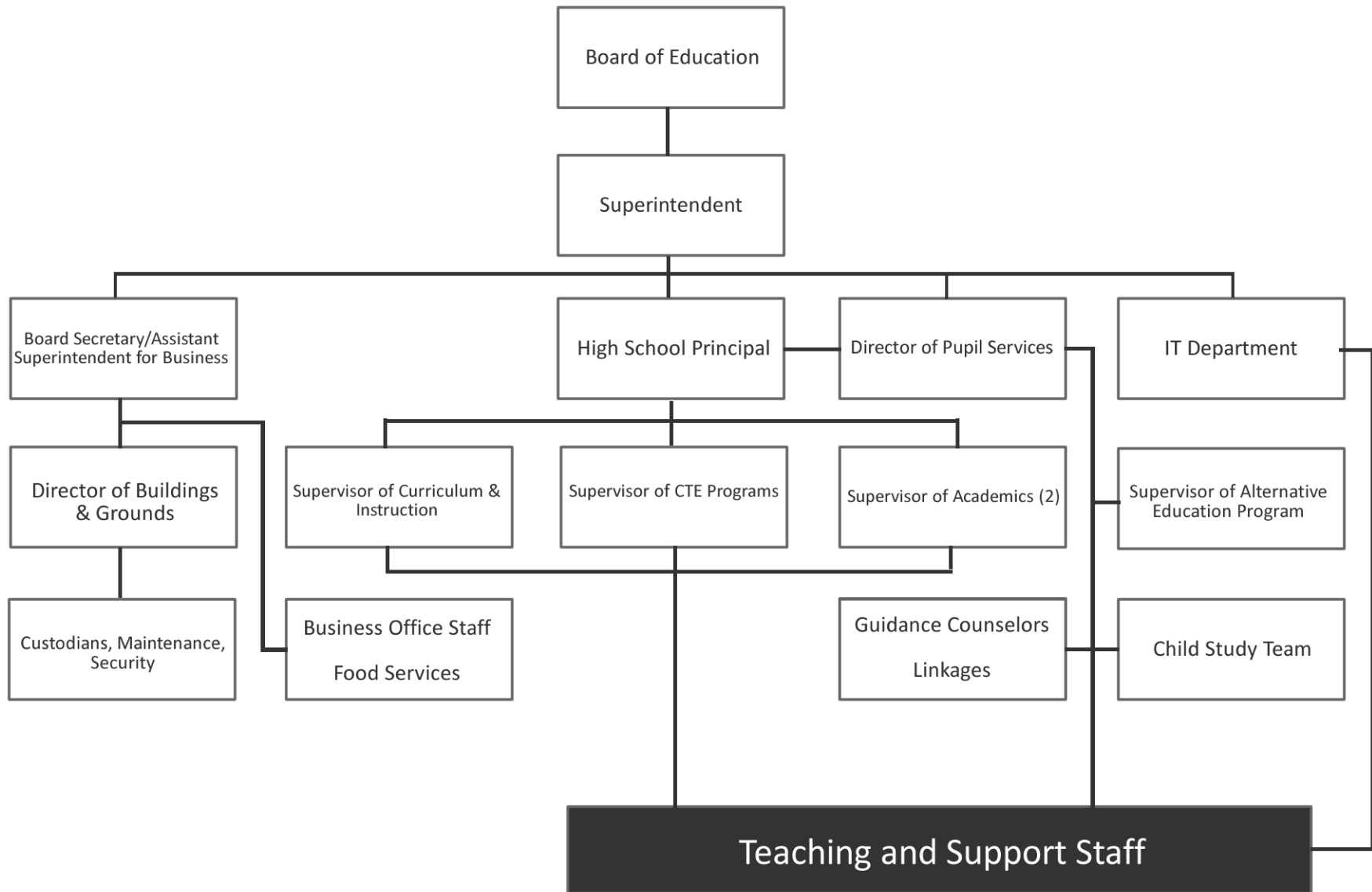
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Driver Education	NJ Driver's Ed Manual				
Family Living					
Current Health Issues	Prentice Hall Health	Prentice Hall	2007	59.97	
	Reading and Notetaking Guide	Prentice Hall	2007	5.47	
Total Wellness Education					
Physical Education					
	Health Teacher's Book of Lists	Jossey-Bass	1999	26.36	1
	Performance Based Assessment for Middle and High School PE	Human Kinetics	2002	33	1
	Physical Education Assessment Toolkit	Human Kinetics	2006	35	1
	Complete Physical Education Plans	Human Kinetics	2009	56	1
	Teaching Self Defense	Human Kinetics	2009	23	1
	The Sports Rules Books	Human Kinetics	2009	17.56	1
	The Physical Education Teacher's Book of Lists	Jossey-Bass	2001	23.96	1
	Adventure Curriculum for Physical Education	Project Adventure	2003	31.2	1
	Ultimate Homeschool Physical Education	Educators Press	2003	15.95	1
	Physical Education Technology Playbook	Human Kinetics		33	1
Spanish 1	Avancemos Level I High School	McDougal Littell	2007	64.23	90
Spanish 2	Avancemos Level 2 High School	McDougal Littell	2007	65.31	
Spanish 3	Avancemos Level 3 High School				

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Course Title	Textbook Title	Publisher	Year	Cost	Copy
Auto Mechanics	All DATA online subscription				

SOMERSET COUNTY VOCATIONAL AND TECHNICAL SCHOOLS ORGANIZATIONAL CHART



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, 11/5/12