

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

Reorganization Meeting
November 1, 2021
5:00 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.

Ms. Sipple called the meeting to order at 5:00 p.m. with the following board of education members present:

William Hyncik, Jr., President
Gregory Lalevee, Vice President
Richard St. Pierre
Nadine Wilkins
Roger Jinks, Executive County Superintendent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Sipple, Business Administrator/Board Secretary
Lisa Fittipaldi, Board Attorney
Douglas Singleterry, Somerset County Freeholder Liaison - absent

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in *The Courier News* on January 4, 2020.

Meeting held virtually utilizing a Zoom platform, notice and access were sent to the educational community and posted on the website.

Pledge of Allegiance

Code of Ethics

- Each board of education member has received and read a copy of the Code of Ethics.

A. Board of Education President

Ms. Sipple asked for nominations for the position of President.

On motion by Mr. Lalevee, seconded by Ms. Wilkins, Mr. Hyncik was nominated for the position of President.

Are there any other nominations? None

On motion by Mr. Lalevee, seconded by Ms. Wilkins, 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. Hyncik	X	
Mr. Lalevee	X	
Ms. Wilkins	X	
Mr. Burch	X	
Mr. Jinks	X	

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. Wilkins, Mr. Lalevee was nominated for the position Vice President.

Are there any other nominations? None

On motion by Ms. Wilkins, seconded by Mr. Burch, the nominations for Vice President were closed.

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

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Ms. Wilkins	X	
Mr. Burch	X	
Mr. Jinks	X	

C. Secretary to the Board of Education

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education appointed Raelene Sipple to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2022.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Ms. Wilkins	X	
Mr. Burch	X	
Mr. Jinks	X	

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, agenda items D through R as follows:

D. Legal Services

The Board of Education appointed DiFrancesco, Bateman, Kunzman, Davis, Lehrer and Flaum to provide legal services as per their proposal and fee of \$195 per hour not to exceed \$76,000 until the reorganization meeting to be held in November 2022.

E. Audit/Consulting Services

The Board of Education appointed the firm of Suplee, Clooney & Company to provide audit/consulting services as per their proposal and fee of \$39,700 for the school year July 1, 2021 to June 30, 2022.

F. Architectural Services

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 \$100,000 until the reorganization meeting to be held in November 2022.

G. Health and Medical Services

The Board of Education appointed Jersey Irish Medical d/b/a AFC Urgent Care to provide health and medical services as per their proposal and fee schedule not to exceed \$12,000 until the reorganization meeting to be held in November 2022.

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

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 2022. Pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b) the award of this contract is without the receipt of formal bids as an Extraordinary Unspecifiable Service and is in compliance with law.

I. Board of Education Meeting Dates - 2022

The Board of Education approved the following regular meeting dates of the Somerset County Vocational Board of Education:

- January 24, 2022
- February 28, 2022
- March 28, 2022
- April 25, 2022
- May 23, 2022
- June 27, 2022
- July 25, 2022
- August 22, 2022
- September 26, 2022
- October 24, 2022
- November 1, 2022 (Reorganization Meeting)
- November 21, 2022
- December 19, 2022

Time: 5:00 p.m.
 Place: Somerset County Vocational & Technical Schools
 14 Vogt Drive, Bridgewater, New Jersey

J. Banking Institution

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

Operating	Account #000011199
Payroll	Account #0092755868
Agency	Account #019311
Cafeteria	Account #011253
Scholarship	Account #210100656
Student Activity	Account #000061043
Flexible Spending Account	Account #1101035189
Summer Savings	Account #1101036028
Foundation	Account #1101343390

K. 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	Board of Education President
	Superintendent
	Business Administrator
Payroll #0092755868	Superintendent
Agency #019311	Superintendent
Cafeteria #011253	Superintendent
	Business Administrator

Scholarship #210100656	Superintendent
	Business Administrator
Student Activity #000061043	Superintendent
	Business Administrator
Flexible Spending #1101035189	Superintendent
Summer Savings #1101036028	Business Administrator
	Bookkeeper/Accountant (Payroll)
Foundation	Superintendent
	Business Administrator

L. 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*.

M. 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*.

N. Board Policies and Regulations

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

O. Purchasing Manual

The Board of Education adopted the Purchasing Manual of the Somerset County Vocational Board of Education

P. Job Descriptions

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

Q. Guide for Standard Operating Procedures and Internal Controls

The Board of Education adopted the Guide for Standard Operating Procedures and Internal Controls of the Somerset County Vocational Board of Education.

R. Curriculum, Textbooks and State Mandated Programs – 2021-22 SY

The Board of Education approved the curriculum, textbooks and state mandated programs and services for the 2021-22 school year as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Ms. Wilkins	X	
Mr. Burch	X	
Mr. Jinks	X	

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, agenda items S through W as follows:

S. IRS Code Section 125 Plan

The Board of Education adopted IRS Code Section 125 Plan (document effective June 1, 2009) as required by law.

- T. Section 457(b) Deferred Compensation Plan
The Board of Education adopted Section 457(b) Deferred Compensation Plan (document revised January 1, 2020) as required by law.
- U. Section 403(b) Tax Shelter Annuity
The Board of Education adopted Section 403(b) Tax Shelter Annuity (document revised January 1, 2020) as required by law.
- V. Somerset County Joint Insurance Fund Membership – 2021-2023
The Board of Education renewed membership in the Somerset County Joint Insurance Fund for year two (2) of a three (3) year period, beginning January 1, 2021 and ending December 31, 2023.
- W. Southern Skyland Regional Health Insurance Fund – Indemnity and Trust Agreement - 2020-2022
The Board of Education entered into an indemnity and trust agreement with Southern Skyland Regional Health Insurance fund for year two (3) of a three (3) year period, beginning January 1, 2020 and ending December 31, 2022.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Ms. Wilkins	X	
Mr. Burch	X	
Mr. Jinks	X	

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, agenda items X through BB as follows:

- X. Commissioner and Alternate Commissioner to the Somerset County Joint Insurance Fund
The Board of Education appointed Ms. Sipple as commissioner and Mr. Lalevee as alternate commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2022.
- Y. Voting Member of the New Jersey Schools Boards Association
The Board of Education appointed Ms. Wilkins as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2022.
- Z. Board of School Estimate
The Board of Education appointed Mr. Hyncik and Mr. Lalevee as members of the Board of School Estimate until the reorganization meeting to be held in November 2022.
- AA. Somerset County Educational Services Commission Representative Assembly
The Board of Education appointed Mr. Burch as representative and Ms. Wilkins as alternate representative of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2022.
- BB. Organizational Chart
The Board of Education approved the district’s Organizational Chart as it appears on Addendum #2.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Ms. Wilkins	X	
Mr. Burch	X	
Mr. Jinks	X	

Public Comment

- Michelle Fresco read a letter to the board regarding her position as treasurer of school monies not being re-appointed. Ms. Fresco stated that she will be filling a legal complaint. Dr. Harttraft read a response as to why the position was eliminated. Mr. Hyncik asked Ms. Fresco questions about the position.

President's Update

- No report

Adjournment

On motion by Mr. Lalevee, seconded by Ms. Wilkins and passed, the meeting adjourned at 5:21 p.m.

Raelene Sipple
Business Administrator/Board Secretary

High School: Vocational Programs

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Agricultural Science	Agriscience Fundamentals and Applications 3rd, 4th and 6th ed.	Delmar Cengage Learning	2002/2007/2015		
	Plant Soil and Science Fundamentals and Applications	Delmar Cengage Learning	2010		
	Biotechnology a Laboratory Skills Course	BioRad/Walsworth Print Group	2011		
	Research Methods for Science	Cambridge University Press	2011		
Auto Body	Collision Repair and Refinishing	Delmar Cengage Learning	2010		
	Auto Collision Repair and Refinishing	Goodheart-Wilcox Publisher	2014		
Auto and Diesel Technology	CDX Global-on line, text, presentations, and assessments		2009		
	All DATA online subscription				
	Automotive Service-Inspection, Maintenance, and Repair 5th ed.	Cengage Learning	2016		
	Total Automotive Technology- 4th edition	Thomas Delmar Learning	2016		
	Modern Diesel Technology: Diesel Engines 2nd ed.	Delmar Cengage Learning	2015		
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	2016	97.95	16
Culinary Arts/REM	Restaurant Service Basics	People's Education	2008	30	20
	Dining Room/Banquet Management	Cengage Learning	2008	86.5	
	Culinary Calculations	People's Education	2008	35.25	61
	Presenting Service	People's Education	2007	65	
	On Cooking	Pearson Education	2011		
	Remarkable Service	John Wiley and Sons	2009		
	The Culinary Professional with email	Goodheart-Wilcox Publisher		87	35
	The Culinary Professional study guide	Goodheart-Wilcox Publisher		21	140
	Foundations of Restaurant Management and Culinary Arts Level 1		2018		
	Foundations of Restaurant Management and Culinary Arts Level 2		2018		
	Culinary Arts Principles on-line assessments	American Technical Publishers	2020	27	60
	Culinary Arts Principles Textbooks	American Technical Publishers	2020	95	30
	Contemporary Business, 18th ed. (REM)	Houghton Mifflin	2019	112	13
2018 Gisslen Professional Cooking 9th ed. Study guides	Houghton Mifflin	2018	43.1	60	
Professional Cooking	Houghton Mifflin	2020	123	25	
Electrical Construction	Modern Residential Wiring Textbook/Workbook	Goodheart-Wilcox Publisher	2008/2011/2014		
	Modern Commercial Wiring Textbook/Workbook	Goodheart-Wilcox Publisher	2008/2011/2014		
	Electrical Wiring Residential	Delmar Learning	2005		
	National Electric Code Book	National Fire Protection Association	2002/2005/2008/2011/2017		
	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		
	Electrical Motors and Motor Controls 5th edition	Delmar Learning		106.5	12
	Electrical Motors Controls Application Manual 5th edition	Delmar Learning		27.75	24
	Electrical Motors Controls Workbook 5th edition	Delmar Learning		27.75	
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		
	Electrical Principles and Practices Textbook/Workbook	American Technical Publishers, Inc.	2007		
	Electricity For Refrigeration, Heating and Air Conditioning, 10th ed.		2019	96	6
	The Complete HVAC LAB Manual for Smith's Electricity, 10th ed.		2019	82.5	1
	Electricity for Refrigeration, Heating and Air Condition Bundle, 10th ed.		2019	96	
Graphic Communnations: Commercial Art	Practical Problems in Mathematics for Graphic	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		
	Emergency Medical Responder: Your First Response in Emergency Care 6th edition	American Academy of Orthopaedic Surgeons	2020	120	13
	HB Nursing Assistant: A Nursing Process Approach	Cengage	2020	78	40
	HB Nursing Assistant: A Nursing Process Approach Workbook	Cengage	2020	27.75	16
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		
	Administration of Justice CD Program		2009		
	First Responder 4e	Jones and Bartlett		92	12
Mechanics and Repairs	Small Engines 4th ed.	American Technical	2019	75	10
Mechatronics, Engineering and Advanced Manufacturing	Precision Machining Technology 2nd edition	Cengage Learning	2015		
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		

	The Vision of Modern Dance	Princeton Book	1979		
	Conversations with Choreographers	Heinemann	1996		
	Jazz Dance	University Press of Florida			
	Pilates Anatomy of Fitness		2014		
Performing Arts: Theater	Mesiner on Acting	Sanford Mesiner			1
	Respect for Acting	Uta Hagen			1
	Improvisation for the Theater	Viola Spolin			1
	Audition	Michael Shurtleff			1
	The Actor's Art and Craft	William Esper			1
	The Actor's Guide to Creating a Character	William Esper			1
	A Sense of Direction	William Ball			1
	On Directing	Harold Clurman			1
	The History of Theater	Oscar Brockett			1
	The Enjoyment of Theater	Kenneth M. Cameron/Patti P. Gillespie			1
	Singing with your Whole Self 2nd edition	Rowman & Littlefield Publishers	2018		1
	Musical Theater Song	Methuen Drama	2016		1
	Musical Theory Through Musical Theatre	Oxford University Press	2015		1
	Body and Voice: Somatic Reeducation	Plural Publishing	2014		1
	Voice and the Alexander Technique 2nd edition	Autumn Press	2011		1
	The Complete Professional Audition	Back Stage Books	2010		1
Plumbing Technology	Modern Plumbing	Goodheart-Wilcox	2010		
	2018 National Standard Plumbing Code	NJ Association of Plumbing-Heating Cooling Contractors Inc.	2019	80	12
	Plumbing Design and Installation	American Technical	2012		
	Modern Refrigeration and Air Conditioning	Goodheart-Wilcox	2015		
	Mathematic for Plumbers		1990		
Welding Technology	Welding Fundamentals 6th ed.	Goodhart-Wilcox	2021	87	25

