

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

Regular Meeting
March 22, 2021

Call to Order

Mr. Hyncik called the meeting to order with the following board of education members.

Roll Call of Members

William Hyncik, Jr., President
Gregory Lalevee, Vice President
Nadine Wilkins
Randell Burch
Roger Jinks, absent

Also Present

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Sipple, School Business Administrator/Board Secretary
Hector Montes, High School Principal
Lisa Fittipaldi, Board Attorney
Douglas Singleterry, Somerset County Commissioner Liaison

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 10, 2021.

Meeting held virtually utilizing a Zoom platform, notice and access were sent to the educational community and posted on the website. Audience members will have the audio mute function turned on.

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Lalevee, seconded by Mr. Burch, the minutes of the Regular Meeting and Executive Session held on February 22, 2021 and Special Meeting held on March 1, 2021 were approved.

Correspondence

- None

Presentations/Recognitions

Student of the Month

- Sahil Doshi – Law & Public Safety, Grade 12

CTE Stellar Students for the 3rd Quarter

CTE Program	Stellar Student Name	Grade
Academy for Health & Medical Sciences	Robert Pasquale	10
Agricultural Science	Jonathan Reynolds-Alvarenga	12
Auto Body	Thomas Nicholls	10
Automotive Diesel Technology	Dajan Nyiendo	11
Automotive Diesel Technology	Oscar Cortes- Vaillant	10
Carpentry	Christopher Wagner	12
Cosmetology	Stephanie Colindres	12
Cosmetology	Samantha Costa	9
Culinary Arts	Nathaly Alvarenga Gonzalez	10
Dance	Elianna Witt	12
Electrical Construction	Jake Cohen	9
Graphic Communications	Riley Sibia	11
Health Occupations	Faryn Shields	12
Integrated Technology Systems	Brendon Horensky	11
Law & Public Safety	James Marvits	10
Mechanics & Repair	Joshua Taveras	11
Mechatronics	Nathaniel Conti	9
Plumbing	Amanda Kralovich	10
Theater Arts/Acting	Cameron Knauf	10
Theater Arts/Vocal	Alexis Goode	12
Welding	Kory Edwards	11

Old or Unfinished Business

Construction Projects

- Mr. Boettger reported the HVAC contractor is completing the punch list items and Honeywell is replacing the controls.

Report of the Attorney

- Ms. Fittipaldi will give her report during closed session.

Committee Reports

- Board of School Estimate – Mr. Hyncik stated the meeting will be held on March 23, 2021 at 2:00 p.m.
- Curriculum/Grants –
- NJSBA (Delegate) – Ms. Wilkins noted that as of March 1st, school employees will be eligible to receive the vaccine.
- SCSBA (Delegate) – Ms. Wilkins stated that she will attend the April 14th and May 13th meetings.
- SCESC (Representative) – Dr. Harttraft reported that a component in the Bond Act grant includes the SCESC as a partner in an effort to recruit and provide career and technical educational access to underserved populations.
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) Mr. Hyncik
- SSRHIF – (Chair) – Mr. Hyncik

School Communications Report

- Dr. Wallace updated the board on school communications.

Superintendent's Report

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, agenda items A through E as follows:

A. Resignations

The Board of Education regrettably accepted the resignation of Ms. Sheryl Wall, for the purpose of retirement, effective July 1, 2021.

The Board of Education regrettably accepted the resignation of Mr. Erick Bowers, effective March 17, 2021.

- Dr. Harttraft thanked both of them for their service to the school.

B. Temporary School Counselor – Leave Replacement

The Board of Education approved Ms. JaLisa Williamson as a Temporary School Counselor (Leave Replacement) effective February 24, 2021 through on or about May 14, 2021. Ms. Williamson will be paid an hourly rate of \$44.04 based upon Step 1-2/B of the salary guide. (Maximum 10 hours/week- [2/24/21-3/14/21) Maximum 15 hours/week. (3/15/21-5/12/21)

The Board of Education approved Mr. Erick Bowers as a Temporary School Counselor (Leave Replacement) effective February 24, 2021 through March 15, 2021. Mr. Bowers will be paid an hourly rate of \$44.04 based upon Step 1-2/B of the salary guide. (Maximum 10 hours/week)

C. Employment of Part-Time Hourly Personnel – 2020-21 School Year

The Board of Education approved employment of the following part-time personnel for the 2020-21 school year:

High School

Lee Ann Falzarano-Alves	Basic Skills – Mathematics Literacy (Title I)	\$59.09/hour (20-231-100-101-23-8001)
Lotoya V. Bissesar	Temporary Aide – Culinary Arts (22 hours/week [6-8 weeks])	\$31.13/hour (11-310-100-106-11-0000)

D. Volunteers

The Board of Education approved the following volunteers:

Mr. Joseph Souto	Boys' baseball team athletic program
Mr. Daniel McGarry	Girls' softball team athletic program

E. School Business/Professional Development Travel

The Board of Education approved requests for district staff and Board of Education members to attend school business and professional development travel 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	absent	

F. Field Trips

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved field trips for high school students as they appear 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	absent	

G. Home Instruction

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education extended home instruction to student ID# 999005274 for approximately five (5) weeks. Instruction to be provided for a maximum of ten (10) hours per week.

Ms. Denise Gotti and Ms. Rachel Miller will be the instructors at a rate of \$41.00/hour. (shared)

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved to provide home instruction to student ID# 999005218. Instruction will be provided for approximately thirty (30) days for a maximum of ten (10) hours per week.

Ms. Wenny Susana and Mr. Rafael Catalan will be the instructors at a rate of \$41.00/hour. (shared)

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

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, agenda items H and I as follows:

H. Revised Board Policies and Regulations – Second Reading

The Board of Education approved and adopted the following revised policies and regulations at this second reading.

- 0141 – Board Member Number and Term
- 0145 – Board Member Resignation and Removal (as revised see Addendum #3)
- R1642 – Earned Sick Leave Law
- 2415 – Every Student Succeeds Act
- 2415.02 – Title I – Fiscal Responsibilities
- 2415.05 – Student Surveys, Analysis, and/or Evaluations
- 2415.20/R2415.20 – Every Student Succeeds Act Complaints (as revised see Addendum #3)
- 4125 – Employment of Support Staff Members
- 5330.01/R5330.01 – Administration of Medical Cannabis
- 6360 – Political Contributions
- 7425 - Lead Testing of Water in Schools
- 8330 – Student Records
- 9713 – Recruitment by Special Interest Groups

I. Board Policy and Regulation – Second Reading

The Board of Education approved and adopted the following policy and regulation at this second reading.

- 1643 – Family Leave
- R7425 – Lead Testing of Water in Schools

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

J. Textbook Approval

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved the following textbook:

Professional Cooking (study guide), Houghton Mifflin Harcourt, 9th Edition \$43.10/each X 60 = \$2,586.00

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

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, agenda items K and L as follows:

K. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its March 22, 2021 meeting authorized application for funds for the following:

NJ Department of Education	ESSER II (Elementary and Secondary School Emergency Relief) 2020-21 (available through 2023)	\$187,191.00 (ESSER II) \$ 25,000.00 (Learning Acceleration) \$ 45,000.00 (Mental Health/Support Services)
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L. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its March 22, 2021 meeting authorized acceptance of funds for the following:

County of Somerset (Coronavirus Relief Fund)	CARES Act-School Reimbursement (March 1, 2020-December 30, 2020)	\$ 29,100.26
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Ms. Wilkins	X	
Mr. Burch	X	
Mr. Jinks	absent	

Superintendent's Update

- HIB Report – 0 new cases submitted for February Board review; 0 YTD
- Student Suspension Report – 0 Suspensions
- Student Enrollment Report

Enrollment Report - March 1, 2021	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	84	94	86	89	353
Shared-Time Students Enrolled	98	76	77	69	320
Totals	182	170	163	158	673

- SCVTS is continuing the Hybrid model with approximately 20% of students on the Remote only model. We are continuing to phase in special populations for four days per week instruction, i.e. TOPS, special needs and academically “at risk” student populations.
- SEL (Social and Emotional Learning) continues for students and has been imbedded in specific areas of the curriculum.
- A Wellness PLC (Professional Learning Community) was derived from our Wellness Reopening Subcommittee and continues under the leadership of Chris Lemongelli and Elaine Howe, with the goal of offering assistance and education to staff, providing ideas and resources for student mental health interventions and improving overall culture and climate.
- Bond Act Grant was submitted at the end of February (March 1 deadline), districts will be notified in May or June regarding awards. If awarded, Somerset will implement eight new CTE, share time programs in high skill, high demand industry clusters prescribed by the State.
- Ms. Sipple reported on the *Wellness Works* events that have taken place this school year. There has been an increase in participation within our school community in this healthy challenge. A recent survey indicated that employees find the challenges beneficial and plan to continue to participate. The next challenge will be a step challenge beginning on May 3rd.
- 2021-22 Budget Update - The Somerset County Board of School Estimate meeting will be held on March 23rd at which time the SCVTS budget will be presented. Mr. Hyncik and Mr. Lalevee represent the SCVTS Board of Education.
- A County Administrator Tour of SCVTS scheduled for March 8th was cancelled.
- A tour with Commissioner Liaison Singleterry is scheduled for April 15th with President Hyncik and SCVTHS student ambassadors.
- CTE training coordinated by the NJCCVTS (NJ Council of County Vocational Technical Schools) encompasses virtual educational PD camps, bringing together like instructors to discuss common areas of interest, offer suggestions and share resources and ideas statewide. These opportunities are being offered again on March 24th and on May 19th. A small number of staff members have been able to benefit from these sessions.
- The district partnered with Atlantic Health in Morris County, the Somerset County Department of Health, and Penn Medicine in Mercer County, to ensure that all SCVTS staff members wishing to obtain a COVID vaccine received an appointment.

Submission of Bills – February and March 2021

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education ratified the bills list for February 2021 which was included in the board packet and is attached to the regular meeting minutes.

The Board of Education also approved the bills list for March 2021 which was included in the board packet and is attached to the regular meeting minutes.

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

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149 – February 2021

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of February 2021 and the Treasurer of School Monies for the month of February 2021, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #4)

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

B. Budget Transfers – February 2021

On recommendation by Ms. Wilkins, seconded by Mr. Burch and on roll call vote, the Board of Education approved the attached budget transfers for the 2020-21 school year as they appear on Addendum #5.

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

C. Obsolete Equipment

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved the following as obsolete and no longer needed for educational purposes.

<u>Item</u>	<u>Asset #</u>	<u>Date Acquired</u>	<u>Net Book Value</u>
Blodgett Double Stacking Oven	03427	January 1980	\$0

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

New Business

- Ethics Disclosure Statements are to be submitted online no later than April 30, 2021.

Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:

April 26, 2021

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

- Mr. Reina presented the United Nations Global Project.

Remarks from the Public - There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session. As this meeting is being conducted remotely as a virtual meeting, public comments can be made via the following options:

1. Joining the meeting via Zoom. During public comment section use the hand symbol. When called upon, please state your name.
2. Email or letter received by the Board Secretary prior to 4 P.M. indicating the person's desire for email to be read as public comment.

- None

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to SCVTEA Negotiations, PSA Negotiations, Exempt Staff Salaries, School Business Administrator Contract, Assistant Superintendent for Instruction Contract, Unfair Labor Practice Charge and Litigation. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education went into closed session at 5:51 p.m.

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

Open Session

On motion by Ms. Wilkins, seconded by Mr. Burch and on roll call vote, the Board of Education went into open session at 6:14 p.m.

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

SCVTEA Memorandum of Agreement

On motion by Mr. Lalevee, seconded by Ms. Wilkins and on roll call vote, the Board of Education approved the Memorandum of Agreement Between the Somerset County Vocational-Technical Education Association.

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

Adjournment

On motion by Mr. Lalevee, seconded by Ms. Wilkins and passed, the meeting adjourned at 6:15 p.m.

Raelene Sipple
Business Administrator/Board Secretary