

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

Reorganization Meeting
November 2, 2020
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 5:05 p.m. with the following board 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
Melonie Marano, Somerset County Freeholder 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 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

Mr. Hyncik asked for nominations for the position of President.

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

Are there any other nominations? None

On motion by Mr. Lalevee, seconded by Mr. St. Pierre, 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	
Mr. St. Pierre	X	
Ms. Wilkins	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. Jinks, seconded by Mr. St. Pierre, Mr. Lalevee was nominated for the position Vice President.

Are there any other nominations? None

On motion by Mr. Jinks, seconded by Mr. St. Pierre, 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	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	X	

C. Secretary to the Board of Education

On motion by Mr. Lalevee, seconded by Mr. St. Pierre 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 2021.

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

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, agenda items D through S as follows:

D. Treasurer of School Monies

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 2021.

E. 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 2021.

F. 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 \$38,925 for the school year July 1, 2020 to June 30, 2021.

G. 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 \$250,000 until the reorganization meeting to be held in November 2021.

H. 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 2021.

I. 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 2021. 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.

J. Board of Education Meeting Dates - 2021

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

January 25, 2021
 February 22, 2021
 March 22, 2021
 April 26, 2021
 May 24, 2021
 June 28, 2021
 July 26, 2021
 August 23, 2021
 September 27, 2021
 October 25, 2021
 November 1, 2021 (Reorganization Meeting)
 November 22, 2021
 December 20, 2021

Time: 5:00 p.m.

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

K. 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

L. 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 Treasurer of School Monies Business Administrator
Payroll #0092755868	Treasurer of School Monies
Agency #019311	Treasurer of School Monies
Cafeteria #011253	Superintendent Business Administrator
Scholarship #210100656	Superintendent Business Administrator
Student Activity #000061043	Superintendent Business Administrator
Flexible Spending #1101035189	Treasurer of School Monies
Summer Savings #1101036028	Business Administrator Bookkeeper/Accountant (Payroll)
Foundation	Superintendent Business Administrator

M. 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*.

N. 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*.

O. Board Policies and Regulations

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

P. Purchasing Manual

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

Q. Job Descriptions

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

R. 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.

S. Curriculum, Textbooks and State Mandated Programs – 2020-21 SY

The Board of Education approved the curriculum, textbooks and state mandated programs and services for the 2020-21 school year as they appear on Addendum #1.

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

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, agenda items T through X as follows:

- T. **IRS Code Section 125 Plan**
The Board of Education adopted IRS Code Section 125 Plan (document effective June 1, 2009) as required by law.
- U. **Section 457(b) Deferred Compensation Plan**
The Board of Education adopted Section 457(b) Deferred Compensation Plan (document revised January 28, 2019) as required by law.
- V. **Section 403(b) Tax Shelter Annuity**
The Board of Education adopted Section 403(b) Tax Shelter Annuity (document revised January 28, 2019) as required by law.
- W. **Somerset County Joint Insurance Fund Membership – 2021-2023**
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, 2021 and ending December 31, 2023.
- X. **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 (2) 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	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	X	

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, agenda items Y through CC as follows:

- Y. **Commissioner and Alternate Commissioner to the Somerset County Joint Insurance Fund**
The Board of Education appointed Raelene Sipple as commissioner and Mr. St. Pierre as alternate commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2021.
- Z. **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 2021.
- AA. **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 2021.

BB. Somerset County Educational Services Commission Representative Assembly

The Board of Education appointed Dr. Harttraft 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 2021.

CC. 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	
Mr. St. Pierre	X	
Ms. Wilkins	X	
Mr. Jinks	X	

Public Comment

- Christina Sawyer asked about the future of the Integrated Systems Technology program and requested the Board of Education provide her:
 - 2019 Department of Education report
 - Ask Dr. Harttraft if the Integrated Technology Systems program will remain
 - Valid list of reasons if the Integrated Technology Systems program is dropped
- Andrew Coslit commented that all the emails from Mr. Brinkman have been forwarded to the Board of Education.
- Ann Marie Clancy requested information on the non-compliance of the Integrated Technology Systems program and requested those issues be addressed as soon as possible.

President’s Update

- Mr. Hyncik reported that he attended a meeting with Mr. Lalevee, Freeholder Robinson and Freeholder Marano regarding the Securing our Children’s Future Bond Act/Career & Technical Education Program Expansion Grant. He noted that the County Freeholders are very supportive of the mission of the Vocational and Technical School.
- Ms. Marano agreed that this meeting was productive and there is a shared vision to benefit the students of Somerset County.

Adjournment

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and passed, the meeting adjourned at 5:20 p.m.

Raelene Sipple
 Business Administrator/Board Secretary

High School: Regular Academics

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Art	Comp It Up: A sStudio Skills Foundation Basics of Design Graphic Communications	Delmar Cengage Learning Delmar Cengage Learning The Goodheart-Willcox Co.	2011 2005 2010	37.5	18
English Department					
English 9	Literature---The Human Experience Of Mice and Men Romeo and Juliet West Side Story Night On writing: A memoir of the craft by Stephen King	Bedford/St. Martin's	2013	15.64	30
English 10	Literature---The Human Experience Holt Warriner's Handbook The Crucible To Kill a Mockingbird The Chocolate War	Bedford/St. Martin's Holt McDougal	2013 2008	27.95	30
English 11	Literature---The Human Experience A Separate Peace Animal Farm Antigone Ordinary People Hamlet Lord of the Flies Born a Crime: Stories from a South African Childhood The Absolutely True Diary of a Part-Time Indian Perks of Being a Wall Flower	Bedford/St. Martin's	2013	9.99 2 40	40 40
English 12	Literature---The Human Experience Mythology Holt Warriner's Handbook Inherit the Wind A Walk to Remember The Time Machine The Old Man and the Sea Johnny Got His Gun Death of a Salesman Lovely Bones	Bedford/St. Martin's Walch Publisher Holt McDougal	2013 2003 2008	27.95	30

Physical Education	Health Teacher's Book of Lists	Josey-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	Josey-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 1 High School	McDougal Littell	2007	64.23	90
	Que Chevere! Level 1	EMC Publishers	2016	82.95	100
Spanish 2	Avancemos Level 2 High School	McDougal Littell	2007	65.31	

Health and Medical Science Academy

Course Title	Textbook Title	Publisher	Year	Cost	Copy
English Department					
English 9	Riverside Anthology of Literature 3rd ed A Separate Peace Romeo and Juliet The Curious Incident of the Dog in the Night-Time To Kill a Mockingbird	McDougal Littell		77.96	12
English 10	Riverside Anthology of Literature 3rd ed Lord of the Flies Hamlet The Merchant of Venice The Chocolate War Ordinary People The Bell Jar A Connecticut Yankee in King Arthur's Court The Glass Castle	McDougal Littell		77.96	12
English 11/English I (RVCC)	Fields of Reading: Motives for Writing 8th ed They Say, I Say: With Readings	Bedford/St. Martins W.W. Norton and Co. Inc.	2007 2019	55.5	20
English 12/English II (RVCC)					
Mathematics Department					
Combined Algebra	Beginning and Intermediate Algebra with Applications and Visualization Algebra for College Students 6th Ed	Pearson Pearson	2005 2009	151	38
Advanced Geometry					
Pre Calculus I (RVCC)					
Pre Calculus II (RVCC)					
Calculus I (RVCC)					
Calculus II (RVCC)					
Science Department					
Biology	Biology Concepts and Connections 5th ed./Discovery Ed.				

High School Vocational Programs

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Agricultural Sciences	Agriculture Fundamentals and Applications 3rd, 4th and 6th ed. Plant Soil and Science Fundamentals and Applications Biotechnology a Laboratory Skills Course Research Methods for Science	Delmar Cengage Learning Delmar Cengage Learning Brooks/Wadsworth Print Group Cambridge University Press	2002/2007/2015 2010 2011 2011		
Auto Body	Collision Repair and Refinishing Auto Collision Repair and Refinishing	Delmar Cengage Learning Goodheart-Willcox Publisher	2010 2014		
Auto and Diesel Technology	CDX Global-on line, text, presentations, and assessments All DATA online subscription Automotive Service-Inspection, Maintenance, and Repair 5th ed. Total Automotive Technology- 4th edition. Modern Diesel Technology: Diesel Engines 2nd ed.	Cengage Learning Thomas Delmar Learning Delmar Cengage Learning	2016 2016 2015		
Carpentry	Carpentry 1, 6th ed. Carpentry Framing and Finishing, Level II, 4th ed. Modern Carpentry	Pearson Pearson Goodheart-Willcox Company Inc.	2013 2007 2003		
Cosmetology	Milady Standard Cosmetology	Cengage Learning	2016	97.95	16
Culinary Arts/REM	Restaurant Service Basics Dining Room/Banquet Management Culinary Calculations Presenting Services On Cooking Remakable Service The Culinary Professional with email The Culinary Professional study guide Foundations of Restaurant Management and Culinary Arts Level 1 Foundations of Restaurant Management and Culinary Arts Level 2 Culinary Arts Principles on-line assessments Culinary Arts Principles Textbooks Contemporary Business, 18th ed. (REM)	People's Education Cengage Learning People's Education People's Education Pearson Education John Wiley and Sons Goodheart-Willcox Publisher Goodheart-Willcox Publisher American Technical Publishers American Technical Publishers Houghton Mifflin	2008 2008 2008 2007 2011 2009 2018 2018 2020 2020 2019	30 86.5 35.25 61 65 87 21 27 95 112	20 20 61 61 35 140 60 30 13
Electrical Construction	Modern Residential Wiring Textbook/Workbook Modern Commercial Wiring Textbook/Workbook Electrical Wiring Residential National Electric Code Book A/C/D/C Principles Textbook/Workbook Transformer Principles and Applications Conduit Bending and Fabrication Electrical Motor Controls for Integrated Systems Textbook/Manual Electrical Motors and Motor Controls 5th edition Electrical Motors Controls Application Manual 5th edition Troubleshooting Electric Motors Textbook Electrical Grounding and Bonding Textbook Photovoltaic Systems	Goodheart-Willcox Publisher Goodheart-Willcox Publisher Delmar Learning National Fire Protection Association American Technical Publishers, Inc. American Technical Publishers, Inc. American Technical Publishers, Inc. Delmar Learning Delmar Learning American Technical Publishers, Inc. Cengage Delmar Learning American Technical Publishers, Inc.	2008/2011/2014 2008/2011/2014 2002/2009/2009/2011/2017 2007 2006 2007 2009 2010 2008 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 Communications: 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	16
	Making Art: Form and Meaning		Amazon	2010	79.08	15
Graphics Communications: Printing	Graphic Communications 5th ed		Goodheart-Willcox	2010	44	15
	Offset Lithographic Technology TB 4th ed		Goodheart-Willcox	2010	64.5	15
	Offset Lithographic Technology WB 4th ed		Goodheart-Willcox	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	2018	120	
	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-Willcox	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		
	Criminatics, 9th ed		Pearson	2007		
	Military Drill		Department of Army	1986		
	Administration of Justice CJO Program			2009		
	First Responder 4e		Jones and Bartlett		92	12
Mechanics and Repair	Small Engines 4th ed.		American Technical	2019		
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	2005		
	Inside Ballet Technique		Dance Horizons	1984		
	The Vision of Modern Dance		Pinxten Book	1979		
	Conversations with Choreographers		Heinemann	1996		
	Jazz Dance		University Press of Florida			

	Plates Anatomy of Fitness			2014		
Performing Arts: Theater	Master on Acting	Samford Meesler				1
	Respect for Acting	Lita Hagen				1
	Improvisation for the Theater	Voie 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 Brockelt				1
	The Enjoyment of Theater	Kenneth M. Cameron/Patti P. Gillespie				1
	Singing with your Whole Self 2nd edition	Rowman & Littlefield Publishers				1
	Musical Theater Song	Methuen Drama				1
	Musical Theory Through Musical Theatre	Oxford University Press				1
	Body and Voice: Somatic Reeducation	Plural Publishing				1
Voice and the Alexander Technique 2nd edition	Autumn Press				1	
The Complete Professional Audition	Back Stage Books				1	
Plumbing Technology	Modern Plumbing	Goodheart-Wilcox				2010
	2018 National Standard Plumbing Code	NJ Association of Plumbing-Heating Cooling Contractors Inc.				2019
	Plumbing Design and Installation	American Technical				2012
	Modern Refrigeration and Air Conditioning	Goodheart-Wilcox				2015
Welding Technology	Mathematic for Plumbers					1990
	Welding	Pearson/Prentice Hall				2003

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Auto Mechanics	All DATA online subscription		2016		
Cosmetology	MindTap		2020	\$296	18
Earth and Space Science	Discovery Ed		2016	\$48.00	336
Electrical	Electrical Motor Controls, 5th edition On-line resource	Delmar		170	
Language Arts	Grammarly Site License	Grammarly		2900	
	Classcraft Teaching License	Classcraft Studios		96	5

