

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

Reorganization Meeting
November 1, 2019
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.

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

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

Also Present

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Sipple, Business Administrator/Board Secretary
Lisa Fittipaldi, Board Attorney
Sara Sooy, 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 5, 2019.

Pledge of Allegiance

Swear in Nadine Wilkins

- Ms. Fittipaldi swore in Nadine Wilkins as a Board of Education member. Ms. Wilkins was appointed by the Somerset County Freeholders at their October 22, 2019 meeting with a term expiration date of October 31, 2023.

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? No

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

Are there any other nominations? No

On motion by Mr. Lalevee, 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	absent	

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 2020.

<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	absent	

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 2020.

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 2020.

F. Audit/Consulting Services

The Board of Education appointed Suplee, Clooney & Company to provide audit/consulting services as per their proposal and fee of \$38,175 for the school year July 1, 2019 to June 30, 2020.

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 \$232,000 until the reorganization meeting to be held in November 2020.

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 \$8,000 until the reorganization meeting to be held in November 2020.

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 2020. 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 - 2020

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

- January 27, 2020
- February 24, 2020
- March 23, 2020
- April 27, 2020
- May 18, 2020
- June 22, 2020
- July 27, 2020
- August 24, 2020
- September 28, 2020
- October 26, 2020
- November 2, 2020 (Reorganization Meeting)
- November 23, 2020
- December 21, 2020

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 – 2019-20 SY

The Board of Education approved the curriculum, textbooks and state mandated programs and services for the 2019-20 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		absent

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, agenda items T through W 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 – 2018-2020

The Board of Education renewed membership in the Somerset County Joint Insurance Fund for year three (3) of a three (3) year period, beginning January 1, 2018 and ending December 31, 2020.

<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		absent

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

- X. 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 2020.
- Y. Southern Skyland Regional Health Insurance Fund
The Board of Education joined the Southern Skyland Regional Health Insurance Fund as permitted by N.J.S. A. 11:15-3, 17:1-8.1 and 40A:10-36 et seq.
- Z. 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 one (1) of a three (3) year period, beginning January 1, 2020 and ending December 31, 2022.
- AA. 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 2020.
- BB. 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 2020.
- CC. 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 2020.
- DD. Organizational Chart
The Board of Education approved the district’s Organizational Chart as it appears on Addendum #2.
- EE. Three-Year Comprehensive Maintenance Plan
The Board of Education approved submission of the Three-Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum #3

<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		absent

Public Comment

- None

President’s Update

- Mr. Hyncik reported on the insurance commission.

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 superintendent evaluation and personnel matter. 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 Mr. St. Pierre and on roll call vote, the Board of Education went into closed session at 5:27 p.m.

<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	absent	

Open Session

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education went into open session at 6:00 p.m.

<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	absent	

Superintendent Evaluation

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education accepted the Superintendent's Evaluation.

<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	absent	

Withholding of Increment

On recommendation of Dr. Harttraft and motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, the Board of Education approved to withhold Andrew Coslit's increment for the 2020-21 school year and that he attend counseling which will be coordinated through personnel department as a condition of his employment.

<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	absent	

Adjournment

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and passed, the meeting adjourned at 6:01 p.m.

Raelene Sipple, Business Administrator/Board Secretary