

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

Reorganization Meeting
November 1, 2018
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 members present:

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

Also Present:
Dr. Chrys Harttraft, Superintendent of Schools
Raelene Sipple, Business Administrator/Board Secretary
Lisa Fittipaldi, Board Attorney
Brian D. Levine, 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 December 30, 2017.

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 Mr. St. Pierre, William Hyncik, Jr. was nominated for the position of President.

Are there any other nominations? No

On motion by Mr. Lalevee, seconded by Mr. St. Pierre, the nominations for President were closed.

A roll call vote for William Hyncik, Jr. as President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	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 Mr. Hyncik, Gregory Lalevee was nominated for the position of Vice President.

Are there any other nominations? No

On motion by Mr. Lalevee, seconded by Mr. Hyncik, the nominations for Vice President were closed.

A roll call vote for Gregory 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	
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 2019.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	X	
Mr. Lalevee	X	
Mr. St. Pierre	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 2019.

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 2019.

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 \$37,425 for the school year July 1, 2018 to June 30, 2019.

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 2019.

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 2019.

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 2019. 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 - 2019

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

- January 28, 2019
- February 25, 2019
- March 25, 2019
- April 15, 2019
- May 20, 2019
- June 24, 2019
- July 22, 2019
- August 26, 2019
- September 23, 2019
- October 28, 2019
- November 1, 2019
- November 25, 2019
- December 16, 2019

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 of New Jersey as the banking institution to hold the following accounts:

- | | |
|---------------------------|---------------------|
| Operating | Account #000011199 |
| Payroll | Account #019306 |
| 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 #019306 | 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 – 2018-19 SY

The Board of Education approved the curriculum, textbooks and state mandated programs and services for the 2018-19 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	
Mr. Jinks		absent

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and on roll call vote, agenda items T through CC 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 effective November 1, 2015) as required by law.

V. Section 403(b) Tax Shelter Annuity

The Board of Education adopted Section 403(b) Tax Shelter Annuity (document revised November 1, 2015) 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 two (2) of a three (3) year period, beginning January 1, 2018 and ending December 31, 2020.

- X. Commissioner and Alternate Commissioner to the Somerset County Joint Insurance Fund
The Board of Education appointed Raelene Sipple as commissioner and Gregory Lalevee as alternate commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2019.
- Y. Somerset County Insurance Commission Membership – 2017-2019
The Board of Education renewed membership in the Somerset County Insurance Commission for year three (3) of a three (3) year period, beginning January 1, 2017 and ending December 31, 2019.
- Z. Voting Member of the New Jersey Schools Boards Association
The Board of Education appointed Gregory Lalevee as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2019.
- AA. Board of School Estimate
The Board of Education appointed William Hyncik, Jr. and Richard St. Pierre as members of the Board of School Estimate until the reorganization meeting to be held in November 2019.
- BB. Somerset County Educational Services Commission Representative Assembly
The Board of Education appointed Chrys Harttraft as representative and Richard St. Pierre as alternate representative of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2019.
- 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	
Mr. Jinks		absent

Remarks from the Public

- None

President’s Update

- Mr. Hyncik noted the SCVTEA negotiation meeting will be held on November 27, 2018.

Adjournment

On motion by Mr. Lalevee, seconded by Mr. St. Pierre and passed, the meeting adjourned at 5:12 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	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	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	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	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	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	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	A Separate Peace				
	Animal Farm			9.99	40
	Antigone			2	40
	Ordinary People				
	Hamlet				
Lord of the Files					
English 12	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	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				
Death of a Salesman					
Lovely Bones					

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	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	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	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	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	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	A Separate Peace				
	Animal Farm			9.99	40
	Antigone			2	40
	Ordinary People				
	Hamlet				
	Lord of the Flies				
English 12	Literature---The Human Experience	Bedford/St. Matrin's	2013		
	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				
	Death of a Salesman				
	Lovely Bones				
A Man Named Dave					

	Anthology of American Short Stories				
	Heart of Darkness			4.95	40
	Frankenstein			4.99	40
<i>Mathematics Department</i>					
Algebra I	Algebra I: Common Core	Pearson	2015	90	75
Geometry	Common Core Geometry + Geometry Digital Courseware + Math XL	Pearson	2016	151.47	75
Algebra 2	Algebra II: Concepts and Skills	McDougal Littell	2005	70.41	55
Precalculus	Precalculus 7th ed.	McDougal Littell		128.96	22
Calculus	Calculus I with Precalculus 2nd ed	Holt McDougall	2006	135.71	6
<i>Photography</i>					
	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>					
Anatomy and Physiology for Cos	Milady Standards Cosmetology	Cengage Learning	2016	97.95	16
Biology	Biology/Chemistry/Physics/Earth Science E-Book Subscriptions	Discovery Education	2016	48	336
Chemistry	Biology/Chemistry/Physics/Earth Science E-Book Subscriptions	Discovery Education	2016	\$48.00	336
Physics	Biology/Chemistry/Physics/Earth Science E-Book Subscriptions	Discovery Education	2016	\$48.00	336
Forensics					
Marine Biology					
Human Biology	Human Biology 120 Textbook w/ Lab, 8th edition		2017	221.5	25
<i>Social Studies Department</i>					
World History	Modern WH: Patterns of Interaction	Holt McDougall	2009	76.74	60
U.S. History I	Pearson: United States History	Pearson	2010	82.97	105
U.S. History II	Pearson: United States History	Pearson	2010	82.97	105
U.S. History II Honors	American History Vol 2. from 1865 15th edition	McGraw-Hill Education	2014	107.28	60
	Baghdad Express: A Gulf War Memoir	Minnesota Historical Society		22.36	10
	Outlaw Platoon: Heroes, Renegades, Infidels and the Brotherhood of War in Afghanistan	Harper Collins		13.59	10
	Band of Brothers: E Company, 506th Regiment, 101st Airborne from Normandy to Hitler's Eagle Nest	Simon and Schuster		13.6	10
	Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped With the Space Race	Harper Collins		12.79	10
Financial Literacy	Personal Finance w/ Connect Plus 1 User 6 yr subscription	McGraw-Hill Education	2012	162.9	40
Current Social Issues					
<i>Physical Education Department</i>					
Driver Education					
Family Living	NJ Driver's Ed Manual				
Current Health Issues					
	Prentice Hall Health	Prentice Hall	2007	59.97	
Total Wellness Education	Reading and Notetaking Guide	Prentice Hall	2007	5.47	
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 1 High School	McDougal Littell	2007	64.23	90
	Que Cheverel Level 1	EMC Publishers	2016	82.95	100
Spanish 2	Avancemos Level 2 High School	McDougal Littell	2007	65.31	

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/Walworth 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	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		2010	
	Sersafe Manager 6th ed	National Restaurant Association Guide		2014	
	The Culinary Professional	Goodheart-Wilcox Publisher		2010	51.96 30
	Food Preparation	American Technical Publishers		2006	
On Cooking	Pearson Education		2011		
Remarkable Service	John Wiley and Sons		2009		
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			108.5 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		
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	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		
	Administration of Justice CD Program		2009		
	First Responder 4e	Jones and Bartlett		92	12
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			
Plumbing Technology	Modern Plumbing	Goodheart-Wilcox	2010		
	National Standard Plumbing Code	Plumbing Heating Cooling Contractors Nat. Assoc.			
	Plumbing Design and Installation	American Technical	2012		
	Modern Refrigeration and Air Conditioning	Goodheart-Wilcox	2015		
	Mathematic for Plumbers		1990		
Welding Technology	Welding	Pearson/Prentice Hall	2003		

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				
	The Bell Jar			18.38	65
	A Connecticut Yankee in King Arthur's Court			10.69	50
	The Glass Castle			19.15	50
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./Discovery Ed.				

Anatomy & Physiology I (RVCC)	Anatomy and Physiology 6th 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)					
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 Vol 2. from 1865 15th edition	McGraw-Hill Education	2014	107.28	60
Cultural Anthropolog (RVCC)	Cultural Anthropology Ember-Ember 12ed. The Forest People	Prentice Hall	2007	125.33	29
Human Origins (RVCC)	Essentials of Physical Anthropology--- Discovering Our Origins	W.W. Norton	2010	95.55	26
Current Moral & Social Issues (RVCC)					
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 Reading and Notetaking Guide	Prentice Hall	2007	59.97	
Total Wellness Education		Prentice Hall	2007	5.47	
<i>World Languages Department</i>					
Spanish I	Avancemos Level 1 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	Pearson			

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Auto Mechanics	All DATA online subscription		2016		
Cosmetology	Discovery Pro		2017		
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
MEAM	Solidworks 3 year license	Design Point	2016		
	Solid Professor	Solid Professor	2016		

