

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

Reorganization Meeting
November 1, 2016
4:30 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 Catterson called the meeting to order at 4:40 p.m. with the following board members present:

William Hyncik, Jr.

Sarah Costa, arrived at 4:46 p.m.

Theodore Smith

Steve Rodzinak

Roger Jinks, Executive County Superintendent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools

Raelene Catterson, Business Administrator/Board Secretary

Lisa Fittipaldi, Board Attorney

Adequate notice of this meeting has been provided specifying time and place.

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. Catterson asked for nominations for the position of President.

On motion by Mr. Smith, seconded by Ms. Costa, William Hyncik, Jr. was nominated for the position of President.

Are there any other nominations? No

On motion by Mr. Smith, seconded by Mr. Rodzinak, 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. Smith	X	
Ms. Costa	absent	
Mr. Hyncik	X	
Mr. Rodzinak	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. Rodzinak, seconded by Mr. Smith, Sarah Costa was nominated for the position of Vice President.

Are there any other nominations? No

On motion by Mr. Smith, seconded by Mr. Rodzinak, the nominations for Vice President were closed.

A roll call vote for Ms. Costa as Vice President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	absent	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	X	

C. Secretary to the Board of Education

On motion by Mr. Smith, seconded by Mr. Rodzinak and on roll call vote, the Board of Education appointed Raelene Catterson to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2017.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	absent	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	X	

On motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, agenda items D through R 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 2017.

E. Legal Services

The Board of Education appointed DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, Lehrer and Flaum to provide legal services as per their proposal and fee of \$208 per hour not to exceed \$76,000 until the reorganization meeting to be held in November 2017.

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 \$36,000 for the school year July 1, 2016 to June 30, 2017.

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 2017.

H. Health and Medical Services

The Board of Education appointed Doctor's Express to provide health and medical services as per their proposal and fee schedule not to exceed \$15,000 until the reorganization meeting to be held in November 2017.

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 2017. 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 - 2017

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

January 23, 2017
 February 27, 2017
 March 27, 2017
 April 24, 2017
 May 22, 2017
 June 26, 2017
 July 24, 2017
 August 28, 2017
 September 25, 2017
 October 23, 2017
 November 20, 2017
 December 18, 2017

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. Curriculum/Textbooks and State Mandated Programs – 2016-17 SY

The Board of Education approved the curriculum/textbooks and state mandated programs and services for the 2016-17 school year as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	abstain	

On motion by Ms. Costa, seconded by Mr. Smith and on roll call vote, agenda items S through CC 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 effective November 1, 2015) as required by law.

U. 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.

V. Somerset County Joint Insurance Fund Membership – 2015-2018

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, 2015 and ending January 1, 2018.

W. Commissioner and Alternate Commissioner to the Somerset County Joint Insurance Fund

The Board of Education appointed Raelene Catterson as Commissioner and William Hyncik, Jr. as Alternate Commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2017.

X. Somerset County Insurance Commission Membership – 2017-2019

The Board of Education established membership in the Somerset County Insurance Commission for year one (1) of a three (3) year period, beginning January 1, 2017 and ending December 31, 2019.

Y. Commissioner and Alternate Commissioner to the Somerset County Insurance Commission

The Board of Education appointed William Hyncik, Jr. as Commissioner and Raelene Catterson as Alternate Commissioner to the Somerset County Insurance Commission.

Z. Voting Member of the New Jersey Schools Boards Association

The Board of Education appointed William Hyncik, Jr. as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2017.

AA. Board of School Estimate

The Board of Education appointed William Hyncik, Jr. and Sarah Costa as members of the Board of School Estimate until the reorganization meeting to be held in November 2017.

BB. Somerset County Educational Services Commission Representative Assembly

The Board of Education appointed Mr. Smith as Representative of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2017.

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. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks		abstain

President’s Update

- Mr. Hyncik reported there was a Somerset County Insurance Commission meeting today. Mr. Hyncik will invite a representative from the fund manager, PERMA, to speak at the next regular board of education meeting.

Adjournment

On motion by Ms. Costa, seconded by Mr. Smith and passed, the meeting adjourned at 4:49 p.m.

Raelene Catterson
 Business Administrator/Board Secretary

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 Academic Writing	W.W. Norton and Co. Inc.	2006		
English 12/English II (RVCC)					
<i>Mathematics Department</i>					
Combined Algebra	Beginning and Intermediate Algebra with Applications and Visualization	Pearson	2005		
Advanced Geometry	Geometry	Pearson			
Pre Calculus I (RVCC)	Algebra for College Students 6th Ed	Pearson	2009	151	38
Pre Calculus II (RVCC)					
Calculus I (RVCC)					
Calculus II (RVCC)					
<i>Science Department</i>					
Biology	Biology Concepts and Connections 5th ed.				
Anatomy & Physiology I (RVCC)	Anatomy and Physiology 3rd ed				
Anatomy & Physiology II (RVCC)					
General Biology Lecture & Lab I (RVCC)					

Somerset County Vocational Technical Schools
Course Books

Addendum #1

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	Holt McDougal		163.95	
	Adler and Pouwells				
US History I	American History- A Survey 13th ed.	Glencoe	2008	110	70
US History II	American History- A Survey 13th ed.	Glencoe	2008	110	70
Cultural Anthropolog (RVCC)	Cultural Anthropology Ember-Ember 12ed.	Prentice Hall	2007	125.33	
	The Forest People				29
Human Origins (RVCC)	Essentials of Physical Anthropology---	W.W. Norton	2010	95.55	26
	Discovering Our Origins				
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	Prentice Hall	2007	59.97	
	Reading and Notetaking Guide	Prentice Hall	2007	5.47	
Total Wellness Education					
<i>World Languages Department</i>					
Spanish I	Avancemos Level I 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			

Somerset county Vocational Technical Schools
Course Books

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				

Somerset county Vocational Technical Schools
Course Books

	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					
Geometry	Algebra I: Common Core	Pearson	2015	90	75
Algebra 2	Common Core Geometry + Geomrety Digital Courseware + Math XL	Pearson	2016	151.47	75
Precalculus	Algebra II: Concepts and Skills	McDougal Littell	2005	70.41	55
Calculus	Precalculus 7th ed.	McDougal Littell		128.96	22
	Calculus I with Precalculus 2nd ed	Holt McDougual	2006	135.71	6
Photography					
	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 Kinesley	2006		
<i>Science Department</i>					
Intro. to Anatomy & Physiology					
	The Human Body in Health and Disease	Prentice Hall	2000		
Anatomy and Physiology I	Human Anatomy and Physiology Lab Manual	Pearson		85.97	30
Anatomy and Physiology II	The Human Body in Health and Disease	Evolve	2005		
Biology	The Human Body in Health and Disease	Evolve	2005		
Chemistry	Biology/Chemistry/Physics/Earth Science E-book Subscriptions	Discovery Education	2016	\$48.00	336
Physics					
Forensics					
Marine Biology					
<i>Social Studies Department</i>					
World History					
U.S. History I	Modern WH: Patterns of Interaction	Holt McDougall	2009	76.74	60
U.S. History II	Pearson: United States History	Pearson	2010	82.97	105
Financial Literacy	Pearson: United States History	Pearson	2010	82.97	105
	Personal Finance w/ Connect Plus 1 User 6 yr	McGraw-Hill Education	2012	162.9	40
Current Social Issues	subscription				

Somerset county Vocational Technical Schools
Course Books

<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					
Spanish 2	Avancemos Level I High School	McDougal Littell	2007	64.23	90
Spanish 3	Avancemos Level 2 High School	McDougal Littell	2007	65.31	

Somerset County Vocational Technical Schools
Course Books

High School: Vocational Programs

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Agricultural Science	Agriscience Fundamentals and Applications 3rd and 4th ed.	Delmar Cengage Learning	2002/2007		
	Plant Soil and Science Fundamentals and Applications	Delmar Cengage Learning	2010		
	Biotechnology a Laboratory Skills Course	BioRad/Walsworth Print Group	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	2008	96.75	50
	Total Automotive Technology- 4th edition	Thomas Delmar Learning	2005		
	Auto Electricity and Electronics Tech	Goodheart-Wilcox	1998		
	Brakes-Natef Standards Job Sheets	Thomas Delmar Learning	2002		
	Electrical and Electronic Systems---Natef Standard Job Sheets	Thomas Delmar Learning	2006		
	Engine Performance- Natef Standard Job Sheets	Thomas Delmar Learning	2002		
	Heating and Air Conditioning-Natef Standard Job Sheets	Thomas Delmar Learning	2002		
	Suspension and Steering-Natef Standard Job Sheets	Thomas Delmar Learning	2002		
	Automotive Service 3rd edition	Delmar Cengage Learning	2008		
Modern Diesel Technology: Diesel Engines 2nd ed.					
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	2012	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			
	The Culinary Professional	Goodheart-Willcox Publisher	2010	51.96	30
	Servsafe Starters Employee Guide	National Restaurant Association Guide	2009	4.5	40
	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-Willcox Publisher	2008		
	Modern Commercial Wiring Textbook/Workbook	Goodheart-Willcox Publisher	2008		
	National Electric Code Book	National Fire Protection Association	2007		
	AC/DC Principles Textbook/Workbook	American Technical Publishers, Inc.	2007		

Somerset County Vocational Technical Schools
Course Books

	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		
	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		
	Journeyman Electrician's Exam Workbook	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 Arts	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

Somerset County Vocational Technical Schools
 Course Books

Mechatronics, Engineering and Advanced Manufacturing					
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		
Performing Arts: Theater Arts	Stage Management and Theatre Admin.	Pauline Meanear			
	Backstage Handbook---An Illustrated Almanac of Technical Information				
	Stage Scenery: Its Construction and Rigging	Arnold S. Gillette			
	Scene Design and Stage Lighting	W. Oren Parker, R. Craig Wolf, Dick Block			
	Handbook of Scenery, Properties, and Lighting	Harvey Sweet			
	Stage Lighting Revealed---A Design and Execution Handbook	Glen Cunningham			
	The Manga Guide to Electricity	Fazuhiro Fujitaki Matsuda			
	Technical Theater For Nontechnical People	Drew Campbell			
	Designing and Painting for the Theatre	Lynn Pecktal			
Plumbing Technology	Modern Plumbing	Goodheart-Wilcox	2010		
	National Standard Plumbing Code	Plumbing Heating Cooling Contractors Nat. Assoc.			
Welding Technology	Welding	Pearson/Prentice Hall	2003		

Somerset County Vocational Schools
Course Books

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

Somerset County Vocational & Technical Schools
 Organizational Chart
 November 1, 2016

Addendum #2

