

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS  
14 North Bridge Street  
Bridgewater, New Jersey 08807

Regular Meeting  
January 28, 2008

The meeting was called to order at 5:30 p.m. with the following board members present:

Dr. Alan P. Braun, President  
Anita Ventantonio, Vice President  
Theodore Smith  
William Hyncik, Jr.  
Frank Dragotta, absent

Swearing in of Board of Education member, Theodore Smith, by board attorney, Lisa Fittipaldi.

Also Present:

Michael A. Maddaluna, Superintendent of Schools  
Diane Strober, School Business Administrator/Board Secretary  
Edmund H. Jones, High School Principal  
Dr. Michael Illuzzi, Director of Post-Secondary Education Programs  
Lisa Fittipaldi, Board Attorney  
Jack Ciattarelli, Somerset County Freeholder

Others: Michael Kuschyk, Director of Building and Grounds; Diane Ziegler, Director of Curriculum and Instruction; Peter Carey, Director of Student Services; Bernice Wicks, Director of Communications and Public Relations; Michael Herrera, Assistant High School Principal; Joseph Petrosino, Supervisor of Special Needs; Sherman Harris, Supervisor of Special Projects; Pamela Brink, School Based Program Director; Carene Jegou, Administrative Assistant to the Superintendent; Helen Mikulak, Manager of Student Financial Services/Human Resources for the Technology Institute; Teresa Morelli, English Teacher; Maria Johnson, Science Instructor; Kathy Fortunato, Mathematics Instructor; and Meg Fischer, Mathematics Instructor.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mrs. Ventantonio, seconded by Mr. Smith, the minutes of the regular meeting held on December 17, 2007 were approved.

Correspondence

- Letter from Moncrieff I. Fisher thanking the board, administration and staff for the wonderful retirement reception. Dr. Braun was very appreciative of Mr. Fisher's thirty years of service as was Mr. Fisher very appreciative of the acknowledgment and recognition given to him.

Old or Unfinished Business

*Student of the Month*

- Joseph Genung, a second year student from Bedminster who is in the Small Engines Program was the Student of the Month for January. In addition to his vocational shop interests, Joseph plays outfield for the baseball team and is an active member of the SkillsUSA organization and has participated in fundraisers for the club.
- Paula Dobrzanski, a senior student in the Commercial Arts and Design Program was also the Student of the Month for January. Paula is the recipient of the Somerville Elks Student Award which she received for good citizenship and community service. She is active in many clubs at school including Rotary Interact and the

National Technical Honor Society. She works part-time at Reading Cinemas and as a teacher's assistant in the Commercial Arts and Design class. After she graduates she plans to attend Raritan Valley Community College.

- Tiffany Pacilli, a Culinary Arts senior student who will be competing in the SkillsUSA competition at Ocean County Vocational School served the cake she will be entering in the dessert challenge competition. The students were required to create their own recipes for this competition.

*Building and Grounds Report and Safety Management Program Review Report*

- Mr. Kuschyk presented the monthly Buildings and Grounds Report along with the Safety Management Program Review Report.

Report of the Attorney

- Ms. Fittipaldi reported that the Mechanical Preservation Associates cooling tower and multi-zone unit replacement contract and J. Strober & Sons, LLC roofing replacement contract were reviewed and approved. She also reviewed and approved the Horizon Internet Membership Agreement and the Banner Service Agreement between the district and Raritan Valley Community College. She will continue to work with Dr. Illuzzi on the career service job application for the Technology Institute.

Superintendent's Report

A. Employment of Full-Time Personnel - 2007-08 SY

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education appointed Ms. Valerie Hart to the position of Accountant at a salary of \$50,280.59 (prorated), effective February 1, 2008.

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education appointed Ms. Michelle Fresco to the position of Administrative Assistant to the School Business Administrator/Board Secretary at a salary of \$44,785.08 (prorated), effective February 1, 2008.

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education appointed Mr. Mark Mastrobattista to the position of Culinary Arts/Restaurant Management Instructor at a salary of \$54,005.00 (prorated), Step 11D, effective March 1, 2008.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mr. Dragotta	absent	
Mr. Hyncik	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

B. Employment of Part-Time Personnel - 2007-08 SY

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the employment of the following part-time personnel for the 2007-08 school year:

High School

Elliot Bowers	Substitute	\$90.00/day
Margaret Fischer	Homework Monitor	\$35.00/hr
Christopher Schrenk	Homework Monitor	\$35.00/hr
Amanda Ives	Clerical	\$11.75/hr
Shawn Boyle	Perf. Arts - Theater Designer	\$34.15/hr

Work Study - \$7.15/hr

Colbi Burton	Benjamin Caropreso	Michael Diacont
<u>Technology Institute</u>		
Suzan Dincer	Clerical	\$11.75/hr

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

C. Title Changes

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the following title changes:

<u>Name</u>	<u>New Title</u>
John Vingara	Culinary Arts/Restaurant Management Instructor
Michael Herrera	Assistant Principal/Director of Career & Technical Education and Workforce Development
Eleanor Mikrut	Practical Nursing Instructor/Coordinator of Allied Health Programs

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

D. Field Trips

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

E. Banner Service Agreement – Raritan Valley Community College/Somerset County Technology Institute

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education entered into an agreement with Raritan Valley Community College to seek shared services and expertise as Somerset County Technology Institute implements BANNER as their student record system as per the terms and conditions in the Banner Service Agreement as reviewed and approved by the board attorney. The provision of these services will begin on January 1, 2008 and end on June 30, 2011.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

F. Revised 2007-08 SY Calendar

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on

roll call vote, the Board of Education revised the 2007-08 school year calendar as follows:

From: Thursday, February 14 – In-service day/school closed, all staff report

To: Thursday, February 14 - School closed for all faculty, administrators and high school staff

Saturday, February 9 - High School Open House - All faculty, administrators and high school staff report at 9:30 am. to 2:00 p.m.

Mr. Smith requested additional information on the Open House; Mr. Maddaluna and Mr. Jones further explained the activities for the day.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

G. Textbooks - Technology Institute

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved textbooks for the Technology Institute for the Spring 2008 Semester as they appear Addendum #2.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

H. Acceptance of Funds

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its January 28, 2008 meeting authorized acceptance of funds for the following:

United Way of Somerset County	PEACE - Mini-Grant (Night of Peace)	\$ 1,000.00
NJ Department of Education	Carl Perkins - Secondary (FY-2008)	\$206,491.00
NJ Department of Education	No Child Left Behind (NCLB - FY 2008)	\$ 50,567.00
	Title I Part A	\$33,798.00
	Title II Part A	\$13,466.00
	Title II Part D	\$ 248.00
	Title III	\$ 1,100.00
	Title IV	\$ 1,469.00
	Title V	\$ 486.00

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

I. Job Description

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on

roll call vote, the Board of Education approved job description, Curriculum and Instruction Coordinator, as it appears on Addendum #3.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

J. Employee Assistance Program

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education renewed its agreement with Charles Nechtem Associates, Inc. to provide short-term counseling services for the employees of Somerset County Vocational & Technical Schools, effective February 1, 2008 through January 31, 2009.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

K. Governor Teacher Recognition Selection Committee

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education appointed the following personnel to serve on the Governor Teacher Recognition Selection Committee:

Sherman Harris Michael Herrera Edmund Jones Joseph Petrosino Diane Ziegler

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

L. Revised Board Policy No. 0163 - Quorum

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education motioned to defer the resolution to approve Revised Board Policy No. 0163- Quorum at this second reading as it appears on Addendum #4 until after the executive session.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

M. Professional Seminars/Workshops

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved requests for district staff and board of education members to attend professional seminars, workshops, etc. as they appear on Addendum #5.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X

Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

N. Memorandum of Understanding - Medical & Health Science Academy

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education entered into an agreement with Raritan Valley Community College to establish a partnership that provides students of the Somerset County Academy for Medical and Health Sciences the opportunity to earn both a high school diploma and an Associate of Science in General Science degree from Raritan Valley Community College.

Mrs. Ventantonio questioned how this is different. Mr. Maddaluna responded this document will formalize the process.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

O. Superintendent's Update

- Mr. Maddaluna discussed the Summer Institute which is being offered through the Foundation in cooperation with local businesses and industry. The local businesses and industry will not only provide teacher training but will also pay the teachers to attend. Mr. Herrera reported that at this time we have received seven applicants.
- The Open House is scheduled for Saturday, February 9<sup>th</sup>. Flyers were included in the board packets.
- Mr. Maddaluna informed the board of the implications of the new school funding law as there are no monies set aside for post-secondary and adult continuing education programs. Dr. Braun noted we should expect a 2% increase in State aid.
- The following administrative staff updated the board on their respective plans of action:
  1. Dr. Michael Illuzzi, Director of Post-Secondary Education Programs, discussed the coordination of high school and Technology Institute programs to facilitate a dialogue, review common programs and the alignment of skills. From there, he identified one shared program, health occupations, which will focus on working together on joint lesson plans to ensure the aforementioned. Successful implementation of this experimental initiative will expand mutual understanding and establish more cooperative efforts.
  2. Sherman Harris and Pamela Brink discussed Linkages, TOPS and Crisis Management. Ms. Brink discussed the restructuring of the crisis management team members to coordinate responsibilities. The high school, Technology Institute, business office and entire campus participated in a bomb threat drill. The team reviewed and updated their procedures based on feedback and included minor items per state requirements. She also reported on the relocation of the drop-in center; plans are in the works but it has not been necessary to relocate as the restaurant program has not yet been expanded. Mr. Harris discussed the TOPS program and students. The TOPS program is working on continuing to provide exemplary services for the students by constructively and constantly meeting with the students. Mr. Harris noted the students are intelligent; they need to develop their character. Having the Linkages services located within the TOPS area is also a benefit for those students and further enhances the program.
  3. Diane Ziegler, Director of Curriculum and Instruction, reviewed the staff evaluation process and how it has been "retooled". The forms were outdated, the "checklist" method was abandoned and a "narrative" method was created. The optimal evaluation will also include a portfolio which will be attached to the evaluation report. A master list of evaluations (who, when, etc.) will be organized which will help to streamline the process.

- There will also be a standardized Professional Improvement Plan (PIP).
4. Dr. Joseph Petrosino, Supervisor of Special Needs, noted the County prides itself on sharing services. He then presented a Power Point presentation of special education student cost data and the proposed career centers between Somerset County Education Services Commission and Somerset County Vocational & Technical Schools. Mr. Maddaluna discussed the support conceptually and financially from those with vested interests. Mrs. Ventantonio asked if Quick Check is the organization that is interested in donating equipment for the program. Mr. Maddaluna confirmed.
  5. Bernice Wicks, Director of Communications and Public Relations, distributed fliers including pamphlets, handouts and various documents detailing different forms of marketing and advertising. Dr. Braun suggested using the website to link tradesmen with the district. Discussion ensued. Mr. Herrera will be consulting the board attorney and the Foundation on such. Mr. Smith added this is exciting and that the Foundation will be a good support. Mr. Hyncik was amazed at the breadth and the magnitude of what we offer. He questioned how well is the district received by the sending districts and further suggested putting this material in the hands of the parents, not so much the guidance counselors. He shared his thoughts that passion is lost in public schools; the individualized attention of this organization can address student's issues. Mr. Ciattarelli asked if we compete with districts and felt we should focus more on the traditional vocational programs. Dr. Braun added there is pressure from the parents for students to attend colleges and quite frequently these students are not prepared. Dr. Braun concurred that the district's unique mission is educating students in a wide variety of diverse programs that lead to multiple career paths.
  6. Peter Carey, Director of Student Services, first shared with the Board that his lifelong mission is to deal with and change the stereotype of vocational high schools. He then digressed for a few moments and shared with the board highlights from his recent international SkillsUSA convention in Japan. What he brought back from this convention was the importance to: combat negative influences by showcasing excellence; bring business and industry in to the district to insure that the curriculum is in line and that business and industry care about our students and how competing in local, national and international competitions can be life changing events. He also noted the importance of continued financial support from government and training for the global market. Mr. Carey then presented his administrative update on the Academy for Health & Medical Sciences: He discussed the following six goals: assess effectiveness, institutional planning and coordination with Raritan Valley Community College, business and industry involvement, parent advisory committee participation; budgetary planning within the three institutions (high school, Technology Institute and Raritan Valley Community College); and staff development, advisement and enrichment programs. Teresa Morelli (English), Maria Johnson (science) and Kathy Fortunato (mathematics) shared information of their students' clubs, activities, creations and accomplishments. On February 4, 2008 at 6:00 p.m. on Channel 12 there will be a documentary about the Academy.

Submission of Bills

On motion by Mrs. Ventantonio, seconded by Mr. Smith, and passed on roll call vote, the attached bills were approved for payment.

Fund 10	\$1,660,892.26
Fund 20	\$ 53,377.28
Fund 30	\$ 146,152.16
Fund 60	\$ 18,249.72
Fund 61	\$ 2,970.30
Fund 95	\$ <u>9,743.90</u>
Total	\$1,891,385.62

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	

Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

New Business

- None

Report of the School Business Administrator/Board Secretary

A. Receipt of Monies for December 2007

Fund 10

Appropriation Refund	\$	48,638.89
County Tax Levy	\$	1,018,546.00
State Aid	\$	179,488.40
Miscellaneous	\$	21,730.00
Interest	\$	7,588.17
Adult Continuing Education	\$	5,747.00
Special Education	\$	-
TI Tuition	\$	69,114.10
Alternative School	\$	127,600.00
Academy School Tuition	\$	4,100.00
Creative Arts Tuition	\$	686.25
FICA	\$	54,820.39

Fund 20

United Way	\$	2,666.63
VICA-Statewide	\$	10,938.00
Tara Target at Risk Aid	\$	1,987.50
Instructional Supplement Aid	\$	1,586.10
Juvenile Justice	\$	9,999.00
United Way Creative Arts Grant	\$	1,000.00

Fund 30

County Capital Project	\$	-
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Fund 60

Interest	\$	18.28
Lunches	\$	9,155.65
State Aid Lunch	\$	186.60
Federal Aid Lunch	\$	3,379.58

Fund 61

ETTC	\$	-
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Total Receipts for December 2007	\$	<u>1,578,976.54</u>
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Mr. Dragotta	absent	
Mr. Hyncik	X	
Mrs. Ventantonio	X	
Dr. Braun	X	

B. Reports A148 and A149

On motion by Mrs. Ventantonio, seconded by Mr. Hyncik and passed 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 December 2007 and the Treasurer of School Monies for the month of December 2007, 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. (See Addendum #6)

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

C. Horizon Internet Membership Agreement

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the Horizon Internet Membership Agreement with Horizon Blue Cross/Blue Shield of New Jersey as reviewed and approved by the Board attorney.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

February Meeting

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed, the next regular meeting of the Somerset County Vocational Board of Education will be held:

February 25, 2008  
5:30 p.m.  
Somerset County Vocational & Technical Schools  
14 Vogt Drive  
Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks reminded the board of the upcoming Open House.
- Mr. Ciattarelli updated the board on the status of the budget noting that the Freeholders currently have 8-10 weeks to process the budget. He also acknowledged the great job Mr. Maddaluna and Ms. Strober did in presenting the budget to the finance committee.

Closed Session

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the Board of Education went into closed session at 7:30 p.m.

<u>Roll Call</u>	<u>Yes No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

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 board policies. 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.

Open Session

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed on roll call vote, the meeting reopened at 7:45 p.m.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

Revised Board Policy No. 0163 – Quorum

On recommendation of Mr. Maddaluna and motion by Mrs. Ventantonio, seconded by Mr. Smith, the Board of Education did not pass on roll call vote the revised Board Policy No. 0163 – Quorum at this second reading as it appears on Addendum #4. The Board did not approve changing the quorum from four members to three members.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Smith	X
Mr. Dragotta	absent
Mr. Hyncik	X
Mrs. Ventantonio	X
Dr. Braun	X

Adjournment

On motion by Mrs. Ventantonio, seconded by Mr. Smith and passed, the meeting adjourned at 7:46 p.m.

Diane Strober  
Business Administrator/Board Secretary