

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

North Bridge Street and Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
September 24, 2007

The meeting was called to order at 5:35 p.m. with the following members present:

Moncrieff I. Fisher, President
Dr. Alan P. Braun, Vice President
Anita Ventantonio
Theodore Smith

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, arrived at 5:45 p.m.
Jack Ciattarelli, Somerset County Freeholder

Others: Bernice Wicks, Director of Communications and Public Relations; Michael Kuschyk, Director of Building and Grounds; Michael Herrera, Assistant High School Principal; Joseph Petrosino, Supervisor of Special Needs; Elizabeth Stitley, Supervisor, Allied Health; Helen Mikulak; Manager of Student Financial Services/Human Resources for the Technology Institute; Carene Jegou, Administrative Assistant to the Superintendent; Evangeline Byrd, Related Instructor; Adrienne Willard, Administrative Secretary, High School Principal; Meg Fischer, Mathematics Instructor, and student, Luis Angulo.

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

Pledge of Allegiance

Approval of Minutes

On motion by Dr. Braun, seconded by Mrs. Ventantonio, the minutes of the Regular Meeting and Executive Session held on August 27, 2007 were approved.

Correspondence

- The district received the Good Neighbor Award in recognition of the schools new Performing Arts wing and technology center additions.

Old or Unfinished Business

- Mr. Jones acknowledged Luis Angulo, a silver medalist in advertising design at the 2007 National SkillsUSA competition which was held in Kansas City. Luis thanked the Board for their support; Mr. Maddaluna expressed our pride in his accomplishments. Mrs. Byrd noted the opportunities afforded our students through out these SkillsUSA competitions and added that she is looking forward to another great year.

Building and Grounds Report

- The monthly Building and Grounds Report was included in the packet for the Board's review.
- Mr. Fisher questioned the status of the soil contamination and water testing; Mr. Kuschyk informed the Board that the preliminary report he received from PMK Group noted the level of contaminates was below DEP standards, and furthermore, PMK believes no additional testing will be required.

New Construction

Change Order - Exterior Site Lighting Project (SSP Architectural Group)

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved change orders as they appear below:

- Change Order No. 2, add \$50,000.00 - Beaver Electric Co., Inc. shall furnish all labor to change, add and replace fixtures.
- Change Order No. 3, add \$33,000.00 - Beaver Electric Co., Inc. shall furnish all materials, equipment, and labor to remove and replace curbing, asphalt and sidewalks in the vicinity of the Horticulture building for safety reasons.

Note: These change orders enhance safe access to this area by replacing deteriorated curbs and sidewalks, expanding asphalt and adding additional light fixtures.

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

Report of the Attorney

- Ms. Fittipaldi prepared the construction contract for Beaver Electric Co, Inc. and reviewed the Duke Garden agreement requested by Mr. Herrera which will enhance the revised Horticulture/Landscape Maintenance program.

Superintendent's Report

A. Employment of Full-Time Personnel - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education appointed Marilyn Layton to the position of Secretary (Category II) at a salary of \$31,057.00 (prorated), effective September 25, 2007.

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education also appointed Michele Sartori to the position of Accountant/Bookkeeper (Payroll) at a salary of \$47,646.80 (prorated), effective on a mutually agreed upon date.

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

B. Employment of Part-Time Personnel - 2007-08 School Year

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio 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

Karen Prosper	Substitute	\$90.00/day
John Cassidy	Substitute	\$90.00/day
Janelle Jegou	Clerical	\$ 7.15/hr

Performing Arts

Sean Morris	Musical Theatre	\$34.15/hr
Christynn Cardino	Musical Theatre	\$34.15/hr
Meghan Trelease	Musical Theatre	\$34.15/hr

Creative Arts

M. Douglas Watson	Guitar for Adults	\$34.15/hr
Leo Volf	Piano on Saturday	\$34.15/hr

Twilight

Janet Coleman	Cosmetology Instructor	\$36.00/hr
George Byrd	Auto Body Instructor	\$36.00/hr
Jeanine Breslin	Bus Driver	\$18.00/hr
Wallace Shackell	Substitute	\$36.00/hr
Maureen Stivala	Substitute	\$36.00/hr

TOPS

Johanna Scholl	Science Instructor	\$36.00/hr
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Work Study - \$7.15/hr

Bret Babich	Trevor Carlton	Devin Davis	Elise Thomas
Adam DeWitt	Alexandra Niedt	Gabrielle Senatore	

Technology Institute

Danielle Dulak	Interior Design Instructor	\$34.91/hr
Beth Anne Thompson	Practical Nursing Instructor	\$38.28/hr

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

C. Salary Correction

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the corrected salary of Maria Johnson for the 2007-08 school year as follows:

<u>Step</u>	<u>Base</u>	<u>Longevity</u>	<u>Total Salary (2007-08 Salary)</u>
19/C	\$66,468.22*	\$950.00	\$67,418.22

* Masters stipend added to base

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

D. Field Trips

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio 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	
Mrs. Ventantonio	X	
Dr. Braun	X	
Mr. Fisher	X	

E. Home Instruction

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education provided home instruction for a 12th grade student. Instruction will be provided from approximately September 5, 2007 for ten (10) weeks for five (5) hours per week. Mrs. Teresa Morelli will be the instructor at a rate of \$35.00 per hour.

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

F. Three-Year Comprehensive Equity Plan

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education granted approval to conduct a needs assessment and prepare a Three-Year Comprehensive Equity Plan for the 2007-08 through 2009-10 school years.

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

G. Affirmative Action Committee

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education appointed an Affirmative Action Committee pursuant to N.J.A.C. 6A:7-1.5 as follows:

Joseph Petrosino, Affirmative Action Officer
 Diane Strober, Business Administrator/Board Secretary
 Diane Ziegler, Director of Curriculum & Instruction
 Edmund Jones, Principal SCVTHS
 Michael Herrera, Assistant Principal SCVTHS
 Marvin Gordon, Athletic Director

Dr. Braun noted the new code requires a committee be formed. Mr. Petrosino confirmed this.

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

H. Application for Funds

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio 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 September 24, 2007 meeting authorized application for funds for the following:

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</u>	<u>No</u>
Mr. Smith	X	
Mrs. Ventantonio	X	
Dr. Braun	X	
Mr. Fisher	X	

I. Acceptance of Funds

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio 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 September 24, 2007 meeting authorized acceptance of funds for the following:

NJ Department of Education	Extraordinary Standards Incentive Program (ESIP)(9/1/07-4/30/08)	\$ 7,894.00
NJ Department of Education	Targeted at Risk Aid (TARA) (2007-08 SY)	\$19,875.00

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

J. School Violence Awareness Week

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education declared October 15-19, 2007 as "School Violence Awareness Week."

Mr. Fisher asked how our school district determines which incidents get reported. Mr. Herrera noted that he, Mr. Jones and a committee review the violence and vandalism incidents to determine what is appropriate to report based on the school's criteria. Mr. Smith questioned what other ways the district raises awareness in addition to this declaration. Mr. Herrera responded there are several student assemblies and class presentations given by the Student Resource Officer throughout the school year.

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

K. Extra-Curricular Appointments

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved extra-curricular activities for the 2007-08 school year:

Julie Strober	SkillsUSA Co-Advisor	\$1,646.90
Christopher Schrenk	SkillsUSA Co-Advisor	\$1,646.90
	Ski Club Advisor	\$1,582.23
Anthony Pangl	Early Morning Duty Monitor	\$ 15.50/day

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

L. Professional Seminars/Workshops

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Ventantonio 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 #2.

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

L. Superintendent's Update

- Mr. Maddaluna informed the Board that he, the district's Business Administrator and Freeholder Liaison will be meeting with the County's Administrator and Policy Director to review documentation, policies and other relevant information on operational procedures. This meeting was scheduled as a result of the letters from the Freeholders requesting to review county taxpayer funded entities.
- Mr. Maddaluna discussed each of the goals and objectives identified by the administrative teams at the summer retreat. Mr. Smith commended Mr. Maddaluna on this initiative, noted the value of the ongoing communication by administrators and recommended the administrators' summer retreat be continued.
- Mr. Maddaluna provided the Board the following articles for their review: "Retooling Career & Technical Education" and "Tough Choices Tough Times".
- The search for the Somerset County Superintendent will hopefully be completed by December or January. It has been discussed that Trudy Doyle will be the County Superintendent. She is formally a Superintendent in Bedminster Township, is currently the Superintendent in Hopatcong and is a county resident.
- A breakfast meeting will be held on October 5th from 9:00-10:30 a.m. in the Technology Center. This is an opportunity to discuss school funding with your legislature.

Submission of Bills

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

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

New Business

- Mr. Fisher asked about the Horticulture/Landscape Maintenance program and asked how many students are enrolled in the program this year. Mr. Herrera informed Mr. Fisher that currently the students are rotating among their career clusters. At this time Mr. Herrera reported approximately 23 students are enrolled. He also noted the program has been expanded to include field trips and other incentives.
- Mr. Maddaluna is looking to offer an open house for all occupational programs. This will allow the instructors the ability to highlight and market their programs.
- Mrs. Ventantonio commented that the annual "welcome back picnic" organized by Mr. Jones was a nice family evening. Dr. Braun also commented he has received positive comments from the public on this event.

Report of the School Business Administrator/Board Secretary

A. Receipt of Monies for August 2007

Fund 10

Appropriation Refund	\$	27,069.83
County Tax Levy	\$	1,018,561.00
State Aid	\$	-
Miscellaneous	\$	333.72
Interest	\$	6,899.28
Adult Continuing Education	\$	10,645.00
Special Education	\$	-
TI Tuition	\$	137,673.58
Alternative School	\$	6,750.00
Academy School Tuition	\$	4,050.00
Summer School Tuition	\$	5,854.14
FICA	\$	14,855.56

Fund 20

United Way	\$	2,666.67
VICA-Statewide	\$	15,203.00
School Base Linkage	\$	84,096.00
Standards Clarification Project	\$	400.00
Youth Transitions to Work	\$	180,779.92
Instructional Supplement Aid	\$	-

Fund 30

County Capital Project	\$	-
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Fund 60

Interest	\$	17.66
Lunches	\$	-
State Aid Lunch	\$	-
Federal Aid Lunch	\$	-

Fund 61

ETTC	\$	-
Total Receipts for August 2007	\$	<u>1,515,855.36</u>

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

B. Reports A-148 and A-149

On motion by Dr. Braun, seconded by Mrs. Ventantonio 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 August 2007 and the Treasurer of School Monies for the month of August 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 #3)

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

C. Tuition Contracts - 2007-08 School Year

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education approved the following tuition contract agreements for the 2007-08 school year:

Alternative School

Bridgewater	2 slots	\$29,000.00
Manville	3 slots	\$43,500.00
South Bound Brook	1 slot	\$14,500.00

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

D. Financial Aid Policies and Procedures - 2007-08 School Year

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed on roll call vote, the Board of Education adopted the Somerset County Technical Institute Financial Aid Policies and Procedures as reviewed and approved by the financial aid consultant, CBM Enterprises, Inc. (at the recommendation of the Board attorney)

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

October Meeting

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

October 22, 2007

5:30 p.m.

Somerset County Vocational & Technical Schools
North Bridge Street and Vogt Drive
Bridgewater, New Jersey 08807

Remarks from the Public

- Mr. Smith brought up for discussion the new legislation which requires districts to adopt a "Do Not Resuscitate" policy. Discussion ensued. Ms. Strober will forward to the Board for review and comments the draft policy as presented by Strauss Esmay and Associates.

Adjournment

On motion by Dr. Braun, seconded by Mrs. Ventantonio and passed, the meeting adjourned at 6:25 p.m.

Diane Strober
Business Administrator/Board Secretary