

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Reorganization Meeting
November 1, 2013
4:00 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.

Diane Strober, Assistant Superintendent for Business/Board Secretary called the meeting to order at 4:00 p.m. with the following board members present:

William Hyncik, Jr., President

William Dudeck, Vice President

Theodore Smith

Sarah Brennan, arrived at 4:28 p.m.

Dr. Kathleen Serafino, Executive County Superintendent, absent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools

Diane Strober, Assistant Superintendent for Business/Board Secretary

Lisa Fittipaldi, Board Attorney

Others: Carene Jegou, Administrative Assistant to the Superintendent

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

Pledge of Allegiance

A. Board of Education President

Diane Strober, Board Secretary, asked for nominations for the position of President.

On motion by Mr. Smith, seconded by Mr. Dudeck, Mr. Hyncik was nominated for the position of President.

Are there any other nominations? None

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

A roll call vote for Mr. Hyncik as President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

B. Board of Education Vice President

Mr. Hyncik, Jr. assumed the President's chair and called for nominations for the position of Vice President.

On motion by Mr. Smith, seconded by Mr. Hyncik, Mr. Dudeck was nominated for the position of Vice President.

Are there any other nominations? None

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

A roll call vote for Mr. Dudeck as Vice President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

C. Secretary to the Board of Education

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed Diane Strober to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

D. Treasurer of School Monies

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, 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 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

E. Board Attorney

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, Lehrer and Flaum to serve as legal counsel as per their proposal and fee of \$204 per hour until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

F. Auditor

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed the firm of Suplee, Clooney & Company to provide accounting and auditing services as per their proposal and fee of \$34,025 for the school year July 1, 2013 to June 30, 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

G. Engineer of Record

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed PS&S to provide general engineering services as per their proposal and fee schedule until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

H. Architect of Record

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed USA Architects, Planners + Interior Designers, P.A. to provide architectural services as per their proposal and fee schedule until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

I. School Physician

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed Warren Medcenter as school physician as per their proposal and fee schedule until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

J. Broker of Record for Employee Medical, Dental and Vision Benefit Plans

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, 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 of \$49,000 until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

K. Board of Education Meeting Dates - 2014

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved that the regular meetings of the Somerset County Vocational Board of Education be held:

Day: 4th Monday of each month (Addendum #1)

Time: 5:00 p.m.

Place: Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

L. Banking Institution

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, 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
High School (Visa/MC)	Account #000019593
Scholarship	Account #210100656
Student Activity	Account #000061043
Flexible Spending Account	Account #1101035189
Summer Savings	Account #1101036028
Foundation	Account #1101343390

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

M. Check Signature Authorization

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education authorized the following to sign all checks and pay all bills from these accounts when properly audited:

Operating #000011199	William Hyncik, Jr., Board of Education President Michelle Fresco, Treasurer of School Monies Diane Strober, Assistant Superintendent for Business/Board Secretary
Payroll #019306	Michelle Fresco, Treasurer of School Monies
Agency #019311	Michelle Fresco, Treasurer of School Monies
Cafeteria #011253	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
High School (Visa/MC) #000019593	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
Scholarship #210100656	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business /Board Secretary
Student Activity #000061043	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary
Flexible Spending #1101035189	Michelle Fresco, Treasurer of School Monies
Summer Savings #1101036028	Diane Strober, Assistant Superintendent for Business/Board Secretary Michele Sartori, Bookkeeper/Accountant (Payroll)
Foundation	Dr. Chrys Harttraft, Superintendent Diane Strober, Assistant Superintendent for Business/Board Secretary

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

N. Official Newspapers

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, 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*.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

O. Rules of Order

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, 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*.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

P. Board Policies and Regulations

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education readopted the policies and regulations of the Somerset County Vocational Board of Education.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

Q. Job Descriptions

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education readopted the job descriptions of the Somerset County Vocational Board of Education.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

R. Curriculum/Textbooks and State Mandated Programs – 2013-14 School Year

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the curriculum/textbooks and state mandated programs and services for the 2013-14 school year. (Addendum #2)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

S. IRS Code Section 125 Plan

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education adopted IRS Code Section 125 Plan resolution (document effective June 1, 2009) as required by law.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

T. Section 457(b) Deferred Compensation Plan

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education adopted Section 457(b) Deferred Compensation Plan (document effective December 31, 2011) as required by law.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

U. Section 403(b) Tax Shelter Annuity

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education adopted Section 403(b) Tax Shelter Annuity (document revised June 16, 2010) as required by law.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

V. Somerset County Joint Insurance Fund Membership – 2012-2015

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education renewed membership in the Somerset County Joint Insurance Fund for year 3 of a three (3) year period, beginning January 1, 2012 and ending January 1, 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

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

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed Diane Strober 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 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

- X. Executive Committee Member of the Somerset County Association of Boards of Education
On motion by Mr. Smith, seconded by Mr. Hyncik and on roll call vote, the Board of Education appointed William Dudeck as a member of the Executive Committee of the Somerset County Association of Boards of Education until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

- Y. Voting Member of the New Jersey Schools Boards Association
On motion by Mr. Smith, seconded by Mr. Hyncik and on roll call vote, the Board of Education appointed William Dudeck as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

- Z. Legislative Committee Member for District #16 of the New Jersey School Boards Association
On motion by Mr. Smith, seconded by Mr. Hyncik and on roll call vote, the Board of Education appointed William Dudeck as a Legislative Committee member representing the Legislative District #16 of the New Jersey School Boards Association until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

AA. Board of School Estimate

On motion by Mr. Smith, seconded by Mr. Hyncik and on roll call vote, the Board of Education appointed William Hyncik and William Dudeck as members of the Board of School Estimate until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

BB. Somerset County Educational Services Commission Representative Assembly

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education appointed Theodore Smith as representative and Dr. Chrys Harttraft as alternate representative of the Somerset County

Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2014.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

CC. Organizational Chart

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the district's Organizational Chart as it appears on Addendum #3.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	absent	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

DD. SCVTEA Agreement – 2012/13, 2013/14 and 2014/15 School Years

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the agreed upon terms and conditions of the May 1, 2012 and June 14, 2012 proposals as signed by both parties and the MOA as prepared by the fact finder on June 10, 2013 and signed by both parties to be included in the SCVTEA Agreement – 2012/13, 2013/14 and 2014/15 school years (contingent upon both parties fully executing the Agreement which will be prepared by the board attorney).

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

President's Update

- Mr. Hyncik thanked Ms. Fittipaldi for all her work throughout the year on the contracts and litigations. He also thanked Mr. Dudeck and Mr. Smith for actively participating on committees and delegations.
- Mr. Smith thanked Mr. Hyncik and Mr. Dudeck for being “good listeners and good thinkers” and for providing strong leadership. He also commented that the board was successful replacing Michael Maddaluna; he is glad Dr. Harttraft is able to address district problems as they arise. Dr. Harttraft replied that she considers them challenges as opposed to problems, and is also glad to have the opportunity to work with this board and have its support.
- Mr. Hyncik summarized that he believes that the “Board of the Whole” committee structure is appropriate for this board due to the size of the board. It allows all board members to be involved through the decision making process. He stated that the board is a team, and that Carene Jegou and Diane Strober are critical members of this team. They provide longevity and specific support functions necessary for the district's successful operations. Mr. Hyncik supports this statement in that as a board member in another successful district there were 5 different superintendents, but only one business administrator.

Adjournment

On motion by Mr. Dudeck, seconded by Mr. Smith and passed, the meeting adjourned at 4:20 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

2014

**Somerset County Vocational Board of Education
Regular Scheduled Board Meetings**

4th Monday of each month
5:00 p.m.

Somerset County Vocational & Technical Schools
Technology Center
14 Vogt Drive
Bridgewater, New Jersey

January 27, 2014
February 24, 2014
March 24, 2014
April 28, 2014
May 19, 2014 (3rd Monday)
June 23, 2014
July 28, 2014
August 25, 2014
September 22, 2014
October 27, 2014
November 24, 2014
December 15, 2014 (3rd Monday)

**Somerset County Vocational Technical Schools
Academy for Health and Medical Sciences
Curriculum and Textbooks
2013-2014 School Year**

Addendum #2

Course Title	Textbook Title	Publisher	Year
<i>English Department</i>			
English 9	<i>Riverside Anthology of Literature 3rd ed</i>	Mcdougal Littell	
	<i>A Separate Peace</i>		
	<i>Romeo and Juliet</i>		
	<i>The Curious Incident of the Dog in the Night-Time</i>		
	<i>To Kill a Mockingbird</i>		
English 10	<i>Riverside Anthology of Literature 3rd ed</i>	Mcdougal Littell	
	<i>Lord of the Flies</i>		
	<i>Hamlet</i>		
	<i>The Merchant of Venice</i>		
	<i>The Chocolate War</i>		
	<i>Ordinary People</i>		
English 11/English I (RVCC)	<i>Fields of Reading: Motives for Writing 8th ed</i>	Bedford/St. Martins	2007
	<i>They Say, I Say: The Moves that Matter in</i>	W.W. Norton and Co. Inc.	2006
	<i>Academic Writing</i>		
English 12/English II (RVCC)			
<i>Mathematics Department</i>			
Combined Algebra	<i>Beginning and Intermediate Algebra with</i>	Pearson	2005
	<i>Applications and Visualization</i>		
	<i>Algebra for College Students 6th Ed</i>	Pearson	2009
Advanced Geometry	<i>Geometry</i>	Pearson	
Pre Calculus I (RVCC)			
Pre Calculus II (RVCC)			
Calculus I (RVCC)			
Calculus II (RVCC)			
<i>Science Department</i>			
Biology	<i>Biology Concepts and Connections 5th ed.</i>		
Anatomy & Physiology I (RVCC)	<i>Anatomy and Physiology 3rd ed</i>		
Anatomy & Physiology II (RVCC)			
General Biology Lecture & Lab I (RVCC)			
General Biology Lecture & Lab II (RVCC)			

**Somerset County Vocational Technical Schools
Academy for Health and Medical Sciences
Curriculum and Textbooks
2013-2014 School Year**

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	<i>World Civilizations, Vol 1 and 2 , 4th ed</i>	Holt McDougal	
	<i>Adler and Pouwells</i>		
US History I	<i>American History- A Survey 13th ed.</i>	Glencoe	2008
US History II	<i>American History- A Survey 13th ed.</i>	Glencoe	2008
Cultural Anthropolg (RVCC)	<i>Cultural Anthropology Ember-Ember 12ed.</i>	Prentice Hall	2007
Human Origins (RVCC)	<i>Essentials of Physical Anthropology---</i>	W.W. Norton	2010
	<i>Discovering Our Origins</i>		
Current Moral & Social Issues (RVCC)			
Financial Literacy	<i>Personal Finance w/ Connect Plus 1 User 6 year subscription</i>	McGraw-Hill Education	2012
<i>Physical Education Department</i>			
Driver Education	<i>NJ Driver's Ed Manual</i>		
Family Living			
Current Health Issues	<i>Prentice Hall Health</i>	Prentice Hall	2007
	<i>Reading and Notetaking Guide</i>	Prentice Hall	2007
Total Wellness Education			
<i>World Languages Department</i>			
Spanish I	<i>Avancemos Level 1 High School</i>	McDougal Littel	2007
Spanish II	<i>Avancemos Level 2 High School</i>	McDougal Littel	2007
Spanish III	<i>Avancemos Level 3 High School</i>	McDougal Littel	
Spanish IV			
Spanish V			
<i>Other</i>			
Introduction to Computers (RVCC)	<i>Microsoft Go and Technology in Action</i>		
	<i>My ItLab</i>		

Somerset County Vocational Technical Schools

CTE Programs

Curriculum and Textbooks

2013-2014 School Year

Course Title	Textbook Title	Publisher	Year
<i>Agricultural Science</i>	<i>Agriscience Fundamentals and Applications 3rd and 4th ed.</i>	Delmar Cengage Learning	2002/2007
	<i>Plant Soil and Science Fundamentals and Applications</i>	Delmar Cengage Learning	2010
	<i>Biotechnology a Laboratory Skills Course</i>	BioRad/Walsworth Print Group	2011
<i>Auto Body</i>	<i>Colliston Repair and Refinishing</i>	Delmar Cengage Learning	2010
<i>Auto Mechanics</i>	<i>CDX Global-on line, text, presentations, and assessments</i>		2009
	<i>All DATA online subscription</i>		
	<i>Automotive Service-Inspection, Maintenance, and Repair 3rd ed.</i>	Cengage Learning	2008
	<i>Total Automotive Technology- 4th edition</i>	Thomas Delmar Learning	2005
	<i>Auto Electricity and Electronics Tech</i>	Goodheart-Wilcox	1998
	<i>Brakes-Natef Standards Job Sheets</i>	Thomas Delmar Learning	2002
	<i>Electrical and Electronic Systems--Natef Standard Job Sheets</i>	Thomas Delmar Learning	2006
	<i>Engine Performance- Natef Standard Job Sheets</i>	Thomas Delmar Learning	2002
	<i>Heating and Air Conditioning-Natef Standard Job Sheets</i>	Thomas Delmar Learning	2002
	<i>Suspension and Steering-Natef Standard Job Sheets</i>	Thomas Delmar Learning	2002
	<i>All DATA online subscription</i>		
<i>Carpentry</i>	<i>Carpentry I, 5th ed.</i>	Pearson	2013
	<i>Carpentry Framing and Finishing, Level II, 4th ed</i>	Pearson	2007
	<i>Modern Carpentry</i>	Goodheart-Wilcox Company Inc.	2003
<i>Cosmetology</i>	<i>Milady Standard Cosmetology</i>	Cengage Learning	2008
<i>Culinary Arts</i>	<i>Restaurant Service Basics</i>	People's Education	2008
	<i>Dining Room/Banquet Management</i>	Cengage Learning	
	<i>Culinary Calculations</i>	People's Education	2008
	<i>Presenting Service</i>	People's Education	
	<i>Culinary Essentials</i>	Glencoe	
	<i>The Culinary Professional</i>	Goodheart-Willcox Publisher	2010
	<i>Servsafe Starters Employee Guide</i>	National Restaurant Association Guide	2009
	<i>Food Preparation</i>	American Technical Publishers	2006
	<i>On Cooking</i>	Pearson Education	2011
	<i>Remarkable Service</i>	John Wiley and Sons	2009
<i>Diesel Mechanics</i>	<i>Automotive Service 3rd edition</i>	Delmar Cengage Learning	2008
	<i>Heavy Duty Trucks 3rd edition</i>	Delmar Thomson Learning	2001
<i>Electrical Construction</i>	<i>Modern Residential Wiring Textbook/Workbook</i>	Goodheart-Willcox Publisher	2008
	<i>Modern Commercial Wiring Textbook/Workbook</i>	Goodheart-Willcox Publisher	2008
	<i>National Electric Code Book</i>	National Fire Protection Association	2007
	<i>AC/DC Principles Textbook/Workbook</i>	American Technical Publishers, Inc.	2007
	<i>Transformer Principles and Applications</i>	American Technical Publishers, Inc.	2006
	<i>Conduit Bending and Fabrication</i>	American Technical Publishers, Inc.	2007

Somerset County Vocational Technical Schools
CTE Programs
Curriculum and Textbooks
2013-2014 School Year

	<i>Electrical Motor Controls for Integrated Systems Textbook/Manual</i>	American Technical Publishers, Inc.	2009
	<i>Troubleshooting Electric Motors Textbook</i>	American Technical Publishers, Inc.	2010
	<i>Electrical Grounding and Bonding Textbook</i>	Cengage Delmar Learning	2008
	<i>Photovoltaic Systems</i>	American Technical Publishers, Inc.	2010
	<i>Wind Power</i>	Chelsea Green Publishing Company	2004
	<i>Electrical Systems</i>	American Technical Publishers, Inc.	2008
	<i>Journeyman Electrician's Exam Workbook</i>	American Technical Publishers, Inc.	2008
	<i>Electrical Principles and Practices Textbook/Workbook</i>	American Technical Publishers, Inc.	2007
<i>Graphic Communications-Commercial Art</i>	<i>Practical Problems in Mathematics for Graphic Arts</i>	Delmar Publishing	1983
	<i>Graphic Layout and Design</i>	Delmar Publishing	1981
	<i>Graphic Design Solutions</i>	Delmar Publishing	1997
	<i>Basics of Design: Layout and Typography for Beginners</i>	Cengage Learning	2006
	<i>Comp It Up: A studio Skills Foundation</i>	Cengage Learning	2011
	<i>Making Art: Form and Meaning</i>	Amazon	2010
<i>Graphics Communications-Printing</i>	<i>Graphic Communications 5th ed</i>	Goodheart-Wilcox	2010
	<i>Offset Lithographic Technology TB 4th ed</i>	Goodheart-Wilcox	2010
	<i>Offset Lithographic Technology WB 4th ed</i>	Goodheart-Wilcox	2010
	<i>Graphic Arts-Orientation, Composition and Paste-up</i>	MAVCC	2000
	<i>Graphic Arts- The Press and Finishing Process</i>	MAVCC	2000
	<i>Graphic Arts- Basics of Desktop Publishing 2nd edition</i>	MAVCC	2000
<i>Health Occupations</i>	<i>Nursing Assistant 10th edition</i>	Thomson Delmar Learning	2008
	<i>Intro. To Medical Terminology workbook</i>	Thomson Delmar Learning	2004
	<i>Dynamics of Health Care in Society</i>	Lippincott	2013
<i>Integrated Technology Systems</i>	<i>Electricity and Electronics</i>	Goodheart-Wilcox	1999
	<i>NCEER Core Curriculum</i>	Pearson	2009
	<i>NCEER Electronic Systems Technician 1</i>	Pearson	2010
	<i>NCEER Electronic Systems Technician 2</i>	Pearson	2011
	<i>NCEER Electronic Systems Technician 3</i>	Pearson	2011
	<i>NCEER Electronic Systems Technician 4</i>	Pearson	2012
<i>Law and Public Safety</i>	<i>Emergency Telecommunicator Course Manual, 3rd ed.</i>	Priority Press	2012
	<i>The Police in America</i>	McGraw Hill	2011
	<i>Criminalistics, 9th ed</i>	Pearson	2007
	<i>Military Drill</i>	Department of Army	1986
	<i>Administration of Justice CD Program</i>		2009
	<i>First Responder 4e</i>	Jones and Bartlett	
<i>Performing Arts: Dance</i>	<i>Ballet Basics</i>	McGraw Hill	2004

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	<i>Ballet Beyond the Basics</i>	Waveland Press	1982
	<i>Dance Technique and Injury Prevention</i>	Routledge	1992
	<i>Choreographing From Within</i>	Human Kinetics	2010
	<i>Nutrition For the Dancer</i>	Dance Books LTD	2009
	<i>Dance Composition Basics</i>	Human Kinetics	2006
	<i>Inside Ballet Technique</i>	Dance Horizons	1994
<i>Performing Arts: Drama</i>	<i>Stage Management and Theatre Admin.</i>	Pauline Meanear	
	<i>Backstage Handbook--An Illustrated Almanac of Technical Information</i>		
	<i>Stage Scenery: Its Construction and Rigging</i>	Arnold S. Gillette	
	<i>Scene Design and Stage Lighting</i>	W. Oren Parker, R. Craig Wolf, Dick Block	
	<i>Handbook of Scenery, Properties, and Lighting</i>	Harvey Sweet	
	<i>Stage Lighting Revealed---A Design and Execution Handbook</i>	Glen Cunningham	
	<i>The Manga Guide to Electricity</i>	Fazuhiro Fujitaki Matsuda	
	<i>Technical Theater For Nontechnical People</i>	Drew Campbell	
	<i>Designing and Painting for the Theatre</i>	Lynn Pecktal	
<i>Plumbing & Environmental Technology</i>	<i>Modern Plumbing</i>	Goodheart-Wilcox	2010
	<i>National Standard Plumbing Code</i>	Plumbing Heating Cooling Contractors Nat. Assoc.	
<i>Small Engines</i>	<i>Small Gas Engine: Fundamentals, Service, Troubleshooting, Repair, Applications</i>	Goodheart-Willcox Company	2009
<i>Welding</i>	<i>Welding</i>	Pearson/Prentice Hall	2003

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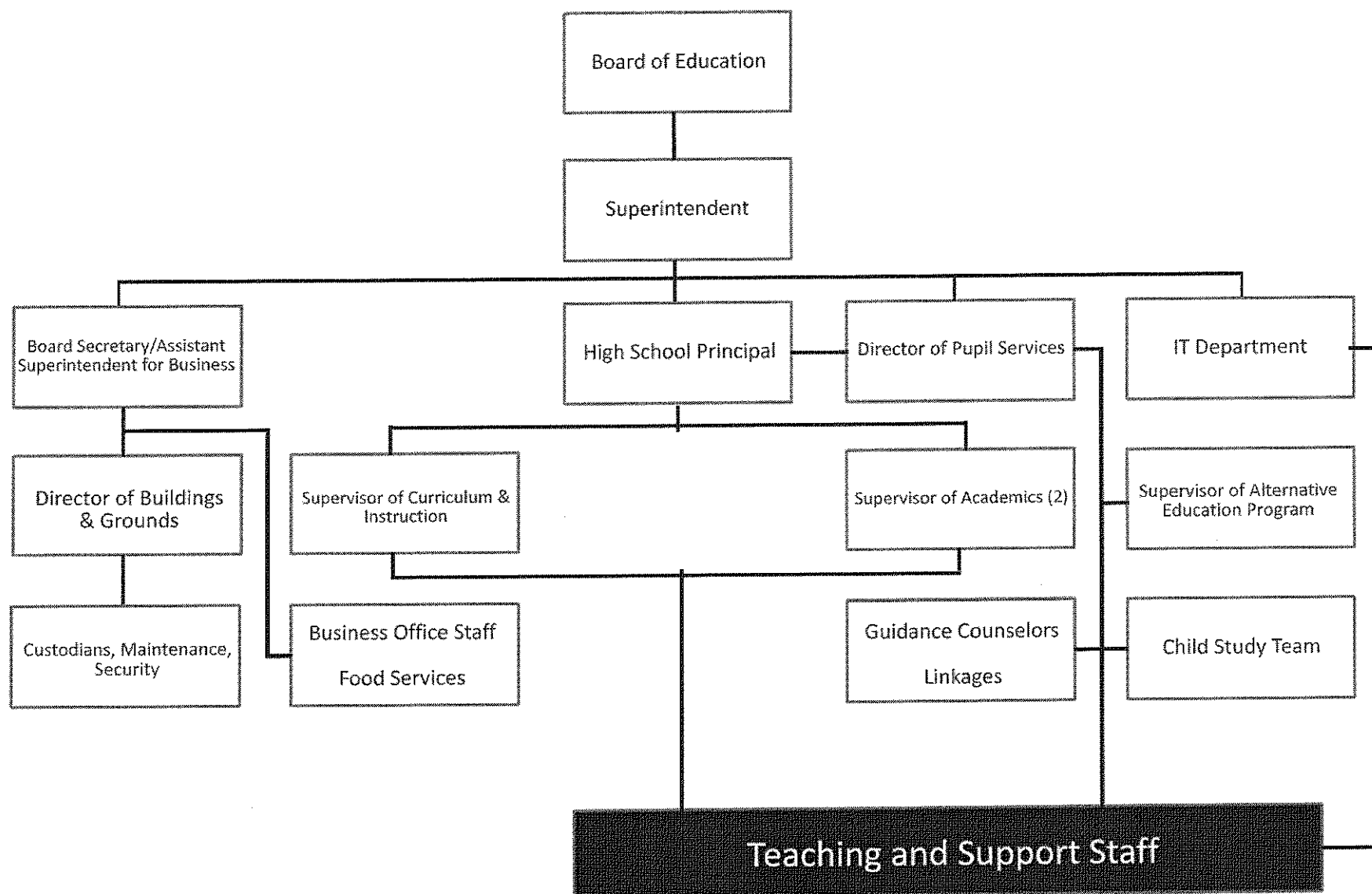
Course Title	Textbook Title	Publisher	Year
Art	<i>Comp It Up: A Studio Skills Foundation</i>	Delmar Cengage Learning	2011
	<i>Basics of Design</i>	Delmar Cengage Learning	2005
	<i>Graphic Communications</i>	The Goodheart-Wilcox Co.	2010
<i>English Department</i>			
English 9	<i>Language of Literature---Orange edition</i>	McDougal Littell	1992
	<i>Of Mice and Men</i>		
	<i>Romeo and Juliet</i>		
	<i>West Side Story</i>		
	<i>Night</i>		
	<i>On writing: A memoir of the craft by Stephen King</i>	Baker and Taylor	
	<i>Brainology online course student subscriptions</i>	Brainology	
English 10	<i>Language of Literature---Purple/brown/blue editions</i>	McDougal Littell	1997
	<i>Holt Warriner's Handbook</i>	Holt McDougal	2008
	<i>The Crucible</i>		
	<i>A Child Called It</i>		
	<i>To Kill a Mockingbird</i>		
English 11	<i>The Chocolate War</i>		
	<i>A Separate Peace</i>		
	<i>Ordinary People</i>		
	<i>Hamlet</i>		
	<i>Lord of the Flies</i>		
English 12	<i>Mythology</i>	Walch Publisher	2003
	<i>Holt Warriner's Handbook</i>	Holt McDougal	2008
	<i>Inherit the Wind</i>		
	<i>A Walk to Remember</i>		
	<i>The Time Machine</i>		
	<i>The Old Man and the Sea</i>		
	<i>Johnny Got His Gun</i>		
	<i>Lovely Bones</i>		
	<i>A Man Named Dave</i>		
Language Lab	<i>HSPA: New Jersey Language Arts</i>	Barron	2008

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Course Title	Textbook Title	Publisher	Year
Mathematics Department			
Algebra I	<i>Algebra I: Concepts and Skills</i>	McDougal Littell	2005
Geometry	<i>Geometry: Concepts and Skills</i>	McDougal Littell	2005
Algebra 2	<i>Algebra II: Concepts and Skills</i>	McDougal Littell	2005
Precalculus	<i>Precalculus 7th ed.</i>	McDougal Littell	
Math Lab	<i>HSPA: New Jersey Math</i>	Barron	2008
Calculus	<i>Calculus I with Precalculus 2nd ed</i>	Holt McDougall	2006
Photography	<i>Classroom in a Book The official training workbook from Adobe Systems</i>	Adobe Press	2007
	<i>The Adobe Photoshop CS3 Book for Digital Photographers</i>	New Riders	2008
	<i>The Art of Digital Photography</i>	Darling Kinesley	2006
Science Department			
Intro. to Anatomy & Physiology	<i>The Human Body in Health and Disease</i>	Prentice Hall	2000
	<i>Human Anatomy and Physiology Lab Manual</i>	Pearson	
Anatomy and Physiology I	<i>The Human Body in Health and Disease</i>	Evolve	2005
Anatomy and Physiology II	<i>The Human Body in Health and Disease</i>	Evolve	2005
Biology	<i>Biology</i>	Prentice Hall	2008
Chemistry	<i>Prentice Hall Chemistry</i>	Prentice Hall	2008
Physics	<i>Prentice Hall Conceptual Physics</i>		
Social Studies Department			
World History	<i>Modern WH: Patterns of Interaction</i>	Holt McDougall	2009
U.S. History I	<i>Pearson: United States History</i>	Pearson	2010
	<i>Weekly Reader</i>		2010
U.S. History II	<i>Pearson: United States History</i>	Pearson	2010
Financial Literacy	<i>Personal Finance w/ Connect Plus 1 User 6 year subscription</i>	McGraw-Hill Education	2012
Physical Education Department			
Driver Education	<i>NJ Driver's Ed Manual</i>		
Family Living			
Current Health Issues	<i>Prentice Hall Health</i>	Prentice Hall	2007
	<i>Reading and Notetaking Guide</i>	Prentice Hall	2007
Total Wellness Education			
Physical Education			
	<i>Health Teacher's Book of Lists</i>	Jossey-Bass	1999
	<i>Performance Based Assessment for Middle and High School PE</i>	Human Kinetics	2002
	<i>Physical Education Assessment Toolkit</i>	Human Kinetics	2006
	<i>Complete Physical Education Plans</i>	Human Kinetics	2009
	<i>Teaching Self Defense</i>	Human Kinetics	2009
	<i>The Sports Rules Books</i>	Human Kinetics	2009

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Course Title	Textbook Title	Publisher	Year
	<i>The Physical Education Teacher's Book of Lists</i>	Jossey-Bass	2001
	<i>Adventure Curriculum for Physical Education</i>	Project Adventure	2003
	<i>Ultimate Homeschool Physical Education</i>	Educators Press	2003
	<i>Physical Education Technology Playbook</i>	Human Kinetics	
<i>World Languages Department</i>			
Spanish 1	<i>Avancemos Level I High School</i>	McDougal Littell	2007
Spanish 2	<i>Avancemos Level 2 High School</i>	McDougal Littell	2007
Spanish 3	<i>Avancemos Level 3 High School</i>		



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