

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

Reorganization Meeting
November 5, 2012
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 _____ p.m. with the following board members present:

William Hyncik, Jr., President
William Dudeck, Vice President
Dr. Alan P. Braun
Theodore Smith
Dr. Kathleen Serafino, Executive County Superintendent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Lisa Fittipaldi, Board Attorney
Mark Caliguire, Somerset County Freeholder Board Liaison

Members of the Press: _____

Others: _____

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

Pledge of Allegiance

A. Board of Education President

The Board Secretary asked for nominations for the position of President.

On motion by _____, seconded by _____, _____ was nominated for the position of President.

Are there any other nominations? _____

On motion by _____, seconded by _____, the nominations for President were closed.

A roll call vote for _____ as President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

B. Board of Education Vice President

_____ assumed the President's chair and called for nominations for the position of Vice President.

On motion by _____, seconded by _____, _____ was nominated for the position of Vice President.

Are there any other nominations? _____

On motion by _____, seconded by _____, the nominations for Vice President were closed.

A roll call vote for _____ as Vice President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

C. Secretary to the Board of Education

It is recommended the Board of Education appoint Diane Strober to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

D. Treasurer of School Monies

It is recommended the Board of Education appoint Michelle Fresco to serve as Treasurer of School Monies at a salary of \$5,000.00 until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

E. Board Attorney

It is recommended the Board of Education appoint Lisa Fittipaldi to serve as Board Attorney at a rate of \$200.00 per hour until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

F. Auditor

It is recommended the Board of Education appoint the firm of Suplee, Clooney & Company as auditor for all school funds at a fee of \$33,380.00 for the school year July 1, 2012 to June 30, 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

G. Engineer of Record

It is recommended the Board of Education appoint PS&S to serve as Engineer of Record per the fee schedule until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

H. Architect of Record

It is recommended the Board of Education appoint USA Architects, Planners + Interior Designers, P.A. to serve as Architect of Record per the fee schedule until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

I. School Physician

It is recommended the Board of Education appoint Warren Medicenter as school physicians per the fee schedule until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
 Discussion
 Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

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

It is recommended the Board of Education appoint Conner Strong & Bucklew to serve as the Broker of Record for employee medical, dental and vision benefit plans per the fee schedule until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
 Discussion
 Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

K. Board of Education Meeting Dates - 2013

It is recommended the Board of Education approve that the regular meetings of the 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

Motion _____ Second _____
 Discussion
 Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

L. Banking Institution

It is recommended the Board of Education approve 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

Motion _____ Second _____
 Discussion
 Call the Roll

Roll Call Yes No
 Mr. Smith
 Dr. Braun
 Mr. Dudeck
 Mr. Hyncik
 Dr. Serafino

M. Check Signature Authorization

It is recommended the Board of Education authorize the following to sign all checks and pay all bills from these accounts when properly audited:

Operating #000011199	_____, Board of Education President
	Michelle Fresco, Treasurer of School Monies
Payroll #019306	Diane Strober, Assistant Superintendent for Business/Board Secretary
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)

Motion _____ Second _____
 Discussion
 Call the Roll

Roll Call Yes No
 Mr. Smith
 Dr. Braun
 Mr. Dudeck
 Mr. Hyncik
 Dr. Serafino

N. Official Newspapers

It is recommended the Board of Education authorize 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*.

Motion _____ Second _____
 Discussion
 Call the Roll

Roll Call Yes No
 Mr. Smith
 Dr. Braun
 Mr. Dudeck
 Mr. Hyncik
 Dr. Serafino

O. Rules of Order

It is recommended the Board of Education approve 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*.

Motion _____ Second _____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

P. Board Policies and Regulations

It is recommended the Board of Education readopt the policies and regulations of the Somerset County Vocational Board of Education.

Motion _____ Second _____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

Q. Job Descriptions

It is recommended the Board of Education readopt the job descriptions of the Somerset County Vocational Board of Education.

Motion _____ Second _____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

R. Curriculum/Textbooks and State Mandated Programs – 2012-13 SY

It is recommended the Board of Education approve the curriculum/textbooks and state mandated programs and services for the 2012-13 school year. (Addendum #2)

Motion _____ Second _____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

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

It is recommended the Board of Education approve to renew membership in the Somerset County Joint Insurance Fund for year 2 of a three (3) year period, beginning January 1, 2012 and ending January 1, 2015.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

T. Trustee and Alternate Trustee to the Somerset County Joint Insurance Fund

It is recommended the Board of Education appoint _____ as a trustee and Diane Strober as an alternate trustee to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

U. Executive Committee Member of the Somerset County Association of Boards of Education

It is recommended the Board of Education appoint _____ 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 2013.

Motion _____ Second _____
Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

V. Voting Member of the New Jersey Schools Boards Association

It is recommended the Board of Education appoint _____ as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

Roll Call Yes No
Mr. Smith
Dr. Braun
Mr. Dudeck
Mr. Hyncik
Dr. Serafino

- W. Legislative Committee Member for District #16 of the New Jersey School Boards Association
It is recommended the Board of Education appoint _____ 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 2013.

Motion _____ Second _____
Discussion
Call the Roll

Roll Call Yes No
Mr. Smith
Dr. Braun
Mr. Dudeck
Mr. Hyncik
Dr. Serafino

- X. Board of School Estimate
It is recommended the Board of Education appoint _____ and _____ as members of the Board of School Estimate until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

Roll Call Yes No
Mr. Smith
Dr. Braun
Mr. Dudeck
Mr. Hyncik
Dr. Serafino

- Y. Somerset County Educational Services Commission Representative Assembly
It is recommended the Board of Education appoint _____ as a member and Dr. Chrys Harttraft as an alternate member of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2013.

Motion _____ Second _____
Discussion
Call the Roll

Roll Call Yes No
Mr. Smith
Dr. Braun
Mr. Dudeck
Mr. Hyncik
Dr. Serafino

Z. Organizational Chart

The Superintendent recommends the Board of Education approve the district's Organizational Chart as it appears on Addendum #3.

Motion _____ Second _____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

AA. Open Public Records Act (OPRA) Officer – 2012-13 School Year

It is recommended the Board of Education appoint the Assistant Superintendent for Business/Board Secretary (Ms. Diane Strober) as the primary custodian of records and the Superintendent (Dr. Chrys Harttraft) as the secondary custodian of records for the 2012-13 school year.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith		
Dr. Braun		
Mr. Dudeck		
Mr. Hyncik		
Dr. Serafino		

President's Update

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Adjournment

On motion by _____, seconded by _____ and passed, the meeting adjourned at _____ p.m.

2013

**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 28, 2013
February 25, 2013
March 25, 2013
April 22, 2013
May 20, 2013 (3rd Monday)
June 24, 2013
July 22, 2013
August 26, 2013
September 23, 2013
October 28, 2013
November 18, 2013 (3rd Monday)
December 16, 2013 (3rd Monday)

**Somerset County Vocational & Technical Schools
Curriculum and Services
2012-2013**

Academic High School Course Offerings

(all courses are taught at college prep level)

- *English Department*
English 9
English 10
English 11
English 12
- *Mathematic Department*
Algebra I
Algebra 2
Geometry
Pre Calculus
Calculus
- *Science Department*
Physical Science
Biology
Biochemistry
Anatomy & Physiology 1 & 2
Chemistry
Physics
- *Social Studies Department*
U.S. History I
U.S. History II
World History
- *Physical Education Department*
Physical Education 9-12
Driver Education (Health II)
Health I---Mental and Social Health
Health III---Nutrition, and Pregnancy through Adulthood
Health IV--- Preventing Disease, Community Health and Safety
- *World Languages Department*
Spanish 1
Spanish 2
Spanish 3
- *Performing Art Department*
Photography
Foundations of Art

Career Technical Education (CTE) Programs

1. Applied Horticulture/Horticulture Operations
2. Computer Systems Networking & Telecom/Cisco Academy
3. Cosmetology/Cosmetologist, General
4. Culinary Arts/Chef Training
5. Law & Public Safety
6. Carpentry/Carpenter Building Trades
7. Electrical Construction
8. Plumbing
9. Autobody/Collision & Repair Technology
10. Automotive Mechanics
11. Diesel Mechanics
12. Small Engine Mechanics
13. Welding
14. Dance
15. Graphic Communications
16. Drama & Dramatics, Theatre Arts, General
17. Health Occupations (Nursing Assistant/Aide & Patient Care Assistant)

Health and Medical Science Academy

- Science Offerings:
Honors Biology
Honors Physical Science
Anatomy & Physiology 1 & 2 (RVCC early credit course)
General Biology 1 & 2 (RVCC early credit course)
General Chemistry 1 & 2 (RVCC early credit course)
General Physics 1 & 2 (RVCC early credit course)
- Mathematics Offerings:
Honors Combined Algebra
Honors Geometry-Trigonometry
Pre Calculus 1 & 2 (RVCC early credit course)
Calculus 1 & 2 (RVCC early credit course)
Statistics 1 & 2 (RVCC early credit course)
- English Offerings:
Honors English 9
Honors English 10
English Composition I (RVCC early credit course)
English Composition 2 (RVCC early credit course)
- Physical Education and Health Offerings:
Health & Physical Wellness 9, 10, 11, 12
- Social Studies Offerings:
Honors US History 1 & 2
Honors World History
Introduction to Cultural Anthropology (RVCC early credit course)
Human Origins (RVCC early credit course)
- World Language Offerings:
Spanish 1, 2, 3, 4, 5

- Elective Offerings:
Computer Literacy (RVCC early credit course)
Current Moral & Social Issues (RVCC early credit course)

Student Services

Guidance Counseling
Child Study Team
Linkages Program (school-based youth services)
Peer Mentoring
Health Services
Youth Summit Challenge
I. & R. S. (Intervention & Referral Services)
A.V.E.R.T. (Anti-Violence Emergency Response Team)
Section 504/IDEA

Leadership Development Student Organizations

American Welding Society (AWS)
FFA (Future Farmers of America)
HOSA (Health Occupations Students of America)
Interact: Peer Mentoring
National Honor Society
National Technical Honor Society
SkillsUSA

Somerset County Vocational Technical Schools
Textbooks (2012-2013 SY)

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Art	Practical Problems in Mathematics for Graphic Arts	Delmar Publishing	1983		
	Graphic Layout and Design	Delmar Publishing	1981		
	Graphic Design Solutions	Delmar Publishing	1997		
<i>English Department</i>					
English 9	Language of Literature---Orange edition	McDougal Littell	1992		
	Of Mice and Men				
	Romeo and Juliet				
	West Side Story				
	Night				
	Om writing: A memoir of the craft by Stephen King	Baker and Taylor		\$ 15.64	\$ 30.00
	Brainology online course student subscriptions	Brainology		\$ 19.00	\$ 60.00
English 10	Language of Literature---Purple/brown/blue editions	McDougal Littell	1997		
	Holt Warriner's Handbook	Holt McDougal	2008	\$ 27.95	\$ 30.00
	The Crucible				
	A Child Called It				
	To Kill a Mockingbird				
	The Chocolate War				
English 11					
	A Separate Peace				
	Ordinary People				
	Hamlet				
	Lord of the Flies				
English 12	Mythology	Walch Publisher	2003		
	Holt Warriner's Handbook	Holt McDougal	2008	\$ 27.95	\$ 30.00
	Inherit the Wind				
	A Walk to Remember				
	The Time Machine				
	The Old Man and the Sea				
	Johnny Got His Gun				
	Death of a Salesman				
	Lovely Bones				
	A Man Named Dave				

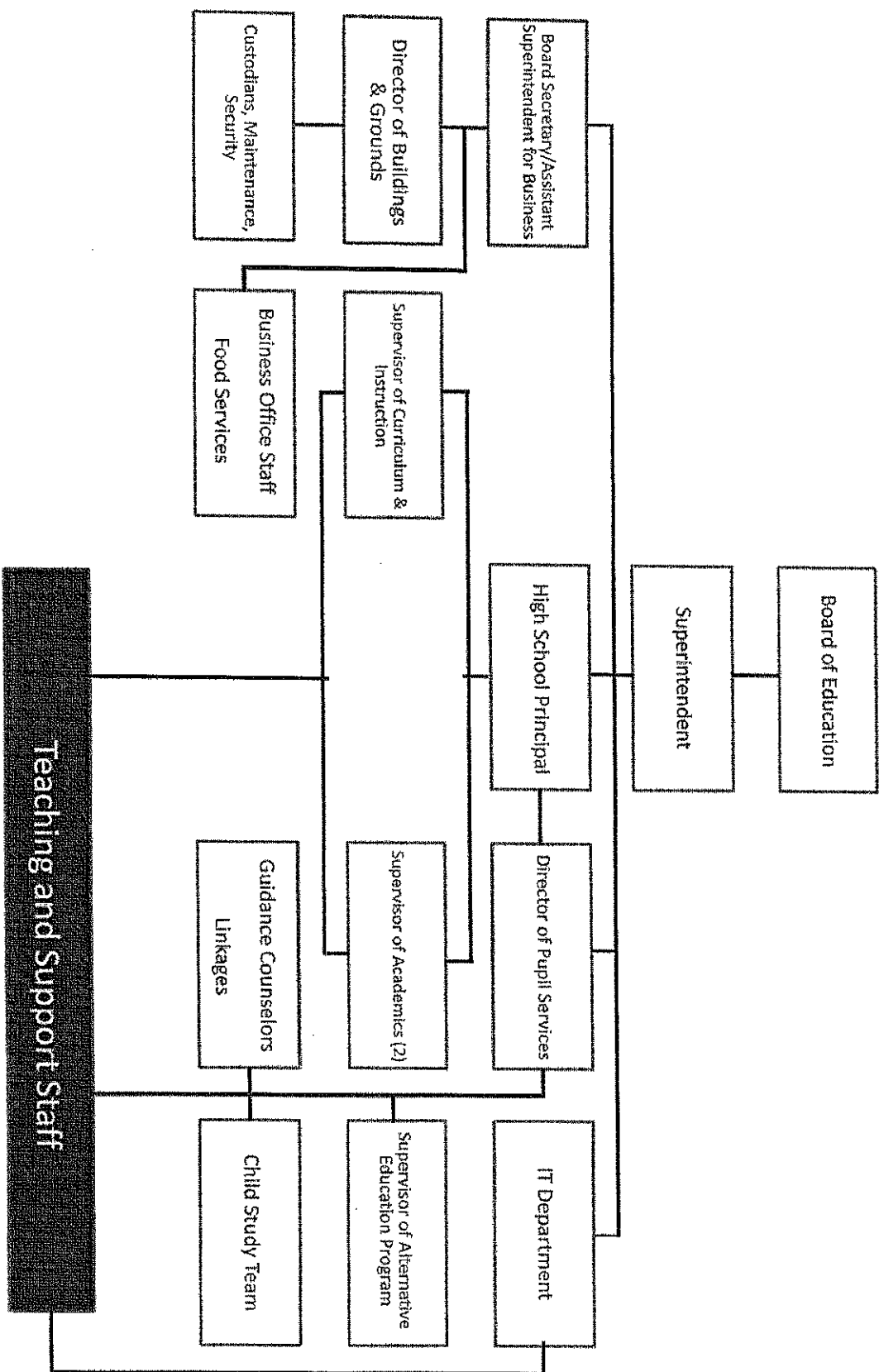
Somerset County Vocational Technical Schools
Textbooks (2012-2013 SY)

	Anthology of American Short Stories				
Language Lab	HSPA: New Jersey Language Arts	Barron	2008	\$ 11.99	\$ 40.00
<i>Mathematics Department</i>					
Algebra I	Algebra I: Concepts and Skills	McDougal Littell	2005	\$ 66.48	\$ 60.00
Geometry	Geometry: Concepts and Skills	McDougal Littell	2005	\$ 68.25	\$ 20.00
Algebra 2	Algebra II: Concepts and Skills	McDougal Littell	2005	\$ 70.41	\$ 55.00
Precalculus	Precalculus 7th ed.	McDougal Littell		#####	\$ 22.00
Math I lab	HSPA: New Jersey Math	Barron	2008	\$ 11.99	\$ 40.00
Calculus	Calculus I with Precalculus 2nd ed	Holt McDougal	2006	#####	\$ 6.00
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		
	Human Anatomy and Physiology Lab Manual	Pearson		\$ 85.97	\$ 30.00
Anatomy and Physiology I	The Human Body in Health and Disease	Evolve	2005		
Anatomy and Physiology II	The Human Body in Health and Disease	Evolve	2005		
Biology	Biology	Prentice Hall	2008	\$ 71.97	\$ 10.00
Chemistry	Prentice Hall Chemistry	Prentice Hall	2008	\$ 74.97	\$ 20.00
Physics	Prentice Hall Conceptual Physics				
<i>Social Studies Department</i>					
World History	Modern WH: Patterns of Interaction	Holt McDougal	2009	\$ 76.74	\$ 60.00
U.S. History I	Pearson: United States History	Pearson	2010	\$ 82.97	#####
	Weekly Reader		2010	\$ 9.24	#####
U.S. History II	Pearson: United States History	Pearson	2010	\$ 82.97	#####
<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					

Somerset County Vocational Technical Schools
Textbooks (2012-2013 SY)

Physical Education					
	Health Teacher's Book of Lists	Jossey-Bass	1999	\$ 26.36	\$ 1.00
	Performance Based Assessment for Middle and High School PE	Human Kinetics	2002	\$ 33.00	\$ 1.00
	Physical Education Assessment Toolkit	Human Kinetics	2006	\$ 35.00	\$ 1.00
	Complete Physical Education Plans	Human Kinetics	2009	\$ 56.00	\$ 1.00
	Teaching Self Defense	Human Kinetics	2009	\$ 23.00	\$ 1.00
	The Sports Rules Books	Human Kinetics	2009	\$ 17.56	\$ 1.00
	The Physical Education Teacher's Book of Lists	Jossey-Bass	2001	\$ 23.96	\$ 1.00
	Adventure Curriculum for Physical Education	Project Adventure	2003	\$ 31.20	\$ 1.00
	Ultimate Homeschool Physical Education	Educators Press	2003	\$ 15.95	\$ 1.00
	Physical Education Technology Playbook	Human Kinetics		\$ 33.00	\$ 1.00
Spanish 1	Avancemos Level 1 High School	McDougal Littell	2007	\$ 64.23	\$ 90.00
Spanish 2	Avancemos Level 2 High School	McDougal Littell	2007	\$ 65.31	
Spanish 3	Avancemos Level 3 High School				

Addendum #3



Adopted 2/22/93 - Revised: 11/25/96, 01/27/03, 04/28/03, 03/22/04, 11/02/09, 11/01/10, 11/1/11