

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

Reorganization Meeting
November 1, 2024
5:00 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.

Ms. Sipple called the meeting to order at _____ p.m. with the following board members present:

Gregory Lalevee, President
Adam Beder, Vice President
Matthew Loper
Lily Wong
Roger Jinks, Executive County Superintendent

Also Present:
Robert Presuto, Superintendent of Schools
Raelene Sipple, Business Administrator/Board Secretary
Douglas Singleterry, Somerset County Commissioner Liaison
Others:

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in *The Courier News* on January 9, 2024.

Pledge of Allegiance

Remarks from the Public - Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

Code of Ethics

- Each board of education member has received and read a copy of the Code of Ethics.

A. Board of Education President
Raelene Sipple asked for nominations for the position of President.

Are there any other nominations? _____

A roll call vote for _____ as President was taken.

Roll Call Yes No
 Mr. Lalevee
 Mr. Beder
 Mr. Loper
 Ms. Wong
 Mr. Jinks

B. Board of Education Vice President

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

Are there any other nominations? _____

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

Roll Call Yes No
 Mr. Lalevee
 Mr. Beder
 Mr. Loper
 Ms. Wong
 Mr. Jinks

C. Secretary to the Board of Education

It is recommended the Board of Education appoint Raelene Sipple to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2025.

Motion _____ Second _____

Discussion
Call the Roll

Roll Call Yes No
 Mr. Lalevee
 Mr. Beder
 Mr. Loper
 Ms. Wong
 Mr. Jinks

D. Board of Education Meeting Dates - 2025

It is recommended the Board of Education approve the following meeting dates of the Somerset County Vocational Board of Education:

- January 27, 2025
- February 24, 2025
- March 24, 2025
- April 28, 2025
- May 19, 2025
- June 23, 2025
- July 28, 2025
- August 25, 2024
- September 22, 2025
- October 27, 2025
- November 3, 2025 (Reorganization Meeting)
- November 24, 2025
- December 22, 2025

Time: 5:00 p.m.
 Place: Somerset County Vocational & Technical Schools,
 14 Vogt Drive, Bridgewater, New Jersey

E. Banking Institution

It is recommended the Board of Education approve Fulton Bank as the banking institution to hold the following accounts:

Operating	Account #000011199
Payroll	Account #0092755868
Agency	Account #019311
Cafeteria	Account #011253
Scholarship	Account #210100656
Student Activity	Account #000061043
Flexible Spending Account	Account #1101035189
Summer Savings	Account #1101036028
Foundation	Account #1101343390
HS Credit Card Account	Account #0095483861

F. 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 Superintendent Business Administrator
Payroll #0092755868	Superintendent
Agency #019311	Superintendent
Cafeteria #011253	Superintendent Business Administrator
Scholarship #210100656	Superintendent Business Administrator
Student Activity #000061043	Superintendent Business Administrator
Flexible Spending #1101035189	Superintendent
Summer Savings #1101036028	Business Administrator Bookkeeper/Accountant (Payroll)
Foundation	Superintendent Business Administrator

G. Official Newspapers

It is recommended the Board of Education authorize the *Courier News* 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* or *The Star Ledger*.

H. 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*.

I. Board Policies and Regulations

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

J. Purchasing Manual

It is recommended the Board of Education adopt the Purchasing Manual of the Somerset County Vocational Board of Education

K. Job Descriptions

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

L. Guide for Standard Operating Procedures and Internal Controls

It is recommended the Board of Education adopt the Guide for Standard Operating Procedures and Internal Controls of the Somerset County Vocational Board of Education.

M. Curriculum, Textbooks and State Mandated Programs – 2024-25 SY

It is recommended the Board of Education approve the curriculum, textbooks and state mandated programs and services for the 2024-25 school year as they appear on Addendum #1.

Motion _____ Second _____

Discussion
Call the Roll

Roll Call Yes No

- Mr. Lalevee
- Mr. Beder
- Mr. Loper
- Ms. Wong
- Mr. Jinks

N. IRS Code Section 125 Plan

It is recommended the Board of Education adopt IRS Code Section 125 Plan (document effective August 4, 2022) as required by law.

O. Section 457(b) Deferred Compensation Plan

It is recommended the Board of Education adopt Section 457(b) Deferred Compensation Plan (document revised July 1, 2023) as required by law.

P. Section 403(b) Tax Shelter Annuity

It is recommended the Board of Education adopt Section 403(b) Tax Shelter Annuity (document revised July 1, 2023 as required by law.

Q. Somerset County Joint Insurance Fund Membership – 2024-2026

It is recommended the Board of Education renew membership in the Somerset County Joint Insurance Fund for year two (2) of a three (3) year period, beginning January 1, 2024 and ending December 31, 2026.

R. Southern Skyland Regional Health Insurance Fund – Indemnity and Trust Agreement - 2023-2025

It is recommended the Board of Education enter into an indemnity and trust agreement with Southern Skyland Regional Health Insurance fund for year three (3) of a three (3) year period, beginning January 1, 2023 and ending December 31, 2025.

Roll Call Yes No

- Mr. Lalevee
- Mr. Beder
- Mr. Loper
- Ms. Wong
- Mr. Jinks

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

It is recommended the Board of Education appoint Raelene Sipple as commissioner and _____ as alternate commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2025.

T. Commissioner and Alternate Commissioner to the Southern Skyland Regional Health Insurance Fund
It is recommended the Board of Education appoint _____ as commissioner and _____ as alternate commissioner to the Southern Skyland Regional Health Insurance Fund until the reorganization meeting to be held in November 2025.

U. 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 2025.

V. 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 2025.

W. Somerset County Educational Services Commission Representative Assembly
It is recommended the Board of Education appoint _____ as representative and _____ as alternate representative of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2025.

X. Organizational Chart
It is recommended the Board of Education approve the district's Organizational Chart as it appears on Addendum #2.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee		
Mr. Beder		
Mr. Loper		
Ms. Wong		
Mr. Jinks		

Public Comment

-

President's Update

-

Adjournment

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

Health and Medical Science Academy

Course Title	Textbook Title	Publisher	Year	Cost	Copy
<i>English Department</i>					
English 9	How to Read Literature Like a Professor				
	They Say - I Say				
	Of Mice and Men				
	Lord of the Flies				
	Julius Caesar				
	The Adventures of Huck Finn				
	The Adventures of Huck Finn (Robotic edition)				
	Surely You're Joking Mr. Feynman				
	Dominic and Eugene (film)				
English 10	The Stranger				
	The Alchemist				
	All the Light You Cannot See				
	Atonement				
	The Kite Runner				
	Machine Man				
	Edgar Allan Poe-Short Stories				
	The Nickel Boys				
English 11/English I (RVCC)	Fields of Reading: Motives for Writing 8th ed	Bedford/St. Martins	2007		
	They Say, I Say: With Readings	W.W. Norton and Co. Inc.	2019	55.5	20
English 12/English II (RVCC)					
<i>Mathematics Department</i>					
Honors Algebra II	Beginning and Intermediate Algebra with Applications and Visualization	Pearson	2005		
	Algebra for College Students 6th Ed	Pearson	2009	151	38
Honors Advanced Geometry	Geometry	Pearson			
Pre Calculus I (RVCC)					
Pre Calculus II (RVCC)					
Calculus I (RVCC)					
Calculus II (RVCC)					
<i>Science Department</i>					
Biology	Biology Concepts and Connections 5th ed./Discovery Ed.				

	Essentials of Biological Anthropology			99	35
Anatomy & Physiology I (RVCC)	Anatomy and Physiology 6th ed.				
Anatomy & Physiology II (RVCC)					
Earth and Space Science	E-Book Subscriptions	Discovery Education	2016	48	336
General Biology Lecture & Lab I (RVCC)					
General Biology Lecture & Lab II (RVCC)					
General Chemistry Lecture & Lab I (RVCC)					
General Chemistry Lecture & Lab II (RVCC)					
General Physics Lecture & Lab I (RVCC)					
General Physics Lecture & Lab II (RVCC)					
Social Studies Department					
World History	World Civilizations, Vol 1 and 2 , 4th ed	Holt McDougal		164	
	Adler and Pouwells				
US History I	American History Vol 1 - A Survey 13th ed.	Glencoe	2008	110	70
US History II	American History Vol 2. from 1865 15th edition	McGraw-Hill Education	2014	107.3	60
Cultural Anthropolog (RVCC)	Cultural Anthropology Ember-Ember 12ed.	Prentice Hall	2007	125.3	29
	The Forest People				
Human Origins (RVCC)	Essentials of Physical Anthropology---	W.W. Norton	2010	95.55	26
	Discovering Our Origins				
Current Moral & Social Issues (RVCC)	Personal Finance w/ Connect Plus 1 User 6 yr	McGraw-Hill Education	2012	162.9	40
Physical Education Department					
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					
World Languages Department					
Spanish I	Avancemos Level I High School	McDougal Littl	2007	64.23	90
	Que Cheverel Level 1	EMC Publishing	2016	82.95	100
Spanish II	Avancemos Level 2 High School	McDougal Littl	2007	65.31	
	Que Cheverel Level 2	EMC Publishing	2016	82.95	60
Spanish III	Avancemos Level 3 High School	McDougal Littl			
Spanish IV					
Spanish V					
Other					
Medical Math	Medical Dosage Calculations	Pearson	2016	69.9	20
Medical Terminology	Medical Terminology For Health Professions 8th ed.	Enrich/Schroder	2017	92.25	20
	Medical Terminology for Health Professions textbook-software bund	Cengage	2019	120	30

High School: Regular Academics

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Art	Comp It Up: A Studio Skills Foundation	Delmar Cengage Learning	2011	\$37.50	18
	Basics of Design	Delmar Cengage Learning	2005		
	Graphic Communications	The Goodheart-Willcox Co.	2010		
English Department					
English 9					
	They Say - I Say				
	How to Read Literature Like a Professor				
	Everlost				
	Dominic and Eugene (film)				
	A Raisin in the Sun				
English 10					
	A Monster Calls				
	The Book Thief				
	The Road				
	1984				
	Where the Crawdads Sing				
	The Merchant of Venice				
	The Glass Castle				
	The Call of the Wild				
	A Long Way Gone				
English 11					
	Long Way Down				
	The Great Gatsby				
	The Glass Castle				
	Oedipus				
	Julius Caesar				
	Scythe				
	How to Read Literature Like a Professor				
	They Say - I Say				
	Unwholly				
English 12					
	Literature--The Human Experience	Bedford/St. Martin's	2013		
	Mythology	Walch Publisher	2003		
	Holt Warriner's Handbook	Holt McDougal	2008	\$27.95	30
	Inherit the Wind				
	A Walk to Remember				
	The Time Machine				

	Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped With the Space Race	Harper Collins			\$12.79	10
	Personal Finance w/ Connect Plus 1 User 6 yr subscription	McGraw-Hill Education	2012		\$162.90	40
<i>Physical Education Department</i>						
	NJ Driver's Ed Manual					
	Prentice Hall Health	Prentice Hall	2007		\$59.97	
<i>Spanish 1</i>						
	Avancemos Level 1 High School	McDougal Littell	2007		\$64.23	90
	Que Cheverel Level 1	EMC Publishers	2016		\$82.95	100
<i>Spanish 2</i>						
	Avancemos Level 2 High School	McDougal Littell	2007		\$65.31	
	Que Cheverel Level 2	EMC Publishers	2016		\$82.95	60
<i>Spanish 3</i>						
	Avancemos Level 3 High School					

High School Vocational Programs

Course Title	Textbook Title	Publisher	Year	Cost	Copy
Agricultural Science	Agriscience Fundamentals and Applications 3rd, 4th and 6th ed. Plant Soil and Science Fundamentals and Applications Biotechnology a Laboratory Skills Course Research Methods for Science	Delmar Cengage Learning Delmar Cengage Learning BioRad/Malsworth Print Group Cambridge University Press	##### 2010 2011 2011		
Auto Body	Collision Repair and Refinishing Auto Collision Repair and Refinishing	Delmar Cengage Learning Goodheart-Willcox Publisher	2010 2014		
Auto and Diesel Technology	CDX Global-on line, text, presentations, and assessments All DATA online subscription Automotive Service-Inspection, Maintenance, and Repair 5th ed.	Cengage Learning	2009 2016		
Business Entrepreneurship and Management	Fundamentals of Business 3rd ed. Principles of Marketing Business U Next Gen Personal Finance	Adapted by Stephen Skiprak and Ron Poff University of Minnesota Business U Next Gen Personal Finance	2020 2015 2024 2024	open ed open ed \$2000 site license open ed	
Carpentry	Career Connections - One Career Many Trades Career Connections - Math For the Trades Career Connections - Project Book 1 Career Connections - Project Book 2 Career Connections - Project Book 3 Residential Construction	CITF Instructional Resources CITF Instructional Resources CITF Instructional Resources CITF Instructional Resources CITF Instructional Resources	2022 2022 2022 2022 2022		
	Carpentry 1, 5th ed. Carpentry Framing and Finishing, Level II, 4th ed Modern Carpentry	Pearson Pearson Goodheart-Willcox Company Inc.	2013 2007 2003		
Cosmetology	Milady Standard Cosmetology	Cengage Learning	2016	97.95	16
Culinary Arts	Presenting Service Culinary Calculations Culinary Arts Principles on-line assessments Culinary Arts Principles Textbooks The Culinary Professional with email The Culinary Professional study guide	People's Education People's Education American Technical Publishers American Technical Publishers Goodheart-Willcox Publisher Goodheart-Willcox Publisher	2007 2008 2020 2020 2020 2020	65 35.25 27 95 87 21	61 60 30 35 140
Electrical Construction	Modern Residential Wiring Textbook/Workbook Modern Commercial Wiring Textbook/Workbook Electrical Wiring Residential National Electric Code Book AC/DC Principles Textbook/Workbook Transformer Principles and Applications	Goodheart-Willcox Publisher Goodheart-Willcox Publisher Delmar Learning National Fire Protection Association American Technical Publishers, Inc. American Technical Publishers, Inc.	##### ##### 2005 2023 2007 2006		

	Military Drill	Department of Army	1986		
	Administration of Justice CD Program		2009		
	First Responder 4e	Jones and Bartlett		92	12
Mechanics and Repairs	Tooling U	SME	2024	Open Ed	
Mechatronics, Engineering and Advanced Manufacturing	Precision Machining Technology 2nd edition	Cengage Learning	2015		
Performing Arts: Dance	Ballet Basics	McGraw Hill	2004		
	Ballet Beyond the Basics	Waveland Press	1982		
	Dance Technique and Injury Prevention	Routledge	1992		
	Choreographing From Within	Human Kinetics	2010		
	Nutrition For the Dancer	Dance Books LTD	2009		
	Dance Composition Basics	Human Kinetics	2006		
	Inside Ballet Technique	Dance Horizons	1994		
	The Vision of Modern Dance	Princeton Book	1979		
	Conversations with Choreographers	Heinemann	1996		
	Jazz Dance	University Press of Florida			
	Pilates Anatomy of Fitness		2014		
Performing Arts: Theater	Mesiner on Acting	Sanford Mesiner			1
	Respect for Acting	Uta Hagen			1
	Improvisation for the Theater	Viola Spolin			1
	Audition	Michael Shurtleff			1
	The Actor's Art and Craft	William Esper			1
	The Actor's Guide to Creating a Character	William Esper			1
	A Sense of Direction	William Ball			1
	On Directing	Harold Clurman			1
	The History of Theater	Oscar Brockelt			1
	The Enjoyment of Theater	Kenneth M. Cameron/Patti P. Gillespie			1
	Singing with your Whole Self 2nd edition	Rowman & Littlefield Publishers	2018		1
	Musical Theater Song	Methuen Drama	2016		1
	Musical Theory Through Musical Theatre	Oxford University Press	2015		1
	Body and Voice: Somatic Reeducation	Pural Publishing	2014		1
	Voice and the Alexander Technique 2nd edition	Autumn Press	2011		1
	The Complete Professional Audition	Back Stage Books	2010		1
Plumbing Technology	Modern Plumbing	Goodheart-Willcox	2010		
	2018 National Standard Plumbing Code	NJ Assoc of Plumbing-Heating Cooling Contract	2019	80	12
	Plumbing Design and Installation	American Technical	2012		
	Modern Refrigeration and Air Conditioning	Goodheart-Willcox	2015		
	Mathematic for Plumbers		1990		
Welding Technology	Welding Fundamentals 6th ed.	Goodhart-Willcox	2021	87	25

Software/Online

Course Title	Textbook Title	Publisher	Year	Cost	License Cost	Digital Access	Hard Copy	Expir. Date
Algebra I: Common Core	Digital Courseware + Math XL				38.50 each	45		6/30/25
Algebra II	Digital Courseware + Math XL	Pearson	2016	\$ 155.47	38.50 each	66	75	6/30/25
Auto Mechanics	All DATA online subscription		2016					
Cosmetology	MindTap		2020	\$ 296.00			18	
Electrical	Electrical Motor Controls, 5th edition On-line resource	Delmar		\$ 170.00				
Geometry	Digital Courseware + Math XL	Pearson		\$ 155.47	38.50 each	77	75	6/30/25
Language Arts	Grammarly Site License	Grammarly		\$ 2,900.00			5	
	Classcraft Teaching License	Classcraft Studios		\$ 96.00				
Medical Terminology	Medical Terminology for Health Professions	Gengage	2019	\$ 120.00			30	
Pre-calculus	Precalculus 11th edition with 6 year license	SAVVAS	2020	\$ 189.97			30	6/30/27
Science	Discovery Ed	Pearson	2016	\$ 48.00			336	06/30/24
Special Ed	Learning Ally							

