

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
 Central Campus
 10 Junction Road
 Flemington, NJ 08822
 Minutes of the Board of Education Meeting
 Monday, October 17, 2011
 6:45 p.m.

CALL TO ORDER AND OPEN PUBLIC MEETING STATEMENT:

The meeting of the Hunterdon County Board for Vocational Education was called to order at 6:49 p.m. by Board President – Ms. Elizabeth Martin. Ms. Martin stated that this meeting was being held in accordance with the provisions of the Open Public Meetings Act. Adequate notice was given by prominently posting the meeting notice on the first floor of the County Administration Building, 71 Main Street, Flemington, New Jersey, a public place reserved for such announcements. The notice was sent to the Hunterdon County Democrat and by filing with the Hunterdon County Clerk a schedule of the time, date and place of the holdings of this meeting.

Present were board members: Janice Kovach, Laurence Molloy, Jeffrey Scott, Elizabeth Martin. Also present were Dr. Kimberly Metz – Superintendent, Susan Joyce – Business Administrator/Board Secretary and Howard Vex, Board Attorney. Absent was Michael Yates.

Public Present: Polytech staff - Principal – Dan Kerr, Communications Officer - Allison Caron; Freeholder Liaison Ron Sworen.

Public Comment: Mr. Sworen stated that the Freeholders will be presenting checks to Polytech students on behalf of the New Jersey Association of Counties Foundation as well as reappointing Elizabeth Martin as board member for the next term.

Executive Session: - none

Consent Agenda.

It was moved by Ms. Kovach, second by Mr. Molloy to approve the consent agenda as listed.

1. Approved the minutes of the Board of Education meeting of September 19, 2011.
2. Approved the minutes of the Executive Board of Education meeting of September 19, 2011.
3. Approved Transfers in the amount of \$32,750 – Fund 10; \$350.00 – Fund 20.
4. Approved the Report of the Treasurer and Secretary for the month of August 2011. The Board of Education, after review of the Board Secretary and Treasurer’s monthly financial reports and consultations with the Board Secretary, hereby certifies that no major account has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a).
5. Approved the payment of all claims as listed on the Claims Register dated October 17, 2011 in the amount of \$181,438.14.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	<u> x </u>	_____	_____	_____
Mr. Molloy	<u> x </u>	_____	_____	_____
Mr. Scott	<u> x </u>	_____	_____	_____
Mr. Yates	_____	_____	_____	<u> x </u>
Ms. Martin	<u> x </u>	_____	_____	_____

Old Business:

A. Policies presented for second reading.

It was moved by Ms. Kovach, second by Mr. Molloy to approve policies as listed.

- 0142 Board Member Qualifications, Prohibited Acts and Code of Ethics (Revised)
- 5512 Harassment, Intimidation and Bullying (Revised)

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Molloy	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Scott	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Yates	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Ms. Martin	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

New Business:

A. Accept Grant Funds/Approve Agreements/Grant Activity

It was moved by Ms. Kovach, second by Mr. Molloy to accept grant funds/approve agreements and grant activity as listed.

Accepted FY12 Shared-Time Vocational School Initiative for High Schools That Work (HSTW) grant funds from the New Jersey Department of Education in the amount of \$15,000 from Oct. 1, 2011 to Sept. 30, 2012. Funds are used for professional development and for other HSTW activities including school assessments and purchase of supplies for related activities.

Accepted the second year of the Youth Transitions to Work (YTTW) funds from New Jersey Department of Labor and Workforce Development in the amount of \$160,000 from October 1, 2011 to September 30, 2012. Joint venture partnered with Raritan Valley Community College, Warren County Community College, Warren County Technical School and Somerset County Technical School. This second year grant will continue to focus on increasing the number of graduating seniors as registered Cook and Food & Beverage Management apprentices. The second year grant program will be expanded by including ‘Baker’ as another apprenticeship option and include Mercer County Technical School and Mercer County Community College as additional partners.

Accepted FY12 Apprentice Coordinator Grant funds in the amount of \$11,937 from July 1, 2011 to June 30, 2012 pending final approval from the NJDOL. Funds will support the salaries of the Apprenticeship Coordinator, Apprenticeship Assistant, travel reimbursement, promotional items and supplies to successfully carry out the grant activities.

Approved the Memorandum of Agreement (MOA). This Uniform State Memorandum of Agreement between Education and Law Enforcement Officials is to be approved annually. The MOA addresses areas such as school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School Violence Awareness Week and other current issues including truancy; assistance provided to attendance officers, bias crimes and bias related acts.

Approved the Articulation Agreement with the Art Institute of Philadelphia. Students enrolled in Graphic Arts, Commercial Art, Animation and Multimedia Design will have the opportunity up to 15 college credits depending on the completion of their CTE program and the college program they enroll into. Students must earn at least a grade of B or better in their CTE program and may be required to have a portfolio to qualify.

Approved Tom Ramsin, Construction Technology Teacher and Tom Heilman, Adjunct RVCC Science Instructor to attend the *Building Science Training* program at Energy Coordinating Agency in Philadelphia from November 14 -18, 2011. This is part of the Green Pilot grant program. The NJDOE is covering the costs of the training, hotel and some meals. The remaining costs including mileage reimbursement, parking and meals will be covered by the grant.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Molloy	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Scott	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Yates	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Ms. Martin	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

B. Approve Personnel:

Personnel approved pending completion of required paperwork and proper credentials.

It was moved by Ms. Kovach, second by Mr. Molloy to approve listed personnel.

Jean Lojek as Accounts Payable Clerk, maximum of 20 hours per week on an as needed basis, \$14.00 per hour, no benefits, October 24, 2011 to June 30, 2012.

Jessica M. Cangelosi as Supervisor of Curriculum & Instruction at an annual salary of \$80,000, following the 184 day teacher calendar plus an additional 15 days including benefits. The salary will be prorated based on the official start date.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Molloy	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Scott	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Yates	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Ms. Martin	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

C. Approve Field Trip/ Fundraising Activity/Caregiver Day.

The Polytech bus and driver will be utilized unless unavailable or for another reason. If an outside bus company is needed, the lowest of at least three quotes will be used.

It was moved by Mr. Molloy, second by Ms. Kovach to approve listed field trip, fundraising activity, Caregiver Day.

DATE: October 28, 2011

TIME: 8:15 a.m. Departure from Site: 2:00 p.m.

PROGRAM/TEACHER(S): SkillsUSA/Carol Ayers

TOTAL NUMBER OF STUDENTS PARTICIPATING: 6

TOTAL PARTICIPATING: 7

DESTINATION: NJPSA Headquarters, Leadership Conference, Monroe Township, NJ

COST OTHER THAN BUS:

PURPOSE: Students will learn how to use the most advanced scientific equipment and get to investigate a crime scene.

DATE: December 9, 2011

TIME: 8:15 a.m.

Departure from Site: Bartles

PROGRAM/TEACHER(S): Law Enforcement/L. Blanke

TOTAL NUMBER OF STUDENTS PARTICIPATING: 10

TOTAL PARTICIPATING: 12

DESTINATION: Franklin Institute, Philadelphia, PA

COST OTHER THAN BUS: \$350 (\$50 per person registration/lunch)

PURPOSE: SkillsUSA officers to get together with other schools to discuss better ways of getting students involved and improve organizational skills.

Sale of Polytech "School Spirit Wear" to students through online store/Special Ts beginning November 2011. Items will include but not be limited to Polytech T-shirts &, sweat shirts and will be based on student interest. Purchasing goes directly through Special Ts/online store with a 35% profit on each item sold.

The *Heart of Caring* is the Caregiver Event hosted by Hunterdon Medical Center to be held on Saturday, November 5, 2011 at the Central Campus. Polytech students will be providing services to caregivers such as car washes, paraffin hand treatments, manicures and a light lunch.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Molloy	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Scott	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Mr. Yates	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Ms. Martin	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Mr. Yates arrived at 7:00 p.m.

Superintendent Update:

- Upcoming Events
 - Meeting with new Guidance Counselor Director at Hunterdon Central.
 - Presentation of the ING \$2000 scholarship to Kelly Pike at the November 1 staff meeting.
 - Hunterdon Medical Center/Polytech "Caregiver Event" at the Central Campus, Nov. 5.
 - North Hunterdon High School – 8th grade parent orientation.
- High School ASSA Enrollment for 2011-12 – 403 – a decrease of about 60 students total. (40 from Central and 20 from Voorhees High School)
- Adult Education Fall enrollment stands at 399. Food & Beverage Management Associate Degree Program is strong at 97 students enrolled. The Electrical Year Apprenticeship students are now completing part of their curriculum online. The plumbing program will be online next.
- Ride for Rotary Event: Culinary students husked corn, bagged clams, made cookies, brownies, salads and chili. They also helped in the kitchen at the Clinton Elks. The law enforcement students helped with parking and the art classes designed the t-shirt. The funds are used for Hunterdon Central and Polytech student scholarships.
- Sept. 21. Attended a RVCC meeting with Elizabeth Martin, Janice Kovach and several RVCC Representatives; President Casey Crabill, Nancy Jordan, Janet Pettroni, Katherine McVicker, and a few board members. Items of focus included marketing, high school transitions, articulation agreements, sharing low enrolled programs and financial aid for students. Another next meeting will be scheduled in January.

- *Presentations to Freeholders:* Teaching Academy student, Sarah Powers and her mom, Kathy were present at the September 20 Freeholder meeting. Ms. Powers talked about her experience in the Teaching Academy program and her experiences in winning Gold Medal at the National FCCLA competition this past July.
- HIB Update – 4 incidents, 3 non actionable, 1 actionable.
Discussion followed. Board members are required to attend a two hour HIB training.

School Business Administrator, Susan Joyce reported on the audit. Ms. Joyce recommended, and the board agreed, that no funds should be move into the Capital Reserve Account at this time. The primary reason for this recommendation is the drop in the 2011-2012 enrollment which will result in a significant decrease in tuition for the 2012-2013 school year.

Public Comment: Mr. Sworen provided an update on the public health nursing services which the county is taking over from the hospital in November.

Executive Session:

At 7:53 p.m. it was moved by Mr. Yates, second by Ms. Kovach to exit public session and enter executive session to discuss contract negotiations/Prezioso update and to review the attorney contract. All in favor.

Present were board members: Janice Kovach, Laurence Molloy, Jeffrey Scott, Michael Yates, Elizabeth Martin. Also present were Dr. Kimberly Metz – Superintendent; Susan Joyce – Board Secretary/Business Administrator; Dan Kerr – Principal; Howard Vex – Board Attorney.

Executive Session and Enter Public Session:

At 8:25 p.m. it was moved by Mr. Molloy, second by Ms. Kovach to return to public session. All in favor.

It was moved by Mr. Molloy, second by Ms. Kovach to ratify the contract with Courter, Kobert & Cohen of Hackettstown, NJ for the period of July 1, 2011 through June 30, 2012. The Board agrees to pay the firm a retainer of \$5000 per year, billed at \$416.67 per month. Excluded work not included in the retainer shall be billed at \$140 per hour, not to exceed \$20,000 annually. The firm may continue to bill for litigation work at \$140 per hour beyond the \$20,000 cap, even should the \$20,000 annual cap be exhausted. The Board will be consulted before the cap is reached.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	<u> x </u>	_____	_____	_____
Mr. Molloy	<u> x </u>	_____	_____	_____
Mr. Scott	<u> x </u>	_____	_____	_____
Mr. Yates	<u> x </u>	_____	_____	_____
Ms. Martin	<u> x </u>	_____	_____	_____

It was moved by Mr. Molloy, second by Ms. Kovach to approve the payment of the attorney bill in the amount of \$8480.55.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	<u> x </u>	_____	_____	_____
Mr. Molloy	<u> x </u>	_____	_____	_____
Mr. Scott	<u> x </u>	_____	_____	_____
Mr. Yates	<u> x </u>	_____	_____	_____
Ms. Martin	<u> x </u>	_____	_____	_____

It was moved by Mr. Molloy, second by Mr. Yates to adjourn at 8:31 p.m. All in favor.

Respectfully submitted by,

Susan Joyce
Business Administrator/Board Secretary

Elizabeth Martin
Board President