

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
Central Campus
10 Junction Road
Flemington, NJ 08822
Minutes of the Board of Education Meeting
Monday, September 19, 2011
6:45 p.m.

Swearing in of Jeffrey R. Scott to the Hunterdon County Polytech Board of Education by Attorney Howard Vex.

CALL TO ORDER AND OPEN PUBLIC MEETING STATEMENT:

The meeting of the Hunterdon County Board for Vocational Education was called to order at 6:54 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: Laurence Molloy, Jeffrey Scott, Elizabeth Martin. Also present were Dr. Kim Metz – Superintendent and Howard Vex, Board Attorney. Absent were Janice Kovach, Michael Yates and Susan Joyce – Business Administrator/Board Secretary.

Public Present: Polytech Principal – Dan Kerr; Freeholder Liaison Ron Sworen.

Public Comment: Mr. Sworen informed the board that the county is taking over the Public Health Nursing Program that had been outsourced to Hunterdon Medical Center. Mr. Sworen presented the possibility of the Public Health Nursing Services partnering with RVCC and Polytech regarding internships/training .

Board President, Ms. Martin welcomed Jeffrey R. Scott as new member to the board.

Executive Session:

It was moved by Mr. Molloy, second by Mr. Scott to enter executive session at 6:59 p.m. regarding staffing. All in favor.

It was moved by Mr. Molloy, second by Mr. Scott to enter public session at 7:02 p.m. All in favor.

Consent Agenda.

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

1. Approved the minutes of the Board of Education meeting of August 15, 2011.
2. Approved the minutes of the Executive Board of Education meeting of August 15, 2011.
3. Approved Transfers in the amount of \$46,275 – Fund 10.
4. Approved the Report of the Treasurer and Secretary for the month of July 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 September 19, 2011 in the amount of \$186,891.80.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	_____	_____	_____	___x___
Mr. Molloy	___x___	_____	_____	_____
Mr. Scott	___x___	_____	_____	_____
Mr. Yates	_____	_____	_____	___x___
Ms. Martin	___x___	_____	_____	_____

New Business:

A. Approve the submission of the Youth Transitions to Work Grant Proposal, Year Two.

It was moved by Mr. Molloy, second by Mr. Scott to approve the submission of the second year of the Youth Transitions to Work (YTTW) grant proposal to the NJDOL for a maximum amount of \$160,000 from October 1, 2011 to September 30, 2012 partnered with Raritan Valley Community College, Warren County Community College, Warren County Technical School and Somerset County Technical School. Pending approval, the 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.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	_____	_____	_____	___x___
Mr. Molloy	___x___	_____	_____	_____
Mr. Scott	___x___	_____	_____	_____
Mr. Yates	_____	_____	_____	___x___
Ms. Martin	___x___	_____	_____	_____

B. Approve Job Descriptions/Personnel/Stipends/Professional Development.

Personnel – pending completion of required paperwork.

It was moved by Mr. Molloy, second by Mr. Scott to approve listed job descriptions, personnel, stipends and professional development.

Approved the job descriptions for: Special Education Teacher, Adult Education Bookkeeper, and Adult Education Assistant/Confidential Secretary.

Changed Janet Sked’s job title from Adult Education Assistant to Adult Education Bookkeeper at the previously approved rate of \$12.50 per hour for a maximum of 30 hours per week as needed (no benefits).

Kelly Pike as Covering Nurse for the stipend of \$1000 for the 2011-12 school year as needed.

Dr. Mary Eyles as Covering Nurse for the stipend rate of \$500 for the 2011-12 school year as needed.

Dr. Mary Eyles, CNA Instructor, as Substitute School Nurse for the 2011-12 school year at the rate of \$200 per day as needed.

Stanley Field, (summer helper) to extend employment thru September 30, 2011 at the rate of \$10 per hour, as needed, no benefits, for a maximum of 30 hours per week.

Jamie Ozemko, P/T Cosmetology Student Aide –\$9,584.50 (FTE \$19,495) - no benefits - 3.5 hours per day following the 184 teacher calendar.

Magdalena Wojtowicz, P/T Culinary Student Aide \$17,799.78 (FTE \$19,495) - no benefits - 32 hours per week following the 184 teacher calendar.

Victor Kaplan as P/T Special Education Instructor, at the salary of \$33,736.50 (.85) - (FTE \$43,470), no benefits, 32 hours per week, following the 184 teacher calendar.

Debbie Hunt, as Substitute Supervisor at a rate of \$200 per day for the 2011-12 school year as needed.

Charles Weikel Jr. as Youth Transitions to Work Partnership Program Director at a rate of \$40 per hour as needed for a maximum of \$44,000 from October 1, 2011 to September 30, 2012 as needed to monitor and ensure all second year grant activities are completed pending final grant approval by the NJ Department of Labor and Workforce Development - no benefits.

Pat Philbin and Paul Ingenito at \$40 per hour and Donna Lebelt at \$20 per hour for a combined maximum of \$13,000 from October 1, 2011 to September 30, 2012 as needed to carry out the related YTTW second year grant activities pending final grant approval by the NJ Department of Labor and Workforce Development.

Allison Caron at a rate of \$36 per hour for a maximum of \$6,000 from October 1, 2011 to September 30, 2012 to carry out the related YTTW grant activities as needed pending final grant approval by the NJ Department of Labor and Workforce Development.

Ed Turenne to assist with YTTW grant activities not covered under the Apprenticeship Coordinators Grant, for a maximum of 75 hours from October 1, 2011 to September 30, 2012 at the rate of \$30 per hour as needed pending final grant approval by the NJ Department of Labor and Workforce Development – no benefits.

Taryn Romanczak, FFA/4H VSO Advisor for the 2011-12 school year at a stipend rate of \$1703 based on the 2010-11 HPEA Contract.

Natalie Guarino, FCCLA VSO Advisor for the 2011-12 school year at a stipend rate of \$1703 based on the 2010-11 HPEA Contract.

Kelly Pike, HOSA VSO Advisor for the 2011-12 school year at a stipend rate of \$1703 based on the 2010-11 HPEA Contract.

Carol Ayers, District SkillsUSA VSO Advisor for the 2011-12 school year at a stipend rate of \$2800 based on the 2010-11 HPEA Contract.

T. Diaz, Commercial Arts Instructor, to attend the NJ Art Educators Convention in New Brunswick, NY October 2 – 4, 2011 (3 days) at the cost of \$374. Mileage Reimbursement \$59; Registration \$170; Parking/Other \$25; plus meals \$120

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	_____	_____	_____	___x___
Mr. Molloy	___x___	_____	_____	_____
Mr. Scott	___x___	_____	_____	_____
Mr. Yates	_____	_____	_____	___x___
Ms. Martin	___x___	_____	_____	_____

C. Establish Petty Cash Accounts.

It was moved by Mr. Scott, second by Mr. Molloy to establish two additional petty cash accounts – one for the Bartles Campus, one for the Business Office at \$150 each.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	_____	_____	_____	___x___
Mr. Molloy	___x___	_____	_____	_____
Mr. Scott	___x___	_____	_____	_____
Mr. Yates	_____	_____	_____	___x___
Ms. Martin	___x___	_____	_____	_____

D. Approve Field Trip/ Fundraising Activities/ Clinic.

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 Mr. Scott to approve listed field trip, fundraising activities and Shear Artistry Clinic price list.

DATE: Nov. 29/11

TIME: 8:15 a.m. Departure from Site: Bartles

PROGRAM/TEACHER(S): J. Budnick

TOTAL NUMBER OF STUDENTS PARTICIPATING: 6

TOTAL PARTICIPATING: 9

DESTINATION: Greater New York Dental Meeting, Jacob Javitz Center, New York, NY

COST OTHER THAN BUS:

PURPOSE: Students will be able to learn about new dental products on the market, how they are used to treat patients and try-out new and advanced dental equipment such as digital radiography machines.

Sale of *Gertrude Hawk Candy* and *Holiday Gifts* as a district wide fund raising activity starting on October 20, 2011 to November 4, 2011 to raise funds for SkillsUSA competition entry fees and field trips. All items will be shipped to the students' homes. Profit is 35% of all sales.

Sale of food items purchased from outside vendors or made in Polytech's culinary kitchen throughout the 2011-12 school year to raise funds for SkillsUSA competitions, field trips and community service activities. Items such as pretzels, pizza, hot dogs, drinks and snack items will be sold.

Sale of entertainment books to raise funds for student competitions and field trips. *Enjoy the City* coupons books will charge \$10 per book and the sale price will be \$20. Programs will earn \$10 per book sold. The sale will run September 30th through October 15th 2011.

Shear Artistry Cosmetology Clinic's Price list for the 2011-12 school year.

Roll Call	Ayes	Nays	Abstain	Absent
Ms. Kovach	_____	_____	_____	___x___
Mr. Molloy	___x___	_____	_____	_____
Mr. Scott	___x___	_____	_____	_____
Mr. Yates	_____	_____	_____	___x___
Ms. Martin	___x___	_____	_____	_____

E. Policies presented for first reading.

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

No action taken.

Superintendent’s Update:

- Polytech now has QR Code completed by Allison Caron. (Quick Response) code enables someone with a smart code to scan the code into their phone, eliminating typing in the address of a website).
- Three adjunct instructors this year at Polytech - Joanne Budnick (UMDNJ), Tom Heilman and Robert Schutack (RVCC).
- Commissioner Cerf is requiring all schools to follow the School Security Drill Law. Law enforcement agencies have to observe a minimum of 20% of the district’s security drills. It is requested that a monthly schedule be sent to the county office. This could pose a problem for vocational schools as activities are ongoing all day. Mr. Scott will inquire about this new law. Schools are required to hold one fire drill and one security drill per month; two active shooters, two non-fire evacuations, two bomb threats and two lockdowns per year.
- EXCITE Camp consisted of 55 seventh to ninth grade students enrolled in five summer career exploration programs. A survey was taken that indicated that a majority of students enrolled for career exploration or to learn more about Polytech’s CTE programs.
- Sandra Alberti of *Student Achievement Partners* presented information at the NJCCVTS Summer Retreat on the Common Core Standards and new assessments. The State is moving toward competency based rather than seat time. This will hopefully set the stage for more online learning. Math, literacy and reading assessments will be on line within the next few years.
- Superintendent reported on the State’s proposed new plan for revised staff observations.
- A copy of a Powerpoint developed by the Superintendent on the Commissioner’s Effectiveness Task Force was provided and briefly reviewed. The Powerpoint was presented at the teacher’s in-service in September.
- The Superintendent attended the East Hunterdon Solar Renewable Energy Co-op meeting at Readington Township. After hearing the presentation for a second time at the Freeholder meeting, it was determined that potential upfront funds could be lost. It was recommended that Polytech follow the Freeholders lead in not joining at this time.
- Freeholder presentations:
 - August 3 - Dr. Eyles,
 - August 16 - Sara Kolvites
- September 6 – Stanley Fields
- A report on the completed HIB investigations was provided: one boy punched another even though they were friends. A warning was issued.
- A PowerPoint handout on the new HIB law was provided and reviewed. The PowerPoint was developed by the Superintendent and presented at the opening day in-service.
- Back-to-School & Open House is planned for Tuesday, October 4th from 6: 30 p.m. to 8:00 p.m. An additional Open House is scheduled for December 15.
- NJSBA/HCSBA will be using the Polytech Careers Café for their meeting on October 13, 2011.

- The County Emergency Operations Drill that was scheduled for September was canceled due to Hurricane Irene. The county felt the drill was not needed because emergency operations were put into action the week before.

Review of Nursing Services: 3 incidents – 2 students passed-out, and in the construction trades program a student received an electric shock from the electrical panel – supposedly lightning strike.

Building and Grounds Update: Pete Ayers and Stanley Fields, maintenance personnel worked throughout the summer to complete the numerous staff work requests. Mr. Ayers' knowledge of the phone systems has assisted in the running of new data and phone lines. Dan Kerr - Principal, met with a company to discuss dust collection options within the auto body shop area and a company regarding the gas smells in culinary arts.

Board President, Ms. Martin on behalf of the board, congratulated the Superintendent for achieving her doctorate in "*Educational Leadership – Graduate with High Distinction*".

The Superintendent reported Negotiations are ongoing with the Hunterdon Education Polytech Association with meetings scheduled for the week of September 26, 2011.

Public Comment: Mr. Sworen commented on a graduate from Polytech working at Great Clips who has been promoted to manager. Great accolade for Polytech's cosmetology program.

Mr. Sworen reminded the board of the need to resurrect the search for a permanent location for the Bartles Campus.

Executive Session:

At 7:35 p.m. it was moved by Mr. Molloy, second by Mr. Scott to exit public session and enter executive session to discuss mediation regarding nurse stipend/nurse litigation. All in favor.

Present were board members: Laurence Molloy, Jeffrey Scott, Elizabeth Martin. Also present were Kim Metz – Superintendent; Dan Kerr – Principal; Howard Vex – Board Attorney.

Executive Session and Enter Public Session:

At 7:48 p.m. it was moved by Mr. Molloy, second by Mr. Scott to return to public session. All in favor.

It was moved by Mr. Molloy, second by Mr. Scott to adjourn at 7:49 p.m. All in favor.

Respectfully submitted by,

Dr. Kim Metz
Superintendent

Elizabeth Martin
Board President