

BOARD OF EDUCATION OF THE
VOCATIONAL SCHOOL IN THE
COUNTY OF PASSAIC

AGENDA

WORKSHOP/REGULAR MEETING
BOARD ROOM

DECEMBER 20, 2012
THURSDAY

- I. Call to Order – Pledge of Allegiance
- II. Sunshine Statement

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which time any business affecting their interests is discussed or acted upon. In accordance with this Act, the Board of Education of the Vocational School in the County of Passaic has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Herald News, and the Record, with a copy posted in the school lobby.

- III. Roll-call: Commissioner Albert A. Alexander
Commissioner Damaris M. Solomon
Commissioner Glenn L. Brown
Commissioner Michael Coscia
Commissioner Robert M. Gilmartin

Administrators: Diana C. Lobosco, Superintendent
Richard Giglio, Business Administrator
Michael Parent, Principal
John Maiello, Asst. Superintendent/ Human Resources
Mae Remer, Board Secretary
Sandy Woods, Administrative Assistant
Gerald S. Keegan, Board Counsel
Albert C. Buglione, Board Counsel

- IV. Petitions and Requests of the Public

V. Superintendent's Report

Moment of Silence in memory of:

Sandy Riola, Secretary in Technology Department, who passed away on December 6, 2012.

The 20 children and 6 staff members of the Sandy Hook Elementary School in Newton CT.

Expression of Thanks and Appreciation

Motion to adopt, on behalf of the entire membership and administration, a resolution expressing thanks and appreciation to the following Commissioner for duties performed with integrity, dedication, leadership and service to the children of Passaic County.

LEON MONDELLI

2012-13 Business Partner of the Year -- STS/Somerset Tire Service, Inc.

Michael Connelly, Regional Manager
Gary Malanga, Director of Employee Development

Teacher of the Year

Maureen Wacha, Teacher of English

Communications Report - Ms. Woods

Students of the Month

Principals' Report – Dr. Parent

Business Administrators' Report – Mr. Giglio

AGENDA - DECEMBER 20, 2012 - PASSAIC COUNTY TECH BOARD MEETING

VI. Board Secretary's Report

- A. Board Minutes – motion to receive, approve and file the Minutes of the November 27, 2012 Workshop/Regular Meeting.
- B. Financial Reports - motion to receive and file the financial reports of the Secretary's Report and Treasurer's Report for month ending November 30, 2012.

Board of Education's Monthly Certification

- C. Pursuant to N.J.A.C.6:20-2.212(e), we certify that as of November 30, 2012 after review of the secretary's monthly financial report (appropriations section) and upon consulting with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6:20-2.13(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary's Monthly Certifications

Pursuant to N.J.A.C. 6:20-2.12(d), I certify that as of November 30, 2012, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A: 22-8 and 18A: 22-8.1.

December 20, 2012

VII. Administration and Finance

- A. Motion to approve, upon the recommendation of the Superintendent, the bills and claims list attached, having been found in order by the Business Administrator, be and they are ordered to be released for payment when funds are available; and

Further that claims are entered in the Board's official minutes and be open to further inspection by Board Members and others entitled to inspect it:

\$ 1,501,802.96	Bills & Claims/December 20, 2012 - Columbia Bank (Master)
65,356.51	Bills & Claims/December 20, 2012 - Columbia Bank (Café)
4,632,376.97	Electronic Payments – Columbia Bank (Master)
1,987,051.10	Payroll paid for November 30, 2012
2,127,226.18	Payroll paid for December 14, 2012

- B. County Tax Levy – motion to approve the following resolution:

RESOLVED, that the amount of County Tax Levy needed to meet the obligations of the Board of Education for eight weeks (January/February 2013) is \$1,174,098 and the Board of Freeholders of the County of Passaic is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the next thirty days according to the statutes relating thereto.

Transfers and Modifications

- C. Motion to approve, upon the recommendation of the Superintendent, the attached Transfers and Modifications for the 2012-13 Budget, and implemented by the individual responsible.

State Contracts

- D. Motion to approve, upon the recommendation of the Superintendent, to award the purchase of goods and services through State Contract Vendors, as per the appended list.

NJSBA Insurance / Indemnity & Trust Renewal Agreement

- E. Motion to approve, upon the recommendation of the Superintendent, to renew its' membership with NJSBAIG (New Jersey School Boards Association Insurance Group) for a three (3) year period, in accordance with the terms and conditions Indemnity & Trust Renewal Agreement, as per the appended.

VII. Administration and Finance

Workshop/Seminar

- F. Motion to approve, upon the recommendation of the Superintendent, authorization in advance, as required by statute, attendance of the listed district employees at a workshop/conference in accordance with the terms of the Board Policy, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount:

Richard Giglio, B.A.
Chris Kahwaty, Comptroller

NJASBO Seminar "Purchasing"
January 30, 2013 / Rockaway, NJ

Chris Kahwaty, Tonda Carter
Yari Davila, Marilyn Alomar

NJASBO Seminar "Pensions Update with Mort
Reinhardt"
February 26, 2013 / Rockaway, NJ

VIII. Curriculum and Instruction

Workshops/Field Trips

- A. Motion to approve, upon the recommendation of the Superintendent, to authorize in advance, as required by statute, attendance at the Professional Workshops, as per the appended.
- B. Motion to approve, upon the recommendation of the Superintendent, field trips, fund raiser and community service, as per the appended.

Curriculum

- C. Motion to approve, upon the recommendation of the Superintendent, the following staff member to revise the curriculum, at the hourly rate of \$37.98, and be awarded professional development credit hours:

<u>Name</u>	<u>Curriculum</u>	<u>Total Hours/Credit Hours</u>
Roger Zanowic	Physical Education IV	10 hrs.

HSPA Spring Programs

- D. Motion to approve, upon the recommendation of the Superintendent, the following 2013 Spring HSPA Programs, at the cost to be charged to Title I funds:

After School Program:

Dates: February 4,5,6,11,12,13,9,20,26,27 and March 4, 2013
Time: 3:00 p.m. -5:00 p.m. – Total 24 hrs.
Instructors: 15 @ \$44.43/hr.
Secretary: 1 @ \$35.25/hr. (3:45 p.m. – 5:00 p.m.)
Total cost: \$16,523.55

Saturday Program

Dates: February 2, 9,16,23 and March 2, 2012
Time: 8:00 a.m. – 12:00 p.m. – Total 20 hrs.
Supervisor: 1 @\$54.90/hr.
Instructors: 12 @ \$44.43/hr. 54.2 (2 for parent computer instruction)
Nurse: 1 @47.85/hr.
Security: 1 @ \$12.00/hr.
Total Cost: \$11,181.00

LPN Affiliation Agreements

- E. Motion to approve, upon the recommendation of the Superintendent, entering into the 2012-13 Day/Evening Licensed Practical Nursing Program Affiliation Contract Agreements, with the following institutions, for the period effective November 1, 2012 through December 31, 2013:

Wanaque Care Center, Haskell, NJ
Llanfair House, Wayne, NJ

VIII. Curriculum and Instruction

English Field Trip

- F. Motion to approve, upon the recommendation of the Superintendent, the acceptance from the Mulago Foundation, a check in the amount of \$5,000 in support of the English Field Trip Program, to be used in accordance with the outline in the proposals entitled "All the World's a Stage."

Novartis Pharmaceuticals Corporation

- G. Motion to approve, upon the recommendation of the Superintendent, the acceptance from Novartis Pharmaceuticals Corporation, a check in the amount of \$4,000 through the Novartis' Non-Profit Partnership Program, to be used for scholarships.

Ramapo College of NJ Student Teacher Placement

- H. Motion to approve, upon the recommendation of the Superintendent, the following Ramapo College of NJ Student Teacher Placement for the 2013 Semester, effective January 22nd through May 3, 2013:

<u>Name</u>	<u>Subject</u>
Laura Christie	Social Studies

Home Instruction

- II. Motion to approve, upon the recommendation of the Superintendent, to place the following students on Home Instruction:

<u>Student I.D.</u>	<u>Reason</u>	<u>Length</u>	<u>Effective</u>
#130715	Maternity	10 weeks	12/03/12 – 2/11/13
#135099	Maternity	13 weeks	12/03/12 – 3/04/13
#140666	Maternity	11 weeks	1/02/13 - 3/11/13
#140792	Bipolar Disorder	2-3 months	12/04/12

Donation / AGL Welding Supply Company

- J. Motion to approve, upon the recommendation of the Superintendent, and in accordance with Board Policy #7230 Gifts, Grants and Donations, the acceptance from AGL Welding Supply Company the donation of supplies in the amount of \$6,167.89, to be used for educational program.

IX. Operations/Capital Improvements

Capital Projects

Capital Project Status Report submitted by the Business Administrator through the Superintendent, attached.

Bid No. 12-19 – Auditorium Gymnasium Lobby Renovation

- A. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, final progress payment No. 4 to Howard C. Storer, LLC, Bid No. 12-19, Auditorium Gymnasium Lobby Renovation, in the amount of \$16,648.00, subject to the availability of funds.
- B. Motion to approve, upon the recommendation of the Superintendent, and approved by the Construction Manager and the Architect, Change Order No. 1 to Howard C. Storer, LLC, Bid No. 12-19, Auditorium Gymnasium Lobby Renovation, a decrease in the amount of \$19,597.00, as follows:

Original Contract	\$352,000.00
Change Order No. 1	<u>(19,597.00)</u>
New Contract Sum	\$332,403.00

Use of Facilities

- C. Motion to approve, upon the recommendation of the Superintendent, use of facilities in accordance with the terms and conditions of the Board Policy, subject to the availability:

Auditorium	Passaic County Police Academy Graduation and Practice 4/18/13 - 4/23/13 Practice - 6:30 a.m. - 8:00 a.m. Graduation - 6:00 p.m. - 10:00 p.m. 4/23/13
Track/Field	Passaic County Police Academy Physical Training 1/28/13 – 4/17/13 - 6:00 a.m. – 8:00 a.m.
Lecture Hall FX 135	Fairleigh Dickinson University College Graduate Classes / Saturdays 1/12/13 – 2/09/13 / 8:30 a.m. – 3:00 p.m.
Roadway Area, Hallways Lobby	Passaic County Runners Club Running Event 12/30/12, 1/13, 1/27, 2/10/13 Sundays / 9:30 a.m. – 12:30 p.m.

IX. Operations/Capital Improvements

C. Use of Facilities

Athletic Center / Gym,
Locker Rooms, Lobby

Passaic County Coaches Association
Girls Basketball Tournaments
2/09/13 – 11:00 a.m. - 4:00 p.m.
2/16/13 – 10:00 a.m. - 6:00 p.m.

Pool, Locker Rooms
Lobby

NJSIAA / State Athletic Association
State Swim Meets / Sectional Finals
2/14/13 – 3:00 p.m. – 8:00 p.m.
2/15/13 – 3:00 p.m. – 8:00 p.m.

X. Personnel – Resignations/Leaves/Terminations

- A. Motion to approve, upon the recommendation of the Superintendent, the resignation of the following staff member:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Dawn M. Baker	P.T. Instructional Aide	12/07/12
Olivia Stewart	P.T. In House Security	12/11/12

- B. Motion to approve, upon the recommendation of the Superintendent, a disability maternity/child rearing leave of absence to the following staff member in accordance with Article X.C.7 of the Educational Association Agreement, using accumulative entitlement days for the disability and without salary after entitlement days are exhausted, and with health benefits in accordance with the Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Christine Sullivan	English/Math Special Ed	1/16/13 thru 6/10/13

- C. Motion to approve, upon the recommendation of the Superintendent, a disability leave of absence to the following staff member in accordance with Article X.C.7.a of the Educational Association Agreement using accumulative entitlement days and without salary after entitlement days are exhausted, and with health benefit in accordance with the Family Medical Leave of Absence.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Arcangelo Cassilli	Project Lead the Way	*11/14/12

*until such time as medically cleared to return to work

X. Personnel – Appointments/Reappointments

- A. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff members on an emergent basis requiring application to the State Department of Education for approval, for a period not to exceed three months, pending completion of the criminal history records check pursuant to NJSA 18A: 6-7.1 et. seq., effective date as indicated through June 30, 2013:

Substitutes, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Candice Page Valdes	Substitute	\$100	12/13 SY
Dino Duva	Substitute	100	12/13 SY

Instruction Aide, without benefits

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Aisha Lopez	Instructional Aide	\$15.60	1/02/13

- B. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following academic teachers assigned a 6th period teaching assignment, to cover the classes of teachers during leave of absences, at a prorated amount of \$12,552:

<u>Effective - 12/11/12</u>	<u>Effective – 1/16/13</u>
Audrey Jantzen	Mark O’Neill
Linda Dudik	Carlos Burgos
Victoria Scarpa	Ann Arfe
Ellen Gorman	Rachel Sillman
John Iurato	Dean Campiglia

- C. Motion to approve, upon the recommendation of the Superintendent, the appointment of the additional following S.A.T. Prep Instructors for the 2012-13 school year, at the hourly rate of \$44.43, subject to student enrollment:

<u>Name</u>	<u>Name</u>
Daniel Ambrose	Amber Donato
James Cappello	Amanda Ginsberg
Marc Foti	Joaquim Johnson
Matthew DiGise	

- D. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Coach for the 2012-13 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Thomas Bove	Assistant Boys’ Tennis	\$4,271

X. Personnel – Appointments/Reappointments

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Adult Career & Continuing Educational Program staff, as needed, for the 2012-13 school year:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Lisa Kenerson	LPN Instructional Substitute	\$47.85
Jennifer Magna	LPN Instructional Substitute	47.85

- F. Appointment of an Adult Learning Center Staff member was deleted from the agenda.

- G. Motion to approve, upon the recommendation of the Superintendent, to fix and determine the 2012-13 hourly salaries of the following part time Adult Learning Center staff, for the period July 1, 2012 through June 30, 2013:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
George Arnett	Counselor	\$45.52
Patricia Nole	Counselor	45.52
Maria Villanueva	Aide	27.09
Yolanda Alvarez	Secretary	15.44
Linda Cobb	Instructor	35.64
Reggie Landau	Instructor	35.64
Frances Lombardi	Instructor	35.64
Elizabeth Lyons	Instructor	35.64
Maria Malik	Instructor	35.64
John McGill	Instructor	35.64

- H. Motion to approve, upon the recommendation of the Superintendent, the appointment of the Saturday HSPA Program In House Security Staff, effective February 2, 2013 through March 2, 2013, 8:00 a.m. to 12:00 p.m., as follows:

<u>Name</u>	<u>Date</u>	<u>Hourly Rate</u>
Elinel Baerga	2/02/13	\$15.45
Yolanda Williams	2/02/13	13.00
Monica Akins	2/09/13	18.50
Norma Watkins	2/09/13	11.50
Etta Adams	2/16/13	12.35
Tom Mancini	2/16/13	13.40
Wyshana Moss	2/23/13	13.00
Christopher Osorio	2/23/13	12.35
Larnell Bowles	3/02/13	19.25
Amy Delaney	3/02/13	12.35

X. Personnel – Appointments/Reappointments

- I. Motion to approve, upon the recommendation of the Superintendent, a salary adjustment in accordance with the Board/Educational Association Agreement, Article XVII.B. Advanced Degrees, for the educational staff members, as per the appended listed, lateral movement on the salary guide, retroactive to September 1, 2012.
- J. Motion to approve, upon the recommendation of the Superintendent, effective January 1, 2013, hourly part time staff members will work no more 29 hours per week.

AGENDA - DECEMBER 20, 2012 - PASSAIC COUNTY TECH BOARD MEETING

XI. Legal Report

XII. Meeting Open to the Public

XIII. Executive Session

Motion to convene in executive session to discuss personnel, negotiations and/or legal matters. The Board will disclose to the public sometime in the near future that which was discussed.

Return From Executive Session

Statement or action, if any.

XVI. Board Members Comments:

The January Meeting is scheduled for January 24, 2013 at 3:30 p.m.

XV. Meeting Adjourned

V. Superintendent's Report

Moment of Silence – In memory of the 20 children and 6 staff members of the Sandy Hook Elementary School in Newton CT.

VIII. Curriculum and Instruction

- J. Motion to approve, upon the recommendation of the Superintendent, and in accordance with Board Policy #7230 Gifts, Grants and Donations, the acceptance from AGL Welding Supply Company the donation of supplies in the amount of \$6,167.89, to be used for educational program.

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