

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

AGENDA

WORKSHOP/REGULAR MEETING
BOARD ROOM

FEBRUARY 28, 2013
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.

Oath of Allegiance Todd C. Flora

III. Roll-call: Commissioner Albert A. Alexander
 Commissioner Damaris M. Solomon
 Commissioner Glenn L. Brown
 Commissioner Michael Coscia
 Commissioner Todd C. Flora

Administrators: Diana C. Lobosco, Superintendent
 John Maiello, Asst. Superintendent/Human Resources
 Richard Giglio, Business Administrator
 Michael Parent, Principal
 Mae Remer, Board Secretary
 Sandra 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 Robert Ross, Educational Consultant

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

ROBERT M. GILMARTIN

TEACHER OF THE YEAR

Mrs. Lobosco was pleased to announce the District's "Teacher of the Year" selected for the Governor's Teacher Recognition Program.

MAUREEN WACHA

Communications Report - Ms. Woods

Principal's Report – Dr. Parent

Business Administrators' Report – Mr. Giglio

VI. Board Secretary's Report

- A. Board Minutes - Motion to receive, approve and file the minutes of the January 24, 2013, Workshop/Regular Meeting, as submitted.

- B. Financial Reports - Motion to receive and file the following financial reports:

Secretary's Report and Treasurer's Report for month ending January 31, 2013.

Board of Education's Monthly Certification

- C. Pursuant to N.J.A.C.6:20-2.212(e), we certify that as of January 31, 2013 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 January 31, 2013, 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.

February 28, 2013

Board Policies

- D. Motion to approve, upon the recommendation of the Superintendent, first reading of the following revised and mandated Board Policies:

Policy #2415	No Child Left Behind Programs
Policy #2431	Athletic Competition
Policy #6480	Purchase Food Supplies
Policy #8505	School Nutrition

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:

\$ 1,173,978.09	Bills & Claims/February 28, 2013 Columbia Bank (Master)
121,210.09	Bills & Claims/February 28, 2013 Columbia Bank (Café)
20,940.56	Electronic Check NJ Department of Labor Workforce
4,626,589.40	Electronic Transfers – Columbia Bank Master
2,053,982.66	Payroll paid for January 30, 2013
1,975,681.84	Payroll paid for February 15, 2013

Transfers and Modifications

- B. 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, and further submit a copy to the Passaic County Office of Education.

State Contracts

- C. 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, in accordance with N.J.S.A. 18A: 18A-10.

Letter of Agreement / Passaic County Sheriff’s Department

- D. Motion to approve, upon the recommendation of the Superintendent, an Agreement between the Passaic County Sheriff’s Department and Passaic County Technical Institute, with the Passaic County Sheriff’s Department providing two School Resource Officers at a cost to be reduced by an agreed amount for PCTI providing services for a GED Program at the Passaic County Jail, during the 2012-2013 school year.
- E. Motion to approve, upon the recommendation of the Superintendent, an Agreement, between the Passaic County Sheriff’s Department and Passaic County Technical Institute to provide officers to assist with traffic control daily from 2:45 p.m. to 4:00 p.m., Monday through Friday.

Funding

- F. Motion to approve, upon the recommendation of the Superintendent, the submission to the New Jersey Department of Education an Amendment to the FY13 IDEA Consolidated Basic Grant to reflect FY12 IDEA Carry over funds in the amount of \$35,086.

VII. Administration and Finance

GG. 2013-14 Preliminary Budget

BE IT RESOLVED that the Board of Education of the Vocational School in the County of Passaic hereby approves, upon the recommendation of the Superintendent, that the amount of money deemed necessary to operate the Passaic County Technical Institute School District for the School Year July 1, 2013 through June 30, 2014, be fixed at \$74,821.215 estimated revenues would be as follows:

OPERATING FUND

<u>Budgeted Fund Balance</u>		\$ 6,983,428	
County Tax Levy – General Fund	6,414,966		
LPN	629,619		
Tuition / LEA's	37,098,139		
Individuals	417,669		
Other Miscellaneous Revenue	<u>410,337</u>		
		44,970,730	
<u>Revenue from Federal Sources</u>			
SEMI	<u>60,000</u>		
		60,000	
<u>Revenue from State Sources</u>			
Categorical Special Education Aid	2,000,679		
Equalization Aid	17,536,630		
Categorical Security Aid	<u>241,580</u>		
		19,778,889	
<u>TOTAL OPERATING BUDGET</u>			<u>\$71,793,047</u>
 <u>GRANTS AND ENTITLEMENTS</u>			
<u>Revenue from State Sources</u>			
Other Restricted entitlements	<u>9,994</u>		
		9,994	
<u>Revenue from Federal Sources</u>			
Other Restricted Entitlements	<u>3,018,174</u>		
		<u>3,018,174</u>	
TOTAL GRANTS AND ENTITLEMENTS			<u>3,018,174</u>
TOTAL 2013/2014 BUDGET			<u>\$ 74,821,215</u>

FURTHER that the 2013-14 School District Budget Statement be submitted to the Executive County Superintendent for review and approval, and the supporting documentation of this Budget also contains an itemization of certain expenditures required under administrative regulations, and

FURTHER that after this budget has been approved by the County Executive Superintendent, it shall be recommended to the Board of School Estimate of the Vocational School in the County of Passaic.

VII. Administration and Finance

State Health Benefits Program

The Board of Education of the Vocational School in the County of Passaic at its' December 20, 2012 meeting vote to approve that effective January 1, 2013 hourly part time staff members will work no more than 29 hours per week.

- H. Motion to approve, upon the recommendation of the Superintendent, to adopt the attached resolution to authorize a change in the average number of hours of employment per week required for "full-time" status for participation in the State Health Benefits Program, and/or School Employees' Health Benefits Program in accordance with N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2,

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, fundraiser and community service, as per the appended.

2013-2014 School Calendars

- C. Motion to approve, upon the recommendation of the Superintendent, the adoption of the attached School Calendars for the 2013-2014 School Year:

- 10 Month Passaic County Technical Institute
- 12 Month Passaic County Technical Institute
- 12 Month Passaic County Licensed Practical Nursing Program

Curriculum

- D. Motion to approve, upon the recommendation of the Superintendent, the following staff members 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>
Zainab Yahaya	Mathematics I, II, III	20 hrs.
Deborah Hafner	Mathematics I, II, III	20 hrs.
John Manning	Mathematics I, II, III	20 hrs.

Automotive Equipment Loan Agreement / Amended

- E. Motion to approve, upon the recommendation of the Superintendent, to amend the Automotive Equipment Loan Agreement with Volkswagen Group of America, Inc. to include the donation of second Volkswagen 2012 Passat VIN#1VWCP7A39CC000380.

Donation / Board Policy 7230, Gifts, Grants and Donations

- F. Motion to approve, upon the recommendation of the Superintendent, and in accordance with Board policy #7230 Gifts, Grants and Donations, the acceptance from State Farm Insurance Company the donation of the following three vehicles to be used for instructional purposes in the Collision Repair Program:

- 2006 Toyota Scion XB - VIN #JTLKT334364030552
- 2009 Honda CIVIC - VIN #2HGFA16529H359666
- 2009 Toyota Corolla - VIN #JTDBL4DE899059289

VIII. Curriculum and Instruction

Professional Development / KUWP

- G. Motion to approve, upon the recommendation of the Superintendent, the Kean University Writing Project (KUWP) “the New common core standards: Writing Across the curriculum” Professional Development Training for Science, Social Studies and CTE Faculty, to be held March 1,15th, April 2nd and May 3,2013, at a total cost not to exceed \$6,700, to be funded.

Home Instruction

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

<u>Student</u>	<u>Reason</u>	<u>Length</u>	<u>Effective</u>
I.D. #140172	Congenital Deformity	4½ weeks	1/24/13
I.D. #155066	Major Depression	2 months	2/13/13

Internships

- I. Motion to approve, upon the recommendation of the Superintendent, the following staff members for Internships for the 2013 Spring Semester:

University of Scranton

<u>Name</u>	<u>Program</u>
Robyn Spencer	Administrative Practicum

William Paterson University

<u>Name</u>	<u>Program</u>
York Lam	ESL Field Experience

IX. Operations/Capital Improvements

Capital Projects

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

Capital Projects / Bond

- A. Motion to certify, upon the recommendation of the Superintendent, that the money needed to Bond Capital Projects for the Board of Education of the Vocational School in the County of Passaic for the 2012-13 School Year is \$979,308.

Bid No. 12-06 TV Production, Pre-Engineering & Electronics Classroom Renovations

- B. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, final progress payment No. 5 to GL Group, Inc., Bid No. 12-06, TV Production, Pre-Engineering & Electronics Classroom Renovations, in the amount of \$24,600.00, subject to the availability of funds.
- C. Motion to approve, upon the recommendation of the superintendent, and approved by the Construction Manager, Change Order No. 3 to GL Group Inc., Bid No. 12-06 TV Production, Pre-Engineering & Electronics Classroom Renovations, a decrease in the amount of \$4,600, as follows:

Original Contract	\$ 322,000.00
Previous Change Orders	-14,100.00
Change Order #3	- 4,600.00
	\$ 303,300.00

Bid No. 12-14 Cosmetology Renovation

- D. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, final progress payment No. 5 to GL Group, Inc., Bid No. 12-14, Cosmetology Renovation, in the amount of \$27,787.40, subject to the availability of funds.

Bid Award / 13-11 Manufacturing Technology Equipment

- E. Motion to reject, upon the recommendation of the Superintendent, the following bid that was solicited and duly received for the following category:

<u>Bid No.</u>	<u>Title</u>	<u>Recommendation</u>
13-11	Manufacturing Technology Equipment	Only 1 bid received Reject/Rebid

IX. Operations/Capital Improvements

Bid Award / 13-10 Phase II Lockset Security

- F. Motion to award/reject, upon the recommendation of the Superintendent, and as recommended by the Architect, Bid No. 13-10, Phase II Lockset Security, to C & M Door Controls, Inc., the lowest responsible bidder meeting the bid specifications, in the amount of \$\$69,650.00

Use of Facilities

- G. 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:

Lower Soccer Field	TFS Academy Youth Soccer Club 3/05/13 – 6/27/13 – Tues, Wed, Thurs. 6:30 p.m. – 10:00 p.m. Nights/ 1 field per night
Outdoor Fields	NJ Stallions Youth Soccer / Spring 2013 4 nights a week / 1 field per night Saturday/Sunday, 1 field per day/ night
Upper & Lower Baseball Fields	PASCO Soccer Club / Spring 2013 4 Nights a week / 1 field per night Saturday/Sunday/ 1 field per day/night
Soccer Field Baseball Field	NASA Soccer / 3/25/13 – 6/30/13 Tues thru Fri. 6:30 p.m. – 9:30 p.m. 1 field per night Sat & Sun 1:00 p.m. – 5:00 p.m. 1 field per day/night
Soccer Field	Garden State Soccer League / Adult League Sunday Evenings / April thru June 2013
FX 135 Lecture Hall Athletic Center Gym	Northeast Chapter 2 Volleyball Official Association / Cadet Classes 8/28, 9/3, 9/10, 9/11, 9/18, 9/17, 9/18 & 9/23/13
Chez Technique	Passaic County Municipal Clerk’s Association Meeting / Lunch – Thursday, 3/7/13 – 11:00 a.m. – 2:00 p.m.
Auditorium / Gym	Vivekananda Vidyapith / Academy of Indian Culture & Philosophy /Annual Function Saturday / 4/27/13 - 9:00 a.m. - 9:00 p.m. Sunday / 4/28/13 – 10:00 a.m. - 9:00 p.m.
Track & Field	John F. Kennedy High School 3/10/13 thru 6/05/13 – 5:00 p.m.- 6:30 p.m.

X. Personnel – Resignations/Leaves/Terminations

- A. Motion to accept, with regret, upon the recommendation of the Superintendent, the resignation of the following staff member who has given notification of his retirement under the Teachers’ Pension and Annuity Fund:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Eleanor A. Murno	English	6/30/13

- B. Motion to approve, upon the recommendation of the Superintendent, a disability and child rearing leave of absence to the following staff member, with salary using entitlement days and without salary after days are exhausted, but with health benefits in accordance with the Family and Medical Leave:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Sara Bayona	Confidential Executive Secretary	4/01/13 thru 7/31/13

- C. Motion to accept, upon the recommendation of the Superintendent, the resignation of the following staff members:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Raed Dandan	Math Instructor	*4/15/13
Kamila Lopez	P. T. Instructional Aide	1/03/13
Michael Manning	Assistant Strength & Conditioning Coach	4/01/13

*or sooner if a suitable replacement is appointment

- D. Motion to approve, upon the recommendation of the Superintendent, that the following teachers be relieved of the 6th teaching period assignment and will no longer be eligible for the 6th teaching period compensation.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Stacie Jasinski	Speech Specialist	2/11/13
Daniel Ambrose	English	2/13/13
Robert DeFillipis	English	2/13/13
Nicole Shema	English	2/13/13
Melissa Smithling	English	2/13/13
Robyn Spencer	English	2/13/13

X. Personnel – Appointments/Reappointments

- AA. 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:

Instructional Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Sharon Kuchar	LPN Instructor	6D \$64,445. *9,666	3/01/13
*11½ month stipend position		\$74,111 (prorated)	

Non-Bargaining 10 Month Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Rui Oliveira	Communications/ Technician	\$48,000 (prorated)	3/01/13

Instructional Aide, without benefits, not to exceed 29 hrs./week

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Earlicia Ebron	P.T. Instructional Aide	\$15.60	3/01/13

Adult Learning Center Staff, without benefits, not to exceed 29 hrs./week

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Sharon Kramer	ESL Instructor	\$34.75	3/01/13

- B. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Home Instruction, for the 2012-13 school year:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Roy Rozman	Science Instructor	\$49.13

- C. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Adult Career and Continuing Educational Program staff members, for the 2011-2012 school year, subject to student enrollment:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate/Stipend</u>
Al Bucci	HVAC Instructor	60 hrs.	\$2,500
Malik Nicholas	HVAC Instructor	as needed	

X. Personnel – Appointments/Reappointments

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

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Frances Rivera-Lopez	Chemistry & Physics Instructor	\$44.43

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following In School Cooperative Educational Program students, at the hourly rate of \$7.26, for the 2012-2013 school year:

<u>Name</u>	<u>I.D.#</u>	<u>Name</u>	<u>I.D.#</u>
Heba Ali	#140462	Aziz Konak	#130645
Ruba Ali	#140461	Liana Ramos	#140466
Jake Castner	#140264	Sixto Rodriguez	#130442
Ivan Cody	#140457	Yudelka Torres	#140448

- F. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Coaches, for the 2012-2013 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
David Alter	Boys Lacrosse JV	\$6,815
Jennifer Gunther	Girls Lacrosse JV	6,815

AGENDA FEBRUARY 28, 2013 – 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, legal matters and negotiations. The Board will disclose to the public sometime in the near future that which discussed.

Return from Executive Session

Statement or action, if any.

XVI. Board Members Comments:

The March meeting is scheduled for Thursday; March 28, 2013 at 3:30 p.m.

XV. Meeting Adjourned