

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

AGENDA

**WORKSHOP/REGULAR MEETING
BOARD ROOM**

**FEBRUARY 27, 2014
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 Scott E. Rixford

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

IV. Petitions and Requests of the Public

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

V. Superintendent's Report

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:

JAY ROSENFELD, Teacher of History

Communications Report - Ms. Woods

Principal's Report – Dr. Parent

Business Administrators' Report – Mr. Giglio

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

VI. Board Secretary's Report

- A. Board Minutes - Motion to receive, approve and file the minutes of the January 22, 2014, Workshop/Regular Meeting, as submitted.
- B. Financial Reports - Motion to receive and file the Financial Reports of the Secretary and Treasurer Report for month ending January 31, 2014, that agree.

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, 2014 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, 2014, 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.

Mae Ranner

February 27, 2014

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

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:

\$ 1,651,378.17	Bills & Claims/February 27, 2014 Columbia Bank (Master)
120,372.43	Bills & Claims/February 27, 2014 Columbia Bank (Café)
20,773.89	Electronic Check NJ Department of Labor Workforce
4,743,883.61	Electronic Transfers – Columbia Bank Master
2,091,655.77	Payroll paid for January 30, 2014
2,023,258.12	Payroll paid for February 14, 2014

Transfers and Modifications

- B. Motion to approve, upon the recommendation of the Superintendent, the attached Transfers and Modifications for the 2013-14 Budget, and implemented by the individual responsible.

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-10.

FY14 Perkins Secondary and Postsecondary Grant / Amendment

- DD. Motion to approve, upon the recommendation of the Superintendent, submission to the New Jersey Department of Education, an amendment to FY14 Perkins Secondary and Postsecondary Grant application reflecting changes in line items only.

Anti-Bullying Bill of Rights Act

- EE. Motion to approve, upon the recommendation of the Superintendent, the submission to the New Jersey Department of Education for reimbursement of expenditures in support of the Anti-Bullying Bills of Rights Act (ABR) incurred for the period of July 1, 2013 through June 30, 2014, in the amount of \$35,594.00.
- FF. Motion to approve, upon the recommendation of the Superintendent, the acceptance from the New Jersey Department of Education, the grant award for the Four-Year Green Program of Study Pilot Program, Year Four, in the amount of \$6,000.00.

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

VII. Administration and Finance

GG. 2014-15 Preliminary Budget

NOTE Budget based on flat State Aid – subject to change when State Aid figures are received, hopefully by February 27th.

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, 2014 through June 30, 2015, be fixed at \$71,824,350 estimated revenues would be as follows:

OPERATING FUND

<u>Budgeted Fund Balance</u>		\$ 3,335,000	
County Tax Levy – General Fund	6,440,705		
LPN	603,880		
Tuition / LEA's	37,436,305		
Individuals	428,450		
Other Miscellaneous Revenue	<u>392,548</u>		
		45,301,888	
<u>Revenue from Federal Sources</u>			
SEMI	<u>42,179</u>		
		42,179	
<u>Revenue from State Sources</u>			
Categorical Special Education Aid	2,005,270		
Equalization Aid	17,510,284		
Categorical Security Aid	<u>263,335</u>		
		<u>19,778,889</u>	
<u>TOTAL OPERATING BUDGET</u>			<u>\$68,457,956</u>
 <u>GRANTS AND ENTITLEMENTS</u>			
<u>Revenue from State Sources</u>			
Other Restricted entitlements	<u>20,000</u>		
		<u>20,000</u>	
			20,000
<u>Revenue from Federal Sources</u>			
Other Restricted Entitlements	<u>3,346,394</u>		
		<u>3,346,394</u>	
<u>TOTAL GRANTS AND ENTITLEMENTS</u>			<u>3,346,394</u>
<u>TOTAL 2014/2015 BUDGET</u>			<u>\$ 71,824,350</u>

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

VII. Administration and Finance

GG. 2014-15 Preliminary Budget

FURTHER that the 2014-15 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.

Transportation Services Agreement

- HH. Motion to approve, upon the recommendation of the Superintendent, 2014-15 School Year Transportation Services Agreement with the Passaic County Educational Services Commission, to provide transportation of students, in accordance with the terms of the agreement, as per the appended, commencing October 24, 2013 through June 2014:

<u>Route</u>	<u>Program</u>	<u>Contractor</u>	<u>#Students</u>	<u>Cost</u>	<u>+</u>	<u>Surcharge</u>
PCV4	Passaic Co Vo Tech	Trans-Ed, Inc.	54 pass	\$11,100.00		\$444.00

Systems Database Administrator

- I. Motion to approve, upon the recommendation of the Superintendent, the appointment of Christine Potenza, as a Systems Database Administrator, one day a week, for the period February 2014 through June 2014, at the rate of \$210 per day.

Workshop/Seminar

- J. 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:

Business Administrator
Comptroller

NJASBO Seminar "Public School
Purchasing the Nitty-Gritty"
3/20/14, Rockaway, NJ

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

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, community service and fundraiser, as per the appended.

Curriculum

- C. Motion to approve, upon the recommendation of the Superintendent, the following staff members to develop and revise the curriculum, at the hourly rate of \$38.74, and be awarded professional development credit hours:

Develop Curriculum

<u>Name</u>	<u>Curriculum</u>	<u>Total Hours/Credit Hours</u>
Jose Martinez	Vocal Music Levels I, II, III, IV	20 hrs. each level

Revised Curriculum

Robert Eckrote	Manufacturing Technology Levels I, II, III, IV	15 hrs. each level
Mark Cacace	Manufacturing Technology Levels I, II, III, IV	5 hrs. each level
Joseph Italiano	HVAC Level I, II, III, IV (to include Green Technology)	10 hrs. each level

NJROTC / Contract Agreement

- D. Motion to approve, upon the recommendation of the Superintendent, to enter into an updated Contract Agreement with the Department of the Navy, acting through the Naval Service Training Command pursuant to Title 10, United State Code, Chapter 102, Section 2031 et seq. in accordance with the terms and conditions of the Agreement for establishment of Navy Junior Reserve Officers Training Corps Units, as per the attached.

Educational Testing Services / HISET Agreement

- EE. Motion to approve, upon the recommendation of the Superintendent, to enter into a HISET Agreement between the Educational Testing Services (ETS) and the Passaic County Technical Institute (The Test Center) a state-approved test center selected by the State of New Jersey for the delivery of a high school equivalency examination in the state, in accordance with the terms and conditions of the Agreement.

VIII. Curriculum and Instruction

Excellence in Action Award

- FF. Motion to approve, upon the recommendation of the Superintendent, the submission of an application to the New Jersey Department of Education for Excellence in Action Award for Medical Arts, sponsored by the National Association of State Directors in Career Technical Education Consortium.

2013-2014 School Calendars / Amended

The Twelve Month School Calendar for 2013-2014 approved by the February 28, 2013 public meeting stated: *“The Board has the managerial prerogative right to revise its calendar to meet the 180 days requirement for students.”*

- G. Motion to approve, upon the recommendation of the Superintendent, to amend the following 10 Month and 12 Month 2013-2014 School Year Calendars, to reflect additional emergency closings due to the inclement weather, as follows:

Monday, April 14, 2014	Spring Recess – School will be open
Tuesday, April 15, 2013	Spring Recess – School will be open
Wednesday, April 16, 2014	Spring Recess – School will be open
Thursday, April 17, 2014	Spring Recess – School will be open

Administrative Internship

- H. Motion to approve, upon the recommendation of the Superintendent, the following staff member for an Administrative Internship for the 2014 Spring Semester:

Montclair State University

<u>Name</u>	<u>Program</u>	<u>Mentor</u>
Rachid Rezqi	Administration	Joseph W. Sabbath

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>
#140692	Maternity	4 months	1/17/14
#160798	Ankle Fracture	4 weeks	2/04/14

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 2013-14 School Year is \$979,308.

Phase 7 Partial D & B Wing Window Replacement / Bid No. 13-13

- B. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, final progress payment #7 to Pottsgrove Glass Co., Inc., Bid No. 13-13, Phase 7 Partial D & B Wing Window Replacement, in the amount of \$21,250.00, that includes a change order for unused allowance, a credit in the amount of \$25,000.00, subject to availability of funds.

Contract Sum	\$450,000.00
Change Order (credit)	<u>(25,000.00)</u>
Contract sum	425,000.00
Payments to Date	<u>403,750.00</u>
Final Payment	\$ 21,250.00

Phase 7 Partial C & D Wing Window Replacement / Bid No. 13-14

- C. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, final progress payment #7 to Pottsgrove Glass Co., Inc., Bid No. 13-14, Phase 8 Partial C & D Wing Window Replacement, in the amount of \$14,150.00, that includes a change order for unused allowance, a credit in the amount of \$15,000.00 subject to availability of funds.

Contract Sum	\$308,000.00
Change Order (credit)	<u>(25,000.00)</u>
Contract sum	283,000.00
Payments to Date	<u>268,850.00</u>
Final Payment	\$ 14,150.00

IT Department Renovation / Bid No. 14-03

- D. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment #4 to Storer Construction Services, Bid No. 14-03, IT Department Renovation, in the amount of \$12,350.00, subject to the availability of funds.

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

IX. Operations/Capital Improvements

Use of Facilities

- E. 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 & Gym	Passaic County PSA Fire Graduation Ceremony / 11/21/14 6:00 p.m. – 9:00 p.m.
Upper & Lower Soccer Field Baseball Field	NJ Stallions Academy /Youth Soccer/Spring 2014 3/24/14 thru 6/30/14 6:30 – 10:00 p.m. 4 nights a week / Practice Saturday/Sunday / Games only
Upper & Lower Soccer Field Baseball Field	PASCO Soccer Club/Spring 2014 3/24/14 thru 6/30/14 6:30 – 10:00 p.m. 4 Nights a week / Practice Saturday/Sunday/ Games only
Upper & Lower Soccer Field Baseball Field	NASA Soccer / Spring 2014 3/24/14 thru 6/30/14 6:30 – 10:00 p.m. 3 Nights a week / Practice Saturday/Sunday/ Games only
Upper Soccer Field	Garden State Soccer League /Adult/Spring 2014 Sunday Evenings / 4/01/14 – 6/30/14
Baseball 90' Field	Wayne Warriors Baseball League / Baseball Games 3/08/14 thru 8/03/14 10:00 a.m. to dusk Saturdays / Sundays
Cafeteria #1	People to People / Student Ambassador Program Orientation Meetings 3/05, 4/08, 5/05, 6/03/14 – 5:00 – 9:30 p.m.

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

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 her retirement under the Teacher’s Pension and Annuity Fund:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
JoAnn Demarest	Culinary Arts Instructor	6/30/14

- B. 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 Education Association Agreement, with salary using accumulated entitlement days and without salary after entitlement days are exhausted and with benefits in accordance with the Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Peter Santero	Culinary Arts Instructor	*1/24/14 thru 2/24/14

*until such time as medically cleared to return to work

- C. Motion to approve, upon the recommendation of the Superintendent, a disability leave of absence to the following staff member in accordance with Article IX.G.1 of the Custodial/ Maintenance Association Agreement with benefits and salary using accumulative entitlement days and without salary after entitlement are exhausted and with benefits in accordance with the Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Younes Massoud	Custodian	2/13/14 thru 3/11/14

*or until such time as medically cleared to return to work

- D. 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 or benefits after entitlement days are exhausted, and in accordance with the Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Safiyyah McCain	School Nurse	5/19/14 thru 1/02/15
Elizabeth M. Hulit	Athletic Trainer	5/23/14 thru 11/03/14

- E. Motion to approve, upon the recommendation of the Superintendent, a disability leave of absence to the following part time staff member, without salary:

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Gloria Chappa	Central Office	2/26/14 thru 4/28/14

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Resignations/Leaves/Terminations

- F. Motion to rescind, upon the recommendation of the Superintendent, formal action taken at the May 23, 2013 Board meeting, on the appointment of the following coach for the Spring Season:

<u>Name</u>	<u>Coach</u>
Peter Santero	Assistant Track

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

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, 2014:

Instructional Substitute, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Heba Abdelatif	Substitute	\$100.00	13/14 SY
Daniel Guzzo	Substitute	100.00	13/14 SY

Part Time In House Security, without benefits

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Arnold Rubestello	In House Security	\$10.55	3/03/14

- B. Motion to approve, upon the recommendation of the Superintendent, to amend the effective date of the following Supervisor appointed at the December 19, 2013 Board Meeting:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Nicolino Nese	Athletic Director/Supervisor Physical Education/Health	3/25/14

- C. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following 12 month Non-Bargaining Technology Department staff member, with benefits, effective February 1, 2014 through June 30, 2014:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Moises DeLaRosa	Lead Technician	\$36,758 (prorated)

- D. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Home Instructor, for the 2013-14 school year:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Maria Elena Burgos	Deaf Instructor	\$50.11

- E. Motion to approve, upon the recommendation of the Superintendent, the services of the following staff members for the 2014 Season Production of "Oliver" including rehearsals and shows, on an as needed basis:

<u>Name</u>	<u>Department</u>	<u>Rate/Stipend</u>
Jose Martinez	Vocal Coach	\$41.75/hr.
Carmel Messina	Artist	41.75/hr.

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Appointments/Reappointments

- F. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Adult Career and Continuing Educational Program staff members, for the 2013-2014 school year, subject to student enrollment:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Debra Bourgholtzer	CNA Instructor	\$40.00/hr.	2/01/14
Theresa Reed	CNA Instructor	40.00/hr.	2/01/14

- G. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Coaches, for the 2013-2014 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Darriyn Alexander	Asst. Softball	\$6,373
Jonathan Buglione	Strength & Conditioning	5,516 (prorated)

- H. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Advisor, for the 2013-2014 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Nelson Mendez	Marching Band	\$5,822 (prorated)

- I. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff members during the 2014 Spring Track Season, as needed, at the following stipends:

<u>Name</u>	<u>Position</u>	<u>Dual Meet</u>	<u>Tri Meet</u>
Marissa Burghardt	Track Worker	\$50.00	\$75.00
John Manning	Track Worker	50.00	75.00
Fatima Ramirez	Track Worker	50.00	75.00

- J. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff for the GED Testing for the 2013-14 school year:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Josephine Bono	Examiner	\$40.00

- K. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff member for the SES (Supplementary Educational Services) Program, for the 2013-14 HSPA Prep Program:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Laura Zuck	Instructional Substitute	\$45.32

- L. Motion to approve, upon the recommendation of the Superintendent, the appointment of the 2014 Spring Saturday Academy 7th & 8th grade students' staff, as per the attached, held on March 1, 8, 15, 22, 2014, and to be paid a stipend of \$133.00 for each session.

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Appointments/Reappointments

- M. Motion to adopt, upon the recommendation of the Superintendent, the following Job Description:

Attendance Officer/Truant Officer

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

3104—ATTENDANCE OFFICER/TRUANT OFFICER

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QUALIFICATIONS:

1. Associate's Degree or at least sixty (60) college credits
2. Strong communication, interpersonal, and organizational skills
3. Demonstrate reliability and dependability
4. Demonstrate ability to work successfully with children and adults and sensitivity to cultural diversity
5. Have excellent integrity and demonstrate good moral character
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community
7. Demonstrate ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities, (including passing the required Mantoux Test)
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Such alternatives to the above qualifications as may be deemed appropriate and acceptable by the Board.

REPORTS TO: Principal and/or Assistant Principal

JOB GOALS: To monitor student attendance to minimize tardiness and truancy problems which inhibit access to educational opportunities in accordance with law, regulations and board policies.

**PERFORMANCE
RESPONSIBILITIES:**

1. Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness
2. Assists in coordinating attendance solutions with students, parents, and the school
3. Makes home visitations as necessary
4. Confers with parents and makes home calls when necessary
5. Responsible for the keeping of daily attendance registers and tardiness records
6. Collates monthly attendance reports from all schools and compiles monthly district wide attendance reports and prepares an annual report on attendance

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

3104—ATTENDANCE OFFICER/TRUANT OFFICER

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and related matters

7. Informs students of absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a social worker, psychologist, or other professional staff member
8. Advises parents of their legal responsibility to ensure school attendance; issues attendance notices as required under law
9. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy
10. Investigates challenges to students' legal residence in accordance with law and board policy
11. Performs all duties specified in state law, administration code and in accordance with board policy and procedures
12. Upholds and enforces school rules, administrative regulations and Board policy
13. Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school
14. Serves as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, and accepting responsibility
15. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
16. Performs other duties within the scope of his/her employment and as may be assigned by supervisor or other administrator

**PHYSICAL
DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and function of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

3104—ATTENDANCE OFFICER/TRUANT OFFICER

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1. Use strength to lift items needed to perform the functions of the job
2. Sit, stand, and walk for required periods of time
3. Speak and hear
4. Use close vision, color vision, peripheral vision and depth perception along with ability to focus vision
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication
6. Reach with hands and arms and use hands and fingers to handle objects, and operate tools, computers, and/or controls

**ENVIRONMENTAL
DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air-conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

TERMS OF

EMPLOYMENT: 10 months - Salary to be determined by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff

APPROVED:

AGENDA FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

XI. Legal Report

XII. Meeting Open to the Public

XIII. Executive Session

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

Return From Executive Session

Statement of action, if any.

XVI. Board Members Comments:

March Board Meeting is scheduled for March 27, 2014

XV. Meeting Adjourned

ADDENDUM - FEBRUARY 27, 2014 – PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Appointments/Reappointments

AA. 12 Month Non Bargaining, with benefits

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Michael Massenzio	Shipping/Receiving Clerk	\$39,500 (prorated)	3/01/14

Technology Department, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Christine Potenza	Systems Database Administrator	*\$210/day	3/01/14

*One day per week

N. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following In-School Cooperative Educational Program student for the 2013-14 school year, at the hourly rate of \$8.25:

<u>Name</u>	<u>I.D.</u>	<u>Site</u>
Christopher E. Gutierrez	#140793	Cafeteria