

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

AGENDA

**WORKSHOP/REGULAR MEETING
BOARD ROOM**

**JANUARY 22, 2014
WEDNESDAY**

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 F. 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

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V. Superintendent's Report

- A. Communications Report - Ms. Woods
- B. Principal's Report – Dr. Parent
- C. Business Administrators' Report – Mr. Giglio

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VI. Board Secretary's Report

- A. Board Minutes - Motion to receive, approve and file the minutes of the December 19, 2013 Workshop/Regular Meeting.
- BB. Financial Reports – Motion to receive and file the following financial reports:
 - a. Secretary's Report and Treasurer's Report for month ending December 31, 2013
 - b. Quarterly Reports ending December 31, 2013

Agency Account	Chez Technique
Student Activities	Concession Stand
Student Cafeteria	Tech Bullpen
Faculty Cafeteria	

Board of Education's Monthly Certification

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

January 22, 2014

Board of School Estimate

The Board of Chosen Freeholders appointed Freeholder John W. Bartlett and Freeholder Hector C. Lora as members of the Board of School Estimate for a term effective immediately and terminating December 31, 2014. Freeholder Director Pat Lepore is also a member of the Board of School Estimate.

- D. Motion to approve the appointment of the following commissioners to serve as members of the Board of School Estimate for a term of one (1) year commencing January 1, 2014 through December 31, 2014:

Commissioner Albert A. Alexander
Commissioner Damaris M. Solomon

VI. Board Secretary's Report

January 2014 - School Board Recognition Month

- E. Motion to approve, upon the recommendation of the Superintendent, the attached resolution commending and recognizing the services of local school board members, during January 2014 the School Board Recognition Month.

Board Policies

- F. Motion to approve, upon the recommendation of the Superintendent, second reading and adoption of the following revised and new Board Policies and Regulations:

TEACHNJ Statute and Achieve NJ Administrative Code Policies and Regulations for Teaching Staff Member Evaluations:

Revised Policies & Regulations

#1240	Evaluation of Superintendent (Mandated)
#3142	Nonrenewal of Non-tenured Teaching Staff Member
#3144	Certification of Tenure Charges
#4146	Nonrenewal of Non-tenured Support Staff Member

New Policies & Regulations

#3221	Evaluation of Teacher (Mandated)
#3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Mandated)
#3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (Mandated)
#3224	Evaluation of Principals, Vice Principals, and Assistant Principals

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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:

\$ 1,504,063.18	Bills & Claims /January 22, 2014 Columbia Bank (Master)
83,000.50	Bills & Claims /January 22, 2014 Columbia Bank (Café)
4,849,097.39	Electronic Transfers – Columbia Bank Master
2,197,402.32	Payroll paid for December 20, 2014
2,041,939.61	Payroll paid for January 15, 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, 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.

Tuition Rates / 2014-15 School Year

- D. Motion to approve, upon the recommendation of the Superintendent, establishing the 2014-15 Tuition Rates for the Passaic County Technical Institute, as follows:

<u>IN COUNTY</u>	<u>TUITION</u>		
Regular Vocational			\$11,614
Special Needs Vocational			18,829
Half Share Vocational			5,000
Half Share Special Needs Vocational			5,000
<u>OUT OF COUNTY</u>	<u>TUITION</u>	<u>SURCHARGE</u>	<u>TUITION</u>
Regular Vocational	\$11,614	\$2,518	\$14,132
Special Needs Vocational	18,829	2,518	21,347

LPN Tuition Rates / 2014-15 School Year

- E. Motion to approve, upon the recommendation of the Superintendent, the 2014-15 Tuition Rates for the Licensed Practical Nursing Program, as follows:

<u>LPN</u>	<u>IN COUNTY</u>	<u>OUT OF COUNTY</u>
Tuition	\$6,450	\$8,450

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VII. Administration and Finance

Funding

- FF. Motion to approve, upon the recommendation of the Superintendent, the submission to the New Jersey Department of Education, a grant application for the continuation of Year Four of the Four-Year Green Program of Study Pilot Program Grant, in the amount of \$6,000, commencing February 12, 2014 and ending January 31, 2015.

Workshop/Seminar

- G. 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:

Name

Christine Kahwaty, Comptroller

Workshop/Seminar

NJASBO Seminar "GASB Update & Internal Controls and Fraud Prevention Strategies"
Tuesday, 2/11/14
Rockaway, NJ

John Nuzzo, Food Service Director

NJ Department of Agriculture
"National Food Service Management Institute Meal Pattern Trainings"
Tuesday, 1/28/14
Parsippany Troy Hills

John Maiello, Asst. Superintendent

New Jersey Association of School Personnel Administrators
Conference
Thursday, 2/13/14
Trenton, New Jersey

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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 Staff Workshops, as per the appended.
- B. Motion to approve, upon the recommendation of the Superintendent, field trips, curricular extension, and fundraiser, as per the appended.

PCTI School Improvement Panel

- C. Motion to approve, upon the recommendation of the Superintendent, and in accordance with TEACHNJ Act, the Passaic County Technical Institute School Improvement Panel effective February 1, 2014, and further approve the appointment of the following administrators and faculty members to serve on the School Improvement Panel:

<u>Name</u>	<u>Name</u>
Dr. Michael Parent	Candice Chaleff
Joseph Sabbath	Barbara Moschetta
Jerry Castaneda	Victoria Scarpa
Salvatore Gambino	Kathy Oscar

2013-14 Spring Saturday Academy (7th & 8th Grade Students)

- D. Motion to approve, upon the recommendation of the Superintendent, the 2013-14 Spring Saturday Academy for 7th and 8th Grades Students, to be held March 1, 8, 15, 22, 2014 from 9:00 a.m. – 12:00 p.m.

Novartis Pharmaceuticals Corporation

- E. Motion to approve, upon the recommendation of the Superintendent, the acceptance from Novartis Pharmaceuticals Corporation, a check in the amount of \$9,500 through the Novartis' Non-Profit Partnership Program, to be used for any program of the schools choice.

Donation / S & S Shell Inc.

- F. Motion to approve, upon the recommendation of the Superintendent, and in accordance with Board Policy #7230 Gifts, Grants and Donations, the acceptance from S & S Shell Inc., a 2003 Mitsubishi Lancer, VIN#JA3AJ36E43U074846, to be used for educational purposes.

Caldwell College / Research Project

- G. Motion to approve, upon the recommendation of the Superintendent, and in accordance with Board Policy #3245 – Research Projects by Staff Members, Catherine Murray to conduct a 6 week graduate study research with her students for her Caldwell College Thesis Research Project.

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VIII. Curriculum and Instruction

LPN Affiliation Agreements

- H. Motion to approve, upon the recommendation of the Superintendent, entering into the 2013-14 Day/Evening Licensed Practical Nursing Program, Affiliation Contract Agreements, for the period effective January 2014 through December 2014:

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

PCTI SAT Test Site

Motion to approve, upon the recommendation of the Superintendent, PCTI as a SAT Test Site that would offer our 11th graders enrolled in the SAT Prep Classes an opportunity to take the Test at PCTI, to be held on June 7, 2014, at a cost not to exceed \$2,000.

Home Instruction

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

<u>Student</u>	<u>Reason</u>	<u>Length/Time</u>	<u>Effective</u>
#150665	Van Willenbran Factor	1 week	1/13/14

Professional Development Workshops

- J. Motion to approve, upon the recommendation of the Superintendent, the following Professional Development Workshops:

Destructing the common core Standards Workshop

Presenter: Collaborative Learning
Attendees: Science & Social Studies Teacher (TBD)
Dates: March 11, 12, 13; April 29, 30; May 1
Fee: \$15,000

Google Chromebook Training

Presenter: Kiker Learning
Attendees: 27 Teachers (TBD)
Dates: Saturdays in February, March & April / 9:00 – 2:30 pm.
Fee: \$14,000

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IX. Operations/Capital Improvements

E. Use of Facilities

Track/Football Field, Gym,
Restrooms, Parking

Special Olympics of Passaic County
Track & Field Competition for Special Olympics
5/03/14 / 7:00 a.m. – 4:00 p.m.

Pool

BSA Troop 388, Pompton Lakes
March thru April 2014
Friday Evenings / 7:00 p.m. - 9:00 p.m.

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X. Personnel – Resignations/Leaves/Terminations

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Anthony Flores	P.T. Life Guard	1/02/14

- B. Motion to approve, upon the recommendation of the Superintendent, to rescind the appointments of the following substitute teachers who have neglected to submit their state approval letters:

Nicole Anderson
Patricia Austin
Norman Belton

- C. Motion to approve, upon the recommendation of the Superintendent, a resignation of the following Coach:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Michael Manning	Asst. Strength & Conditioning	2/01/14

- D. Motion to approve, upon the recommendation of the Superintendent, a disability leave of absence to the following staff member, with salary using accumulative entitlement days and with benefits in accordance with the Federal Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
David Cox	Supervisor Custodian and Transportation	*2/18/14 thru 3/18/14

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

- E. Motion to approve, upon the recommendation of the Superintendent, an extended 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 entitlements are exhausted:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
David Matoak	Custodian	*1/02/14 thru 2/11/14

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

- F. Motion to amend, upon the recommendation of the Superintendent, the effective dates for the disability maternity/child rearing leaves of absence for the following staff members:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Melissa A. DeLucca	English Instructor	1/09/14 thru 6/02/14
Alexis Rodriguez	English Instructor	1/13/14 thru 6/09/14

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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:

12 Month Non-Bargaining Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Joseph P. Delaney	Evening Supervisor Custodian	\$70,000 (prorated)	2/03/14

Instructional Substitutes, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
George Arnett Jr.	Substitute	\$100/day	13/14 SY
Ismael Colon	Substitute	100/day	13/14 SY
Mohamed Elsegeiny	Substitute	100/day	13/14 SY
Anllileny Rosario	Substitute	100/day	13/14 SY

P.T. In House Security, without benefits

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Mohamed Sawalhi	In House Security	\$10.55/hr.	13/14 SY
Bincent Moses	In House Security	11.00/hr.	13/14 SY

- B. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following academic teachers assigned a 6th period teaching assignment, effective date as indicated for part of the 2013-14 school year, at the prorated amount of \$12,522, in accordance with the Board/Association Agreement, and further if a teacher takes an extended leave of absence due to medical or personal reason during this assignment, he/she will not receive the additional compensation:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
James Cappello	English Resource Room	1/02/14
Kim Crawford	HSPA Language Arts	1/02/14
Elizabeth D’Emic	HSPA Language Arts	1/02/14
Jesse Schaffner	HSPA Language Arts	1/02/14
Yvonne Watson	HSPA Language Arts	1/02/14

- C. 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>
Carmel Ann Messina	Stage Manager/Props Coordinator	\$ 800.00
Maryann De Stefano	Wardrobe Supervisor	1,050.00

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X. Personnel – Appointments/Reappointments

C.	<u>Name</u>	<u>Department</u>	<u>Rate/Stipend</u>
	Mark Phillips	Artist	41.75/hr.
	Robert Vendetti	Carpenter	41.75/hr.
	Ralph DiBuono	Carpenter	41.75/hr.
	Ron Franchino	Carpenter	41.75/hr.
	Khadjiah Davies	Cosmetologist	41.75/hr.
	Kyona Best	Cosmetologist	41.75/hr.
	Janice Alvarez	Cosmetologist	41.75/hr.

- D. Motion to approve, upon the recommendation of the Superintendent, the appointment of the 2014 After-School HSPA Program staff member, to be held Monday thru Wednesday, commencing February 3rd thru March 3, 2014:

Secretary @ \$35.74/hr. 3:45 – 5:00 p.m.
Elizabeth Garcia

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the 2014 Saturday Spring HSPA Prep Program staff members, to be held February 1, 8, 15, 22, and March 1, 2014, 8:00 a.m. – 12:00 p.m., to be funded through Title I, subject to student enrollment:

Supervisor @ \$56.00/hr. not to exceed 20 hrs.
Joaquim Johnson

Parent Computer Program @45.32, subject to parent participation
Rolando Watley

- F. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff members to administer the Alternative High School Assessment (AHSA) to a group of seniors that did not pass the October HSPA exam, testing dates January 14, 15, 16, 21, 22, 23, 28, 29, 30, February 4, 5, 6, 2014, to be paid the hourly rate of 45.32:

<u>Name</u>	<u>Name</u>
Adam Bania	Janelle Valdez
Kim Crawford	Catiana Valik
Jesse Schaffner	Michael Shadiack

Secretary @ \$35.74/hr. 3:45 – 5:00 p.m. Wednesday's only
Elizabeth Garcia

- G. 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>
Connie Lozado	Examiner	\$25.00

X. Personnel – Appointments/Reappointments

- H. Motion to approve, upon the recommendation of the Superintendent and in accordance with the School Office Employees Association Agreement, Article VIII.F. Perfect Attendance Award, the following staff will receive \$500 for perfect attendance for the period effective July 1, 2013 through December 31, 2013:

<u>Name</u>	<u>Position</u>
Chantel Alva	Secretary
Cindy Blum	Bookkeeper
Deanne Boorman	Secretary
Normalito Cabaccang	Bookkeeper
Frederick Dieckmann	Secretary
Silvia Favaro	Secretary
Desiree Feliciano	Secretary
Elizabeth Garcia	Secretary
Linda Gilchrist	ID Office
Maria Gomez	Secretary
Emma Hernandez	Executive Secretary
Michele Owens	Secretary
Judith Perez	Secretary
Margarita Rivera	Executive Secretary
Felicia Robinson	Secretary
Carolyn Steele	Secretary
Celestine Sumter	Data Entry
Jacqueline Van Dolan	Executive Secretary

- I. Motion to approve, upon the recommendation of the Superintendent and in accordance with the Custodial/Maintenance Association Agreement, Article XIV.D. Perfect Attendance Award, the following staff members will receive \$500 for perfect attendance for the period effective July 1, 2013 through December 31, 2013:

<u>Custodian</u>	<u>Maintenance</u>
Yahya Bounouk	Donald Hewitt
Freddie Cunningham	Salvatore Mattina
Armand Di Benedetto	
Giuseppe Ingui	
Younes Massoud	
Andrew Norouz	
Samuel Rosa	
Carmelo Sanchez	
Lebert Townsend	

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XI. Legal Report

XII. Meeting Open to the Public

XIII. Executives 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 sometime in the near future that which was discussed.

Return From Executive Session

Statement or action, if any.

XIV. Board Members Comments

February Board Meeting is scheduled for Thursday, February 27, 2014.

XV. Meeting Adjourned

IX. Operations/Capital Improvements

LRPF Amendment and Project Submission

Motion to approve, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, the Board of Education of the Vocational School in the County of Passaic at its public meeting held on June 23, 2011 approved to amend the Long Range Facilities Plan for the approval of a proposed 5,000 sq. ft. expansion of the H Wing to house the Auto Repair Shop and two classrooms (approved DOE State Project 3995-050-11-5000), and

WHEREAS, the Board of Education of the Vocational School in the County of Passaic has hereby reconsidered and would like to amend that project to have the same program but larger to incorporate moving current space programmed in the existing building to the new building with all automotive programming under one roof, and alterations to the B-Wing to allow students to be housed in the main campus buildings that are currently housed in trailers.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Vocational School in the County of Passaic, at its public meeting held January 22, 2014, upon the recommendation of the Superintendent, hereby approves the submission to the New Jersey Department of Education, a request for an amendment to the Long Range Facilities Plan, and project submission requesting DOE Debt Service Aid (N.J.S.A. 18A:7G-9) for a new 17,000 sq. ft. expansion of the H-Wing to house three Auto Repair Shops and three classrooms, (approved DOE State Project 3995-050-11-5000), and a 13,500 sq. ft. alteration to the B-Wing consisting of 5 new classrooms, of approximately 1,000 sq. ft. Criminal Justice, approximately 3,800 sq. ft Shop with Lab Space, and 2 SGI classrooms of approximately 400 sq. ft, a Start the Day Meal Program, food prep, storage area, approximately 1,600 sq. ft. 2 offices and toilets

FURTHER, this building will replace a 40 year old aging Metal Pre-Engineering Building which will remain as a storage facility. The spaces being vacated are Rooms B-106 at 4,593 sq. ft. and B-102 at 6,446 sq. ft.