

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

AGENDA

WORKSHOP/REGULAR MEETING  
BOARD ROOM

JANUARY 26, 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 Robert M. Gilmartin  
Commissioner Leon Mondelli

Administrators: Diana C. Lobosco, Superintendent  
Richard Giglio, Business Administrator  
Joseph DiGise, Principal  
John Maiello, Director of 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

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V.            Superintendent's Report

A.        Communications Report – Ms. Woods

B.        Principal's Report – Mr. DiGise

C.        Business Administrators' Report – Mr. Giglio

VI. Board Secretary's Report

A. Board Minutes - Motion to receive, approve and file the minutes of the December 22, 2011 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, 2011
- b. Quarterly Reports ending December 31, 2011

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

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, 2011 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, 2011, 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 26, 2012

Board Policies

D. Motion to approve, upon the recommendation of the Superintendent, second reading and adoption of following Board Policies:

Policy #3324	Teaching Staff Member's Right of Privacy
Policy #4324	Support Staff Member's Right of Privacy

E. Motion to approve, upon the recommendation of the Superintendent, second reading and adoption of the following revised Board Policies:

Policy #3281	Inappropriate Staff Conduct
Policy #4281	Inappropriate Support Staff Conduct

VI. Board Secretary's Report

Board of School Estimate

- F. 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, 2012 through December 31, 2012:

Commissioner Albert A. Alexander  
Commissioner Damaris M. Solomon  
Commissioner Leon Mondelli (alternate)

The Board of Chosen Freeholders appointed Freeholders Deborah Ciambrone and Bruce James as members of the Board of School Estimate for a term effective immediately through December 31, 2012. Pat Lepore, Freeholder Director, is also a member of the Board of School Estimate.

January 2012 - School Board Recognition Month

- G. Motion to approve, upon the recommendation of the Superintendent, the attached resolution commending and recognizing the services of local school board members, during January 2012 the School Board Recognition Month.

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:

\$ 2,350,795.53	Bills & Claims/January 26, 2012 Columbia Bank (Master)
96,517.81	Bills & Claims /January 26, 2012 Columbia Bank (Café)
4,077,780/02	Electronic Transfers – Columbia Bank Master
42.82	Electronic Check – Columbia Bank Master (NJ Dept. of Labor & Workforce Development)
2,003,392.60	Payroll paid for December 23, 2011
57,436.00	Payroll paid for December 30, 2011
1,946,516.50	Payroll paid for January 13, 2012

Transfers and Modifications

- BB. Motion to approve, upon the recommendation of the Superintendent, the attached Transfers and Modifications for the 2011-12 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.

Funding

- DD. 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 the Year Two of the Four-Year Green Program for Study Pilot Program Grant, in the amount of \$6,000, commencing February 1, 2012 and ending January 31, 2013.

Workshop/Conference

- E. 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:

<u>Name</u>	<u>Workshop/Seminar</u>
Richard Giglio	ASBO - “Fiscal Issues” Seminar
Christine Kahwaty	2/07/12 – Rockaway, NJ

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VII. Administration and Finance

E. Workshop/Conference

<u>Name</u>	<u>Workshop/Seminar</u>
Richard Giglio	ASBO – “Purchasing” Seminar
Christine Kahway	3/20/12 – Rockaway, NJ
John Nuzzo, Elizabeth Meier, Diane Wright	CRE School Food/Nutrition Program 1/24/12 – Newark, NJ

Tuition Rates / 2013-14 School Year

FF. Motion to approve, upon the recommendation of the Superintendent, establishing the 2013-14 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		\$11,864	\$2,518	\$14,132
Special Needs Vocational		18,829	2,518	21,347

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, fundraiser and community, as per the appended.

Curriculum

- C. 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>
Joseph Stewart	Phys Ed I / Health I	10 hrs
Fred Criscitelli	Phys Ed I / Health I	10 hrs
Linnette Cummings	Phys Ed II / Health II	10 hrs
Matt Demarest	Phys Ed II / Health II	10 hrs
William Halbach	Phys Ed III / Health III	10 hrs
Elvira Tontodonati	Phys Ed III / Health III	10 hrs
Matthew Perkins	Phys Ed IV / Health IV	10 hrs
Kelly Goodhand	Phys Ed IV / Health IV	10 hrs
Ganna Osetska	Anatomy & Physiology I	20 hrs
Dolores Schiller	Anatomy & Physiology II	20 hrs

WPU Student Teacher & Practicum Placement

- D. Motion to approve, upon the recommendation of the Superintendent, the following William Paterson University Student Teacher and Practicum Placement for the 2012 Spring Semester:

Student Teaching – 1/18/12 – 5/10/12

<u>Name</u>	<u>Subject</u>
Kristine Drews	Math
Daniel Vollenweider	Science/ Biology

Practicum Placement – 2/06/12 – 5/07/12

<u>Name</u>	<u>Subject</u>
Suzanne Baptist	SPED English

VIII. Curriculum and Instruction

Rutgers Nutrition Education Program

- E. Motion to approve, upon the recommendation of the Superintendent, participation in the Rutgers Nutrition Education Program, providing students with hands-on learner driven nutrition education for the 2011-12 school year.

LPN Affiliation Agreement

- F. Motion to approve, upon the recommendation of the Superintendent, entering into the following 2011-2012 Day/Evening Licensed Practical Nursing Program, Affiliation Contract Agreement between the Passaic County Technical Institute and Wanaque Care Center, for the period effective October 1, 2011 through December 31, 2012, as per the appended.

Home Instruction

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

<u>Student I.D.</u>	<u>Reason</u>	<u>Length</u>	<u>Effective</u>
140162	Recurrent gastritis cyst	1 month	1/10/12
120749	Maternity	10 weeks	3/01/12
135033	Seizures following surgery	1 month	1/09/12
140792	Major Depression	2 weeks	1/16/12
#150121	Spondylopathy	1 month	1/19/12
#140671	Maternity – high risk	16 weeks	2/13/12



IX. Operations/Capital Improvements

Capital Projects

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

- A. Motion to approve, upon the recommendation of the Superintendent, as required by the New Jersey Administrative Code (NJAC) 12:100-7 NJAC adopted with amendments, and in compliance with the Public Employees Occupational Safety and Health Program, Hazard Community Standard (PEOSH HCS) the Written Hazard Communication Program, and put in place the following required elements of the Standard:

- (1) A list of hazardous chemicals;
- (2) Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (H SFSs) for hazardous chemicals;
- (3) Labeled containers; and
- (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.

Bid No. 11-17 – F-Wing Bridge Window Replacement

- B. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment No. 2 to GL Group, Inc., in the amount of \$85,320, subject to the availability of funds.

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:

Athletic Center  
Gym, Locker Rooms, Lobby

Passaic County Coaches Association  
County Athletic Association  
Girls Basketball Games  
2/11/12 – 10:00 a.m. – 6:00 p.m.  
2/18/12 – 11:00 a.m. – 4:00 p.m.

Pool, Locker Rooms

NJSIAA / State Athletic Association  
State Swim Meet / Sectional Finals  
2/16/12 & 2/17/12 - 3:00 p.m. - 8:00 p.m.

Café #2, Rooms #F107, F108,  
F109, F110 & F111

Center for Family Resources  
Workshop Training for Employees  
2/21/12 – 7:30 a.m. – 4:00 p.m.

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IX.            Operations/Capital Improvements

C.            Use of Facilities

Café 1 & 2, Lower Lobby  
Cosmetology Room C200 & C201

NJ State Board of Cosmetology &  
Hairstyling, Licensing Exam  
6/02/12 – 7:00 a.m. – 4:00 p.m.

Football Field

Wayne YMCA  
Flag Football League & Tournament  
3/11/12 & 3/18/12  
8:00 a.m. – 5:00 p.m. – Tournament  
8:00 a.m. – 1 p.m. – Regular Season

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 Teachers Pension and Annuity Fund:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Georgia Herina	English	6/30/12

- B. 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>
Elisa Moore	Teacher of Reading	6/30/12

- C. Motion to approve, upon the recommendation of the Superintendent, disability leave of absence to the following staff member in accordance with Article X.C.7.a of the Educational Association Agreement, without salary, but with benefits in accordance with the Federal Family and Medical Leave Act (FMLA):

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Frank Santora	English	*1/13/12

\*and until such time as medically cleared to return to work

- D. 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>
Yesenia Berta	Administrative Asst to CSA	3/29/12 thru 7/10/12

- E. Motion to approve, upon the recommendation of the Superintendent, that the following teacher be relieved of the 7½ teaching period assignment effective January 3, 2012, and no longer be eligible for 7½ teaching period compensation:

Joseph Miktus

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, 2011:

Instructional Substitutes, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Tanya Cain	Substitute	\$100/day	11/12 SY
Michelle Cotte	Substitute	\$100/day	11/12 SY
Dawnasia Hayer	Substitute	\$100/day	11/12 SY
Brianna Perna	Substitute	\$100/day	11/12 SY
Lisa Sadek	Substitute	\$100/day	11/12 SY
Ebony Simpson	Substitute	\$100/day	11/12 SY

- BB. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff member on an emergent basis requiring application to the State Department of Education for approval, effective dates as indicated:

Instructional Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Aissatou Sakho	French	2C 60,228 (prorated)	2/01/12 – 6/30/12

\* long term disability leave replacement

- C. Motion to approve, upon the recommendation of the Superintendent, that transfer of the following Non Bargaining Executive Secretary from Human Resource Office to the Board Office, effective March 1, 2012:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Sara Bayona	Executive Secretary to Board Secretary	\$52,505 (prorated)

- D. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following academic teachers assigned a 6<sup>th</sup> period teaching assignment, effective date as indicated, at the prorated amount of \$12,552:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Jason Van Valkenburg	Phys Ed & Health	1/31 thru 4/05/12
Aissatou Sakho	French	2/01 thru 6/30/12
Michael Pettineo	SN Teacher RC Algebra I	2/01 thru 6/30/12

X. Personnel – Appointments/Reappointments

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the 2012 Saturday HSPA Program staff members, to be held February 4, 11, 18, 25, and March 3, 2012, 8:00 a.m. – 12:00 p.m., subject to student enrollment:

Supervisor @ \$54.90 hr. not to exceed 20 hrs.

Barbara Moschetta

Instructional Staff @\$44.43 hr.

Math

Adam Bania

Lisa Festa

Larry Hurtado

Sylwia Pena

Janelle Vega

Derya Yildirim

Language Arts

Daniel Ambrose

Elizabeth D’Emic / Reading

Gregg Getherall / substitute

Nicole Shema

Maureen Wacha

Parent Computer Trainers @ \$44.43/hr, not to exceed 20 hrs

Nilsa Nunez

Veronica Santiago

Security

Hourly Rate

Dates

Christopher Osorio

\$12.00

2/4, 2/11, 2/18, 3/3

Monica Akins

18.00

2/18 and 3/3

Wyshauna Moss

12.60

2/4 and 2/11

Norma Watkins

17.75

2/18 and 3/3

Elinel Baerga

15.00

2/4 and 2/11

Tom Mancini

13.00

2/4, 2/11, 2/18, 3/3

- F. Motion to approve, upon the recommendation of the Superintendent, the appointment of the 2012 After-School HSPA Program staff members, to be held Monday thru Wednesdays commencing February 1<sup>st</sup> through March 5, 2012, 3:00 - 5:00 p.m., not to exceed 24 hrs, subject to student enrollment:

Instructional Staff @\$44.43 hr.

Math

Adam Bania

Marc Foti

Catiana Garcia

Larry Hurtado

Sylwia Pena

Michael Pettineo

Janelle Vega

Deborah Wells

Language Arts

Daniel Ambrose

Gregg Getherall

Brian Lawshe

Jesse Schaffner

Chris Wacha

Maureen Wacha

Secretary @\$34.73/hr - 3:45 - 5:00 p.m.

Elizabeth Garcia

AGENDA JANUARY 26, 2012 - PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Appointments/Reappointments

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

<u>Name</u>	<u>Position</u>	<u>Class Hours</u>	<u>Stipend</u>
Janet Watkins	CNA Instructor	90/hrs	\$3,600
Michael Richard	Machine Shop	60 hrs	\$2,500
Javier Artiga	Computer Repair A+	60 hrs	2,500

- 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 \$400 for perfect attendance for the period effective July 1, 2011 through December 31, 2011:

<u>Name</u>	<u>Position</u>
Chantel Alva	Secretary
Cindy Blum	Bookkeeper
Deanne Boorman	Secretary
Normalito Cabaccang	Bookkeeper
Patricia Cumberbatch	Secretary
Frederick Dieckmann	Secretary
Silvia Favaro	Secretary
Desirae Feliciano	Secretary
Elizabeth Garcia	Secretary
Maria Gomez	Secretary
Emma Hernandez	Executive Secretary
Filomena Medina	Secretary
Michele Owens	Secretary
Judith Perez	Secretary
Margarita Rivera	Secretary
Felicia Robinson	Secretary
Judith Scott	Secretary
Jacqueline Van Dolan	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, 2011 through December 31, 2011:

<u>Custodian</u>	<u>Maintenance</u>
Yahya Bounouk	Russell Collington
Armand DiBenedetto	Terrance Delaney
Giovani Domicoli	Stephen Delibero
Giuseppe Ingui	Charles Schnepf
John Moraino	
Andrew Norouz	
Laketha Phillips	

X. Personnel – Appointments/Reappointments

- J. Motion to approve, upon the recommendation of the Superintendent, the services of the following staff members for the 2012 Season Production of *Bye Bye Birdie* including rehearsals and shows, on an as needed basis:

<u>Name</u>	<u>Department</u>	<u>Rate</u>
Carmel Messina	Stage Manager/Props Coordinator	\$ 800.00
Mary Ann DeStefano	Wardrobe Supervisor	1,050.00
Kim Tiedeken	Artist	40.92/hr
Robert Vendetti	Carpenter	40.92/hr
Ralph DiBuono	Carpenter	40.92/hr
Orlando Blanco	Electrician	40.92/hr
Khadjiah Davies	Cosmetologist	40.92/hr
Maria Romei	Cosmetologist	40.92/hr
Janice Alvarez	Cosmetologist	40.92/hr
Elona Muca	Rehearsal Accompanist	40.92/ hr.

- K. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following students to the In School Cooperative Education Program for the 2011-12 School Year, at the hourly rate of \$7.26:

<u>Name</u>	<u>I.D.#</u>	<u>Department</u>
Robert Chacon, Jr.	125043	Main Café Dishwasher

AGENDA JANUARY 26, 2012 - PASSAIC COUNTY TECH BOARD MEETING

XI. Legal Report

XII. Public Hearing/ Superintendent's Agreement

Motion to approve, upon the recommendation of the Superintendent, and in accordance with P.L. 2007, c. 53 School District Accountability, to designate January 26, 2012, as the required Public Hearing.

Members of the public are invited to submit public comments regarding the Superintendent's Employment Agreement. The Board pursuant to N.J.S.A. 10:4-12(b), the Open Public Meetings Act, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public; however, the Board will give all comments appropriate consideration. The Superintendent retains the right of privacy and shall retain all rights regarding defamation and slander according to the Laws of New Jersey. The Board shall not be held liable for comments made by members of the public.

Superintendent's Employment Agreement

Whereas, the Board of Education of the Vocational School in the County of Passaic designates, January 26, 2012 as the date of the public hearing in accordance with P/L 2007, c.53 School District Accountability,

Now, Therefore, Be It Resolved, that the Board of Education of the Vocational School in the County of Passaic, and in accordance with the Superintendent's current Employment Agreement, Item 10. Renewal/Extension of Contract, the Board hereby states its formal intention to extend the Superintendents Employment Contract for a period of three additional years commencing on July 1, 2013 and ending June 30, 2016, and

Be It Further Resolved, that the terms and conditions of the employment contract shall be negotiated during the 2012-2013 school year.

XIII. Meeting Open for Public Comments

XIV. Executives Session

Motion to convene in executive session to conduct Hold a Grievance Hearing, personnel matter relative to a suspended employee, legal matters and negotiations. The Board will disclose to the public sometime in the near future that which was discussed.

Return From Executive Session

Motion to convene in public session.

XV. Board Members Comments:

The February Board is scheduled for Thursday, February 23, 2012 at 3:30 p.m.

XVI. Meeting Adjourned