

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

AGENDA

WORKSHOP/REGULAR MEETING
BOARD ROOM

MARCH 22, 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 Glenn L. Brown
Commissioner Robert M. Gilmartin
Commissioner Leon Mondelli
Commissioner Damaris M. Solomon

Administrators: Diana C. Lobosco, Superintendent
Richard Giglio, Business Administrator
John Maiello, Director of Human Resources
Joseph DiGise, Principal
Mae Remer, Board Secretary
Albert C. Buglione, Board Counsel

IV. Petitions and Requests of the Public

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V. Superintendent' Report

Moment of Silence In memory of Dr. Robert D. Rento, the District's Medical Examiner/Consultant to the Special Education Program for more than 40 years.

Communications Report – Ms. Woods

Principal's Report – Mr. DiGise

Business Administrator's 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 February 23, 2012 Workshop/Regular Meeting.

- BB. Financial Reports - motion to receive and file the Secretary's Report and Treasurer's Report for month ending February 29, 2012.

Board of Education's Monthly Certification

- C. Pursuant to N.J.A.C.6:20-2.212(e), we certify that as of February 29, 2012 after review of the secretary's monthly financial report (appropriations section) and upon consulting with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6:20-2.13(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary's Monthly Certifications

Pursuant to N.J.A.C. 6:20-2.12(d), I certify that as of February 29, 2012, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A: 22-8 and 18A: 22-8.1.

March 22, 2012

The Board of School Estimate meeting is scheduled for

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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:

\$	Bills & Claims/March 22, 2012 - Columbia Bank (Master)
	Bills & Claims/March 22, 2012 - Columbia Bank (Café)
	Electronic Transfers – Columbia Bank (Master)
29,308.98	Electronic Check – Columbia Bank master (NJ Dept of Labor & Workforce Development Payroll paid for February 29, 2012 Payroll paid for March 15, 2012

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

RESOLVED, that the amount of County Tax Levy needed to meet the obligations of the Board of Education for eight weeks (March/April 2012) is \$1,174,098 and the Board of Freeholders of the County of Passaic is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the next thirty days according to the statutes relating thereto.

Transfers and Modifications

- C. Motion to approve, upon the recommendation of the Superintendent, the attached Transfers and Modifications for the 2011-12 Budget, and implemented by the individual responsible.

State Contracts

- D. Motion to approve, upon the recommendation of the Superintendent, to award the purchase of goods and services through State Contract Vendors, as per the appended list, in accordance with N.J.S.A. 18A: 18A-10.

2012-2013 School Year Travel Maximum

The Board of Education at its public meeting held March 24, 2011 established, in accordance with P.R. 2005, C132 and NJAC. 6A:23B-12.2(b), the district travel maximum for the 2011-12 school year at the sum of \$158,519; the amount spent to date is \$62,255 .

- E. Motion to approve, upon the recommendation of the Superintendent, that the Board of Education hereby establishes in accordance with P.L. 2005,C132 and N.J.A.C. 6A:23A-7.3, the school district travel maximum for the 2012-13 school year at the sum of \$161,835, and further that the School Business Administrator shall track and record the costs to insure that the maximum amount is not exceeded.

VII. Administration and Finance

Cooperative Bidding / Educational Data Services

- F. Motion to approve, upon the recommendation of the Superintendent, services of Educational Data Service, Inc., for the New Jersey Cooperative Bid Maintenance Program, a shared services program, at the licensing and maintenance fee for the 2012-13 school year in the amount of \$14,620 (no increase from last year).

State Health Benefits Program

- G. Motion to approve, upon the recommendation of the Superintendent, to adopt the attached resolution to authorize participation in the Health Program provide by the New Jersey State Health Benefits Act of the State of New Jersey and to authorize coverage for all the employees and their dependent hereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees; Health Benefits Commission,
- H. Motion to approve, upon the recommendation of the Superintendent, to authorize the following individuals from UHY EBSC (License #0215969 – Broker code 01265) to contact SHBP/SEHBP customer service at Horizon BCBSNJ to assist employees with claims problems and/or claim issues:

Joseph M. Rude
Laura Andersen
Sharon DePalma

Funding

- II Motion to approve, upon the recommendation of the Superintendent, submission to the New Jersey Department of Education, FY12 RTTT3 Grant Application, in the amount of \$149,070.
- JJ Motion to approve, upon the recommendation of the Superintendent, submission to the New Jersey Department of Education, and amendment to the FY12 YDEA ARRA Grant application reflecting changes in line items only.

Interlocal Services Agreement PCESC / PCTI

- K. Motion to approve, upon the recommendation of the Superintendent, the Interlocal Services Agreement between the Passaic County Educational Services Commission and the Passaic County Technical Institute, whereby the Passaic County Technical Institute will provide the Commission with the services in accordance with the terms and conditions of the appended Interlocal Services Agreement, for the period effective July 1, 2012 through June 30, 2013.

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VII. Administration and Finance

Workshop/Seminar

- L. 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>
Superintendent, Business Administrator Comptroller, Board Members	50 th Annual NJASBO Conference June 6, 7, 8, 2012 Atlantic City, NJ

VIII. Curriculum and Instruction

Workshops/Field Trips

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

Agreement / WIB – Adult Program

- C. Motion to approve, upon the recommendation of the Superintendent, an Agreement with Workforce Investment Board of Passaic County (WIB) and their agent Passaic County Workforce Development Center, to provide classroom training as described in the General Assurances for Individual Training Account Agreements, Fiscal Year 2011-2012 consistent with services approved and posted on the New Jersey State List of Eligible Training Programs, and in accordance with the terms and conditions of the Agreement.

2012-2013 School Year Calendars

- D. Motion to approve, upon the recommendation of the Superintendent, the adoption of the attached School Calendars for the 2012-13 School Year:

Passaic County Technical Institute
Passaic County Licensed Practical Nursing Program

Montclair State University / Internship Placement

- E. Motion to approve, upon the recommendation of the Superintendent, the following Montclair State University student as an Internship Placement for the 2012 Fall Semester (Internship I and the spring 2012 Semester (Internship II)

Internship Placement

Joseph Mosley

Subject

Counseling I and Counseling II Intern

School Based Youth Service Program

- F. Motion to approve, upon the recommendation of the Superintendent, the Passaic County Technical Institute in partnership with New Jersey Community Development Corporation to operate a School Based Youth Services Program to provide a comprehensive, one stop shopping environment for students and is designed to assist them in preventing and combating problems affecting their personal, academic, social, emotional and physical development in order to ensure that students graduate, become employable to continue their education and are physically and emotionally healthy and drug free.

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VIII. Curriculum and Instruction

Curriculum

- G. 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>
TBN	Academy of Medical Arts IV	20 hrs
TBN	Applications of Mathematics II	20 hrs
TBN	Applications of Mathematics III	20 hrs
Penny Roman	HSPA Reading)	
York Lam	HSPA Reading) to be shared	20 hrs
Elizabeth D’Emic	HSPA Reading)	

Home Instruction

- HH. 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>
#140792	Depression	1 month	2/29/12
#140351	Chronic pain	4 weeks	3/06/12

IX. Operations/Capital Improvements

Capital Projects

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

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

- A. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment No. 3 to GL Group, Inc., Bid No. 11-17 F Wing Bridge Window Replacement, in the amount of \$4,050, subject to the availability of funds.
- B. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, final progress payment No. 4 to GL Group, Inc., Bid No. 11-17 F Wing Bridge Window Replacement, in the amount of \$26,850, subject to the availability of funds.
- C. Motion to approve, upon the recommendation of the Superintendent, and approved by the Construction Manager and the Architect, Change Order No. 1 to GL Group, Inc., Bid No. 11-17 F Wing Bridge Window Replacement, a decrease in the amount of \$25,000 for the allowance not used during project:

Original Contract:	\$293,500
Change Order #1:	(25,000)
New Construct Sum:	\$268,500

Use of Facilities

- D. 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	Fortis Institute Allied Health / Tech School Graduation Ceremony Friday 5/01/12 / 5:00 p.m. - 9:00 p.m.
Auditorium	Circassian Benevolent Association Cultural Center Performance Practice – 5/03/12 / 5:00 - 8:00 p.m. Performance –5/05/12 / 12 noon -11:00 p.m.
Auditorium	School & College Officials High School Soccer Referees Wednesday - 8/22/12 – 6:30 p.m. - 9:30 p.m.
Auditorium/Lobby	Passaic County PSA Fire / Fire Training Academy Graduation Ceremony Friday, 11/16/12 – 6:00 p.m. - 9:00 p.m.

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IX. Operations/Capital Improvements

D. Use of Facilities

Auditorium	NJFOA North / Membership Meetings 8/29, 9/20, 9/27, 11/01, 11/09/12 6:30 p.m. – 8:45 p.m.
Auditorium & Lobby	Meetings for Rules, Mechanics, NE Chapter 2 Volleyball Officials Association Meetings 8/23, 8/28, 8/30, 9/5, 10/4, 10/17/12, 3/6/13 7:00 p.m. - 10:00 p.m.
FX Lecture Hall & Athletic Center Gym	NE Chapter 2 Volleyball Officials Assn. Cadet Training Classes FX 135 & AC Gym 9/5 & 9/12/12 FX 135 - 8/23, 8/29, 9/6, 9/10, 9/18, 9/20/12 6:30 p.m. - 10:00 p.m.
Track & Field Areas	John F. Kennedy / Paterson Public School Athletic Department / Practice Only 3/19/12 – 6/01/12 - Monday thru Friday 5:30 p.m. - 7:00 p.m.
Softball Field	VITAL – Men’s Softball League April 15, 22, 29, May 6, 13, June 3, 17, 24, July 1, 8, 15, 22 Sundays / 8:00 a.m. – 12:00 p.m.
Soccer Field	NASA Soccer / Youth Soccer Org. 3/15/12 thru 8/31/12 Practice 3 nights/week 6:30 p.m. 9:30 p.m. Games Sat. & Sun. 1:00 p.m. 5:00 p.m.
Upper Soccer Field	RFP FC (GSSL) Adult Club Soccer Team April, May, June 2012 Saturday & Sunday Nights
Football Field, Track, Parking Lot	Rising Star Foundation / Paterson Youth Base Football Clinic Saturday, 6/23/12
Pool	Camp Calvary / Summer Day Camp 6/24 – 8/30 / Monday - Thursdays 12:30 p.m. – 2:30 p.m.

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X. Personnel – Resignations/Leaves/Terminations

- A. Motion to rescind, upon the recommendation of the Superintendent, formal action taken at the February 23, 2012 public meeting relative to the appointment the following Non Bargaining Executive Secretary::

<u>Name</u>	<u>Position</u>
Jasmine Durham	Executive Secretary/Human Resources

- B. 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>
Victor B. Bullen	English Instructor	6/30/12
Marietta Cannataro	Librarian/Media Specialist	6/30/12

- C. Motion to approve, upon the recommendation of the Superintendent, a disability leave of absence to the following staff member in accordance with Article X.C.6 of the Educational Association Agreement, without salary and with health benefits in accordance with the Family and Medical Leave Act.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
John W. Lozo, Jr.	Science Instructor	*3/19/12 thru 6/30/12

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

- D. Motion to approve, upon the recommendation of the Superintendent, a disability leave of absence to the following staff members in accordance with Article VIII.E.1 of the School Office Workers Association Agreement, with salary using entitlement days and without salary after the 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>
Sandra Riola	Secretary	*3/01/12 thru 6/30/12
Filomena Medina	Secretary	*3/12/12 thru 4/30/12

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

- E. Motion to approve, upon the recommendation of the Superintendent, disability maternity/child rearing leaves of absence to the following staff members in accordance with Article X.C.7 of the Educational Association Agreement, using accumulative entitlement days for the disability and with health benefits in accordance with the Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Elizabeth M. Hulit	Athletic Trainer	5/24/12 thru 11/28/12

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X. Personnel – Appointments/Reappointments

- A. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff members on an emergent basis requiring application to the State Department of Education for approval, for a period not to exceed three months, pending completion of the criminal history records check pursuant to NJSA 18A: 6-7.1 et. seq., effective date as indicated through June 30, 2011:

Nurse Substitute, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Ofelia Blewitt	Nurse Substitute	\$150	11/12 SY

- B. Motion to approve, upon the recommendation of the Superintendent, a salary adjustment to the following instructor, in accordance with the Board/Educational Association Agreement, Article XVII.B. Advanced Degrees, a lateral movement on the salary guide, retroactive to September 1, 2011.

<u>Name</u>	<u>Position</u>	<u>From Step/Salary</u>	<u>To Step/Salary</u>
Donna Davis	Medical Arts	11B \$87,393	11C 89,443

- C. Motion to approve, upon the recommendation of the Superintendent, a salary adjustment to the following nurse substitute, during the absence of a school nurse currently on a medical leave of absence, retroactive to November 1, 2011:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Lisa Kenerson	Long Term Nurse Substitute	\$150/day	\$200/day

- D. Motion to approve, upon the recommendation of the Superintendent, a temporary transfer of the following cafeteria worker to an instructional aide position, during the absence of an instructional aide currently out ill, effective March 13, 2012:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Milva Homs	Long Term Instruction Aide	\$15.00

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following stipend position for the 2012 Spring Athletic Events:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
William Vacca	Site Manager	\$5,000

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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 was discussed.

Return from Executive Session

XIV. Board Member Comments

XV. Meeting Adjourned