

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

WORKSHOP/REGULAR MEETING
BOARD ROOM

MARCH 26, 2013
TUESDAY

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 Todd C. Flora

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

IV. Petitions and Requests of the Public

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V. Superintendent' Report

Moment of Silence

Walter Porter, former Freeholder, passed away on March 15th

Rita Lingham, retired cosmetology instructor, passed away on March 11th

Communications Report – Ms. Woods

Principal's Report – Dr. Parent

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 following meetings:

- a. February 28, 2013 Workshop/Regular Meeting.
- b. March 13, 2013 Special Meeting

BB. Financial Reports - motion to receive and file the Secretary's Report and Treasurer's Report for month ending February 28, 2013.

Board of Education's Monthly Certification

CC. Pursuant to N.J.A.C.6:20-2.212(e), we certify that as of February 28, 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 February 28, 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.

March 26, 2013

Board Policies

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

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

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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:

\$ 1,442,009.05	Bills & Claims/March 26, 2013 - Columbia Bank (Master)
82,883.97	Bills & Claims/March 26, 2013 - Columbia Bank (Café)
5,520,347.86	Electronic Transfers – Columbia Bank (Master)
2,078,091.78	Payroll paid for February 28, 2013
1,975,133.65	Payroll paid for March 15, 2013

- 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 2013) 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 2012-13 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.

2013-2014 School Year Travel Maximum

The Board of Education at its public meeting held March 26, 2012 established, in accordance with P.R. 2005, C132 and NJAC. 6A:23B-12.2(b), the district travel maximum for the 2012-13 school year at the sum of \$161.835; the amount spent to date is \$21,032

- EE. 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:23B-1.2(b), the school district travel maximum for the 2013-14 school year at the sum of \$171,275, and further that the School Business Administrator shall track and record the costs to insure that the maximum amount is not exceeded.

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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 2013-14 school year in the amount of \$14,620 (no increase from last year).

G. Motion to approve, upon the recommendation of the Superintendent, to participate in Cooperative Purchasing Pricing Agreements for the 2013-14 School Year with the following:

Passaic County Cooperative Pricing System
Middlesex Regional Educational Services Commission

Interlocal Services Agreement PCESC / PCTI

H. 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, at a monthly rate of \$14,857.00 which reflects a 2% increase, for the period effective July 1, 2013 through June 30, 2014.

Funding

II. Motion to approve, upon the recommendation of the Superintendent, submission to the New Jersey Department of Education, and amendment to the FY12 IDEA ARRA Grant application reflecting changes in line items only.

Final Report Year Two/Four Year Green Program of Study Pilot Program

JJ. Motion to approve, upon the recommendation of the Superintendent, submission to the New Jersey Department of Education, the final report for Four-Year Green program of Student Pilot Program Grant, Year Two/Four in the amount of \$6,000.

NCLB FY2012 Carryover Funds into the FY 2013 Application

KK Motion to approve, upon the recommendation of the Superintendent, submission to the New Jersey Department of Education, an amendment for redistribution of 2012 NCLB Carry Over Funds into the 2013 NCLB Application, in the total amount of \$218,101, as follows:

Title I-A	\$212,101
Title II-A	6,000

VII. Administration and Finance

Open End Line of Credit

- L. Motion to approve, upon the recommendation of the Superintendent, renewal of the Open end Line of Credit, based on Revenue anticipation for the 2013-14 School year, with the Columbia Bank, in the amount not to exceed \$3,000,000, with Richard Giglio., Business Administrator, and Mae Remer, Board Secretary, as authorized signatures, in accordance with the terms and conditions specified by Columbia Bank in the attached letter dated March 5, 2013.

Transportation Agreement

- MM. Motion to approve, upon the recommendation of the Superintendent, 2012-13 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 July 12, 2012 to August 2012:

<u>Route</u>	<u>Program</u>	<u>Contractor</u>	<u>Cost</u>	<u>+ Surcharge</u>
PCSEP3	Passaic Co Tech	Trans-Ed	\$ 876.00	\$ 35.04
PCWL3	Passaic Co Tech	Trans-Ed	840.00	33.60
PCWL4	Passaic Co Tech	D & M Tours	550.00	22.00
PTTCS	Passaic Co Tech	Jordan Transp.	1,680.00	67.20
ROTCC	PCTI NJROTC Leader	D & J Transport	2,235.00	89.40
ROTC1	PCTI NJROTC Leader	D & J Transport	4,752.00	190.08
SUM 1	Passaic Co Tech	Trans-Ed	3,336.00	133.44
SUM 2	Passaic Co Tech	Trans-Ed	1,440.00	57.60
SUM 3	Passaic Co Tech	Trans-Ed	49.00	1.96
SUM 4	Passaic Co Tech	Trans-Ed	139.00	5.56
SUM 4	Passaic Co Tech	Trans-Ed	3,336.00	133.44
SUM 6	Passaic Co Tech	Trans-Ed	3,336.00	133.44
SUM 7	Passaic Co Tech	Trans-Ed	3,336.00	133.44
SUM 8	Passaic Co Tech	Trans-Ed	2,592.00	103.68
SUM 9	Passaic Co Tech	Trans-Ed	1,440.00	57.60
SUM 10	Passaic Co Tech	Trans-Ed	1,872.00	74.88
PCTFR	Passaic Co Tech	Trans-Ed	1,926.00	77.04

Workshop/Conferences

- N. 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	51 st Annual NJASBO Conference June 5, 6, 7, 2013, Atlantic City
Superintendent, Business Administrator Board Members	Annual NJASA Conference May 20, 21, 22, 2013, Atlantic City

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, curriculum extensions and fund raiser, per the appended.

Professional Development / KUWP

- C. Motion to approve, upon the recommendation of the Superintendent, the Kean University Writing Project (KUWP) “ The Common Core Standards: Writing Training” for Science, Social Studies and CTE Faculty, for the following additional training dates to be held May 10, 17, 24, 31 and June 7th, at a cost of \$1,675 per day, not to exceed \$8,375.

School Action Plan

- D. Motion to approve, upon the recommendation of the Superintendent, a School 2012-13 Progress Target Action Plan.

Curriculum

- E. 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>
Sylwia Pena	Pre-Calculus Honors	5hrs.
Deborah Wells	Pre-Calculus Honors	5 hrs.

2013-2016 Technology Plan

- FF. Motion to approve, upon the recommendation of the Superintendent, the submission to the New Jersey Department of Education the district’s 2010-2013 Three Year Technology Plan.

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IX. Operations/Capital Improvements

Capital Projects

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

Bid No. 12-16 Front Entrance Plaza Renovation

- A. Motion to approve, upon the recommendation of the Superintendent, and approved by the Construction Manager and the Architect, Change Order No. 2 to Riefolo Construction Co., Inc., Bid No. 12-16 Front Entrance Plaza Renovation, an increase in the amount of \$9,030.50, as follows:

Original Contract	\$522,500.00
Change Order No. 1	17,036.69
Change Order No. 2	<u>9,030.50</u>
New Contract Sum	\$548,567.19

Use of Facilities

- B. 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 5/10/13 / 5:00 p.m. - 9:00 p.m.
Auditorium	NE Chapter 2 Volleyball Officials Association Meetings 8/22, 8/27, 8/29, 9/4, 10/3, 10/16/13, 3/6/14 6:30 p.m. – 9:30 p.m.
Pool	Boys & Girls Club of Wayne/Summer Camp 7/01/13 thru 8/30/13, 3:00 p.m. – 5:00 p.m.
Pool	Wayne Special Parents Association Special Olympics Swim Team Saturdays - 4/06/13 thru 6/16/13 12:00 noon to 2:00 p.m.
Pool	Lakeland Hills YMCA / Swim Team Practice 4/22/13 – 6:14/13 4:30 p.m. – 7:30 p.m. Football Field Hawthorne Caballero's Schedule to be submitted.
GYM	New Jersey Freedom Basketball/Basketball Practice April - June 2013 / Tuesdays & Thursdays 7:00 p.m. – 9:00 p.m.

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IX. Operations/Capital Improvements

B. Use of Facilities

Cafeteria #1

NJ State Board of Cosmetology & Hairstyling /
Licensing Examinations
Saturday, 3/23/13 / 7:30 a.m. – 2:00 p.m.

FX 135 Lecture Hall
Chez Technique

PCASBO (Passaic County Association
of School Business Officials)
Monday, March 25, 2013 / 10:30 a.m. – 1:00 p.m.

Softball Field

VITAL / Men's Softball League
Sunday Mornings, 4/21, 4/28, 5/5, 5/12, 5/19, 5/26,
6/2, 6/9, 6/16, 6/13/13

Lower Soccer Field

AC Milan Club of NJ / Youth Soccer Club
4/17, 4/21, 5/05, 6/12, 6/09/13
12:00 noon to 4:30 p.m.

Football Field

Hawthorne Caballero's
Schedule to be submitted

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X. Personnel – Resignations/Leaves/Terminations

- A. Motion to approve, upon the recommendation of the Superintendent, amend the dates of the disability and child reading leave of absence to the following staff member:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Sara Bayona	Confidential Executive Secretary	3/15/13 thru 7/29/13

- B. Motion to approve, upon the recommendation of the Superintendent, a medical leave of absence to the following part time Cafeteria Work, without salary or benefits:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Cynthia Davies	Café Worker	1/01/13

- C. Motion to approve, upon the recommendation of the Superintendent, a child rearing leaves of absence to the following staff members in accordance with Article X.C.8 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>
Joy Rella	Math	9/01/13

- D. Motion to approve, upon the recommendation of the Superintendent, the resignation of the following staff member:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Philip Nufrio	P.T. Instructional Aid	3/20/13

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

PART-TIME COURIER/MAIL ROOM ASSISTANT

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QUALIFICATIONS:

1. Ability to interpret and follow instructions
2. Valid New Jersey Motor Vehicle License
3. Ability to carry/lift packages and school materials scheduled for delivery
4. Capacity to work with others
5. Ability to travel/drive in a variety of seasonal weather conditions
6. Ability to maintain confidentiality when required to do so
7. Ability to follow written/oral directives
8. Ability to adhere to district policies and work demands while demonstrating a professional attitude
9. Ability to perform a wide variety of clerical tasks including record maintenance, distribution of internal/external mail, and maintaining an activity log
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4 (including passing the required Mantoux or Tuberculosis Test)
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
12. Such alternatives to the above qualifications as may be deemed appropriate and acceptable by the Board

REPORTS TO: Administrative Assistant to the Superintendent

JOB GOAL: Transport school documents and supplies as well as related material to designated locations as directed. Utilize school vehicle to distribute/deliver supplies/packages as well as obtain authorized signatures. Perform miscellaneous tasks as assigned to assist with mailroom deliveries, distribution and sorting

**PERFORMANCE
RESPONSIBILITIES:**

1. Delivers supplies/packages whenever required to do by the supervisor
2. Displays a positive attitude, and cooperates with school staff
3. Performs all duties requested regarding mail delivery and mailroom assistance
4. Respects the importance of maintaining confidentiality when required to do so
5. Demonstrates the ability to drive safely when required to deliver school supplies/packages and do so throughout varied seasonal weather conditions
6. Is responsible for the efficient operation of the mailroom and all related activities

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

PART-TIME COURIER/MAIL ROOM ASSISTANT

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EVALUATION:

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

APPROVED:

DRAFT

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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

Statement or action, if any

XIV. Board Member Comments

The April board meeting is scheduled for Thursday, April 25, 2013 at 3:30 p.m.

XV. Meeting Adjourned

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>
Debra E. Brophy	School Nurse	4/01/13

- B. Motion to accept, upon the recommendation of the Superintendent, the resignation of the following staff member:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Lana Harkley	Cafeteria Worker	3/21/13