

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

**AGENDA**

**WORKSHOP/REGULAR MEETING  
BOARD ROOM**

**MARCH 25, 2014  
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 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 Woods, Administrative Assistant  
Gerald S. Keegan, Board Counsel  
Albert C. Buglione, Board Counsel

**IV. Petitions and Requests of the Public**

**AGENDA MARCH 25, 2014 – PASSAIC COUNTY TECH BOARD MEETING**

**V. Superintendent's Report cont'd**

Communications Report – Ms. Woods

Principal's Report – Dr. Parent

Business Administrator's Report – Mr. Giglio

**AGENDA MARCH 25, 2014 – PASSAIC COUNTY TECH BOARD MEETING**

**VI. Board Secretary's Report**

- A. Board Minutes – motion to receive, approve and file the minutes of the February 27, 2014 Workshop/Regular Meeting.
- B. Financial Reports - motion to receive and file the Secretary's Report and Treasurer's Report for month ending February 28, 2014.

Board of Education's Monthly Certification

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

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March 25, 2014

Board Policies

- D. Motion to approve, upon the recommendation of the Superintendent, first reading of the following revised Board Policy Regulation:

#R5440                      Honoring Pupil Achievement

**AGENDA MARCH 25, 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:

\$ 2,012,304.30	Bills & Claims/March 25, 2014 - Columbia Bank (Master)
71,809.54	Bills & Claims/March 25, 201 - Columbia Bank (Café)
5,750,534.16	Electronic Transfers – Columbia Bank (Master)
2,154,454.45	Payroll paid for February 28, 2014
2,026,636.58	Payroll paid for March 14, 2014

- 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 2014) 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 2013-14 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.

2014-2015 School Year Travel Maximum

The Board of Education at its public meeting held March 26, 2013 established, in accordance with P.R. 2005, C132 and NJAC. 6A:23B-12.2(b), the district travel maximum for the 2013-14 school year at the sum of \$11,475; the amount spent to date is \$72,585.

- 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:23B-1.2(b), the school district travel maximum for the 2014-15 school year at the sum of \$244,800, 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 2014-15 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 2014-2015 School Year with the following:
  - Passaic County Cooperative Pricing System
  - Middlesex Regional Educational Services Commission
  - Hunterdon county 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 (at no increase) for the period effective July 1, 2014 through June 30, 2015.

ERIC West Safety Grant

- I. Motion to approve, upon the recommendation of the Superintendent, the submission of the Grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC West Subfund for the expansion of the centralized door Access Contract System in the amount of \$44,000 for the period July 1, 2014 through June 30, 2015.

Open End Line of Credit

- J. Motion to approve, upon the recommendation of the Superintendent, extend the Open End Line of Credit to March 31, 2014, 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 7, 2014.

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

- K. 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 Study Pilot Program Grant, Year Two/Four in the amount of \$6,000.

**AGENDA MARCH 25, 2014 – PASSAIC COUNTY TECH BOARD MEETING**

**VII. Administration and Finance**

Funding

- L. Motion to approve, upon the recommendation of the Superintendent, submission to the New Jersey Department of Education, the FY13 IDEA Consolidated Grant Final Report.

Workshop/Conferences

- M. 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

Superintendent, Business Administrator  
Comptroller, Board Members

Workshop/Seminar

Annual NJASBO Conference  
June 4, 5, 6, 2014, Atlantic City

Superintendent, Asst. Superintendent  
Board Members, Business Administrator  
Board Secretary, Administrative Assistant

Annual NJASA Conference  
May 21, 22, 23, 2014, 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, curriculum extension, community service and fund raiser, per the appended.

Administrator Observation Form

- C. Motion to approve, upon the recommendation of the Superintendent, the Administrator Observation Form, as per the appended.

Professional Development Workshops

- D. Motion to approve, upon the recommendation of the Superintendent, a Professional Development Workshop “Creating Assessments for PARCC Readiness” for Language Arts, Social Studies and Science Departments to be presented by Educational Solutions as follows:

Dates: May, , July 21, 22, 23, 23, 28, 29, 30, 31 and August 1, 2014  
Cost: \$12,000 (\$1,200/day for 10 days)  
Staff: To be named

Curriculum

- E. Motion to approve, upon the recommendation of the Superintendent, the following curriculum to be developed:

The Holocaust and Genocide Studies Curriculum  
Vocal Music Curriculum Levels I, II, III, IV

Practicum Students / Montclair State University

- F. Motion to approve, upon the recommendation of the Superintendent, the following staff members enrolled in the Graduate Studies Program at Montclair State University, as Guidance Practicum students for the Fall 2014 and Spring 2015 Semesters:

<u>Name</u>	<u>Program</u>
Alima Williams	Guidance Practicum
Stephanie Avila	Guidance Practicum

**VIII. Curriculum and Instruction**

**2013-2014 School Calendar Revisions**

- G. Motion to approve, upon the recommendation of the Superintendent, to revise the School Calendar for the 2013-2014 School Year for early dismissal on the following days to accommodate the administration of the State Mandated Biology Assessment:

Tuesday, May 20, 2014	Student dismissal	12:41 p.m.
	Faculty dismissal	12:51p.m.

Wednesday, May 21, 2014	Student dismissal	12:41 p.m.
	Faculty dismissal	3:06 p.m.

**2014-2015 School Year Calendars**

- H. Motion to approve, upon the recommendation of the Superintendent, the adoption of the attached 10 Month and 12 Month 2014-2015 School Calendars.



**AGENDA MARCH 25, 2014 – PASSAIC COUNTY TECH BOARD MEETING**

**IX. Operations/Capital Improvements**

C. Use of Facilities

Auditorium	NJFOA (North) Football Officials Meetings 3/26, 4/10, 4/28, 5/6/14 – 6:30 – 8:30 p.m.
Football Field	NJFOA (North) Football Officials Training 6/03/14 – 9:00 a.m. – 12:00 p.m. 6/13/14 – 6:15 p.m. – 8:15 p.m.
Lower Soccer Field	AC Milan Club of NJ / Youth Soccer Club 4/13, 5/0, 6/01, 6/09/14 12:00 p.m. – 4:00 p.m.

**AGENDA MARCH 25, 2014 – PASSAIC COUNTY TECH BOARD MEETING**

**X. Personnel – Resignations/Leaves/Terminations**

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Aldo Bayona	Cafeteria Aide	3/18/14

- B. Motion to approve, upon the recommendation of the Superintendent, a leave of absence, on an as needed basis, to the following staff member in accordance with Article IX.G.2 of the Maintenance/Custodial Association Agreement, with salary and benefits using accumulative entitlement days, and without salary after accumulative entitlement days are exhausted and with benefits in accordance with the FLMA:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
David Matoak	Evening Custodian	3/26/14

- C. Motion to approve, upon the recommendation of the Superintendent, to extend the disability leave of absence to the following staff member, without salary 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	3/19/14 thru 4/08/14

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

**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, 2014:

Instructional Substitute, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Pierre Leon	Substitute	\$100.00	13/14 SY

- B. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff member as a long term replacement effective date as indicated through June 30, 2014:

Instructional Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Rosemary Marte	English	*1B \$58,220 (prorated)	3/03/14

\*Long term replacement

- C. Motion to approve, upon the recommendation of the Superintendent, the following staff to conduct the incoming 9<sup>th</sup> Grade Testing on Saturdays, May 10<sup>th</sup>, June 7<sup>th</sup> and June 14<sup>th</sup>, not to exceed 5 hours per testing session, at the total cost to be charged to Title I Program, subject to student enrollment:

Testing Supervisor @ \$57.00/hour

Joaquim Johnson

Testing Language Arts @ \$46.22/hour

Dan Ambrose

Gregg Getherall

Fatima Ramirez

Kim Prinzo

Jesse Schaffner

Nicole Shema

Testing Math @ \$46.22/hour

Trishauna Cockburn

Deborah Hafner

Lauren McGorty

Jennifer Moussab

Sylwia Pena

Michael Shadiack

Janelle Valdez

Naviance Parent-Trainer @\$46.22/hour

Rolando Watley

**X. Personnel – Appointments/Reappointments**

- D. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Administrator to serve the District during the 2013-14 school year:

<u>Name</u>	<u>Position</u>
Nicolino Nese	Title IX Coordinator

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Coach for the 2013-14 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Matt Demarest	Strength & Conditioning Coach	\$4,356 (prorated)

**AGENDA MARCH 25, 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 discuss personnel, legal matters and negotiations. The Board will disclose to the public sometime in the near future that which was discussed.

**XIV. Board Member Comments**

The April Board Meeting is scheduled for Thursday, April 24, 2014 at 3:30 p.m.

**XV. Meeting Adjourned**

**VII. Administration and Finance**

Line of Credit

- N. Motion to approve, upon the recommendation of the Superintendent, renewal of the Open end Line of Credit, based on Revenue anticipation for the 2014-15 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 20, 2014.
  
- O. Motion to approve, upon the recommendation of the Superintendent, a Revolving Line of Credit, based on Revenue anticipation for the 2014-15 School year, with the Columbia Bank, in the amount not to exceed \$500,000, 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 20, 2014.

**VIII. Curriculum and Instruction**

Workshops/Field Trips

- A. Professional Workshops, additional, as per the appended.
  
- B. Field Trip, additional, as per the appended

Home Instruction

- I. 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>
#175072	Infectious Mono	Until released by Doctor	3/19/14

**X. Personnel – Appointments/Reappointments**

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

<u>Name</u>	<u>I.D.</u>	<u>Site</u>
Rohmi Rathy	#150697	Central Office
ToniAnn Psaros	#140115	Central Office

**ADDENDUM - MARCH 25, 2014 – PASSAIC COUNTY TECH BOARD MEETING**

**X. Personnel – Appointments/Reappointments**

- G. 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 for part of the 2013-14 school year, at the prorated amount of \$12,522, March 31, 2014 thru June 6, 2014, 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>Period</u>
Kim Prinzo	SAT Prep	1
Frank Santora	SAT Prep	2
Melissa Smithling	SAT Prep	3
Beverly Maiello	SAT Prep	5
Lisa Monica	SAT Prep	6
Maureen Wacha	SAT Prep	8
Nicole Shema	SAT Prep	9

- H. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff members, effective April 1, 2014 through June 30, 2014:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Craig Richardson	Attendance Officer/Truant Officer	\$47,000 (prorated)