

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

AGENDA

WORKSHOP/REGULAR MEETING
BOARD ROOM

NOVEMBER 27, 2012
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 Robert M. Gilmartin

Administrators: Diana C. Lobosco, Superintendent
John Maiello, Asst. Superintendent/ Human Resources
Richard Giglio, Business Administrator
Dr. Michael Parent, Principal
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

AGENDA - NOVEMBER 27, 2012 – PASSAIC COUNTY TECH BOARD MEETING

V. Superintendent's Report

Communications Report – Ms. Woods

Principal's Report – Dr. Parent

Business Administrator's Report - Mr. Giglio

2011-2012 Comprehensive Annual Financial Report

James Cerullo, Public School Accountant, of Ferraioli, Wielkocz, Cerullo & Cuva, to explain the Comprehensive Annual Financial Report (CAFR) for the district along with the Auditor's Management Report on the Administrative Findings – Financial Compliance and Performance for the fiscal year ending June 30, 2012.

Copies of the Synopsis are available.

AGENDA - NOVEMBER 27, 2012 – PASSAIC COUNTY TECH BOARD MEETING

VI. Board Secretary's Report

A. Board Minutes

- a. Motion to receive, approve and file the minutes of the November 1, 2012 Workshop/Regular Meeting.
- b. Motion to receive, approve and file the minutes of the November 1, 2012 Organization Meeting, as submitted.

- B. Financial Reports – Motion to receive and file the financial reports of the Secretary's and Treasurer's Reports for month ending October 31, 2012, that is in agreement.

Board of Education's Monthly Certification

- C. Pursuant to N.J.A.C.6:20-2.212(e), we certify that as of October 31, 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 Certification

Pursuant to N.J.A.C. 6:20-2.12(d), I certify that as of October 31, 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.

Mae Rimer

November 27, 2012

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:

\$ 2,292,428.57	Bills & Claims/November 27, 2012 - Columbia Bank (Master)
21,733.08	Electronic Transfer – Columbia Bank (Master)
102,597.34	Bills & Claims/November 27, 2012 - Columbia Bank (Café)
2,447,095.22	Electronic Transfers – Columbia Bank (Master)
1,967,183.33	Payroll paid for November 15, 2012

Transfers and Modifications

- B. 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

- C. There are no state contracts

2011-12 Comprehensive Annual Financial Report

- DD. Motion to receive and accept the 2011-12 Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings – Financial Compliance and Performance, as of and for the year ending June 30, 2012, as submitted by Ferraioli, Wielkotz, Cerullo & Cuva, PA Certified Public Accountants.
- EE. Motion to review and discuss the 2011-12 Comprehensive Annual Financial Report and the Auditor's Management Report, submitted by Ferraioli, Wielkotz, Cerullo & Cuva, covering the financial transactions of the Board Secretary, School Business Administrator, Treasurer of School Moneys, the activities of the Board of Education, and the records of the various funds under the auspices of the Board. There will be no Corrective Action Plan since there are no recommendations.

Insurance Renewal

- F. Motion to approve, upon the recommendation of the Superintendent, the renewal of a Bond for the Treasurer of School Moneys through G. R. Murray Insurance, for the period November 1, 2012 to November 1, 2013, at a cost of \$840.

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VII. Administration and Finance

Workshop/Conference

- 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:

<u>Name</u>	<u>Workshop/Seminar</u>
Richard Giglio	NJASBO Seminar "Ask the Attorneys" Thursday, 12/13/12 Rockaway, 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, curricular extension, community service and fundraiser, as per the appended.

Curriculum

- C. Motion to approve, upon the recommendation of the Superintendent, the following staff member 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>
Lawrence Walden	Culinary Arts/Bake	10 hrs.
Carlo Pagano	Culinary Arts/Bake	10 hrs.
Charles Gurnari	Culinary Arts/Prostart I	20 hrs.
Celeste Zaleski	Culinary Arts/Prostart II	20 hrs.
Ronald Ossi	Culinary Arts/Pantry	20 hrs.
Christopher Santhouse	Culinary Arts/Production	20 hrs.
Janelle Vega	*HSPA Math 10	10 hrs.
Trishauna Cockburn	*HSPA Math 11, Math 12	20 hrs.
Deborah Hafner	*Special Ed Math I, II & III,	15 hrs.
John Manning	*Special Ed Math I, II & III	15 hrs.

*To align with common core standards

NJQSAC Statement of Assurance

- D. Motion to approve, upon the recommendation of the Superintendent, the submission to the New Jersey Department of Education the NJQSAC (New Jersey Quality Single Accountability Continuum) Statement of Assurance (SOA) and the District Performance Review (DPR).

2012-13 School Calendar Revision

- E. Motion to approve, upon the recommendation of the Superintendent, and in order to meet the requirements of the law due to the recent emergency closings, hereby revises the 2012-13 School Calendar, as follows:

Tuesday, February 19, 2013	Winter Recess school will be open
Tuesday, June 25, 2013	Graduation Last day for Students
Wednesday, June 26, 2012	Last Day for Teachers

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VIII. Curriculum and Instruction

William Paterson University –Student Teacher/ Practicum Placement

- F. Motion to approve, upon the recommendation of the Superintendent, the following William Paterson University Student Teachers and Practicum Placement for the 2013 Spring Semester:

Student Teacher – 1/15/13 – 4/29/13

<u>Name</u>	<u>Subject</u>
Carolina James	English

Practicum Placement – 1/15/13 – 5/02/13

<u>Name</u>	<u>Subject</u>
Carly Romeo	SPED – English

IX. Operations/Capital Improvements

Capital Projects

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

Bid No. 12-06 TV Production, Pre-Engineering & Electronics Classroom Renovations

- A. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment No. 4 to GL Group, Inc., Bid No. 12-06, TV Production, Pre-Engineering & Electronics Classroom Renovations, in the amount of \$25,170.00, subject to the availability of funds.

Bid No. 12-12 B-Wing Window Replacement

- B. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, final progress payment No. 5 to Pottsgrove Glass Co., Inc., Bid No. 12-12, B-Wing Window Replacement, an increase in the amount of \$12,395.94, subject to the availability of funds.

Bid No. 12-13 – C-Wing Window Replacement

- C. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment No. 2 to Arrow Steel Window Corp., Bid No. 12-13 – C-Wing Window Replacement, in the amount of \$53,675.00, subject to the availability of funds.

Bid No. 12-14 Cosmetology Renovation

- D. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment No. 4 to GL Group, Inc., Bid No. 12-14, Cosmetology Renovation, in the amount of \$27,066.60, subject to the availability of funds.

Bid No. 12-16 Front Entrance Plaza Renovation

- E. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment No. 5 to Riefolo Construction Co., Inc., Bid No. 12-16, Front Entrance Plaza Renovation, in the amount of \$69,125.95, subject to the availability of funds.

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IX. Operations/Capital Improvements

Use of Facilities

- F. 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:

Pool/Athletic Center, Gym
Locker Room

Passaic County Coaches Association
County Swim Meet
Saturday, 1/05/13 – 7:00 a.m. – 3:00 p.m.

Pool

Big North Athletic Conference
c/o Ramsey H.S. Athletics
Conference Swim Meet
Sunday, 1/13/13 - 11:00 a.m. – 5:30 p.m.

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X. Personnel – Resignations/Leaves/Terminations

- A. Motion to approve, upon the recommendation of the Superintendent, the resignation of the following staff members:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Stanley D. Strelbel	ROTC Naval Science Instructor	1/15/13
Christopher A. Wacha	English	*1/15/13

*or sooner if a suitable replacement is appointed

- B. Motion to approve, upon the recommendation of the Superintendent, the resignation of the following coaches:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Kelly McCloskey	Girls JV Basketball Coach	2012-13 SY
Mohamed Khairullah	Junior Class Advisor	11/30/12

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, 2013:

Instructional Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Robert Myshkoff	Auto Collision Repair	4C \$61,270	12/01/12
Andrew Heady	Business Education	4C 61,270 (prorated)	1/01/13

Instructional Substitute, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Mark A. Mecca	Substitute	\$100	12/13 SY
Giuseppa C. Cefalo	Substitute	100	12/13 SY
Brittany Kelly	Substitute	100	12/13 SY

- BB. 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 dates as indicated:

Instructional Staff, long term replacement, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Ruth Anne Lanni	Performing Art/Dance	2E \$65,895 (prorated)	2/01/13

*Maternity leave replacement

- C. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Title I After School Tutoring Program staff member, for the 2011-2012 school year:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Penny Roman	Reading Teacher	\$44.43
Elizabeth D'Amici	Reading Teacher	44.43
York Lam	Reading Teacher	44.43
Lauren Sanchez	Math Teacher	44.43

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X. Personnel – Appointments/Reappointments

- D. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Career & Continuing Education Evening staff for the 2012-13 school year:

<u>Name</u>	<u>Position</u>	<u>Evening Rate</u>
Kathleen Sleezer	LPN Evening Substitute	\$75.00
Sharon Kuchar	LPN Evening Substitute	75.00

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Clock Operators during the 2012-13 Winter Sports Season, at a stipend of \$50.00 per game:

<u>Name</u>	<u>Name</u>
Dean Campiglia	Daniel Smith
Robert Nutile	Joseph Stewart
Peter Santero	Elvira Tontodonati

- F. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following coach for the 2012-13 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Elvira Tontodonati	Girls Asst. Basketball Coach	\$7,183

- G. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Advisor for the 2012-13 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Jeffrey Jannarone	Junior Class Advisor	\$4,251 (prorated)

- H. Motion to approve, upon the recommendation of the Superintendent, a salary adjustment in accordance with the Board/Educational Association Agreement, Article XVII.B. Advanced Degrees, for the educational staff members, as per the appended listed, lateral movement on the salary guide, retroactive to September 1, 2012.

2012-2013 Instructors Moving on the Guide

Name	Position or Department	Present Degree	Earned Credits Beyond Degree	From Present Step and Salary	To New Step and Salary	Effective Date	Line Item
Alaa Abdelaziz	Physical Education Teacher	BA	35	5A \$57,170	5C \$61,270	retro 9/1/12	
Adam Bania	Mathematics Teacher	MA	35	5A \$57,170	5C \$61,270	retro 9/1/12	
Laura Bania	English Teacher	MA	35	6B \$60,355	6C \$62,405	retro 9/1/12	
Carlos Burgos	Mathematics Teacher	MA	18	13C \$84,620	13D \$86,670	retro 9/1/12	
Lauri Dewar	English Teacher	BA	18	7A \$59,940	7B \$61,990	retro 9/1/12	
Matthew DiGise	Social Studies Teacher	MA	0	7A \$59,940	7C \$64,040	retro 9/1/12	
Annemarie Esteves	Child Development Teacher	BA	18	6C \$62,405	6D \$64,455	retro 9/1/12	
Jessica Fedor	English Teacher	BA	18	5A \$57,170	5B \$59,220	retro 9/1/12	
Lisa Marie Festa	Mathematics Teacher	BA	18	3A \$56,670	3B \$58,720	retro 9/1/12	
Joaquim Johnson	Social Studies Teacher	BA	18	11A \$71,640	11B \$73,690	retro 9/1/12	
Caitlin Kiernan	Physical Education Teacher	BA	18	5A \$57,170	5B \$59,220	retro 9/1/12	
Brian Lawsbe	English Teacher	BA	18	6A \$58,305	6B \$60,355	retro 9/1/12	

2012-2013 Instructors Moving on the Guide

Name	Position or Department	Present Degree	Earned Credits Beyond Degree	From Present Step and Salary	To New Step and Salary	Effective Date	Line Item
Christine Lucas	Health Education Teacher	MA	18	11E \$80,865	11F \$84,455	retro 9/1/12	
Lisa Monica	English Teacher	MA	18	14C \$91,905	14D \$93,955	retro 9/1/12	
Jennifer Moussab	Mathematics Teacher	BA	18	6A \$58,305	6B \$60,355	retro 9/1/12	
Linda Murphy	STC Coordinator	MA	18	9E \$74,035	9F \$77,625	retro 9/1/12	
Yvette Nieves	Spanish Teacher	MA	65	11E \$80,865	11F \$84,455	retro 9/1/12	
Ganna Osetska	Science Teacher	MA	65	7C \$64,040	7F \$72,755	retro 9/1/12	
Michael Pudup	Mathematics Teacher	BA	18	10A \$68,005	10B \$70,055	retro 9/1/12	
Rachid Rezqi	French Teacher	MA	18	11C \$75,740	11D \$77,790	retro 9/1/12	
Arline Reynoso	Science Teacher	MA	18	13C \$84,620	13D \$86,670	retro 9/1/12	
Cassandra Roberts	Performing Arts Teacher	BA	18	7C \$64,040	7D \$66,090	retro 9/1/12	
Jesse Schaffner	HSPA Math Teacher	BA	18	11A \$71,640	11B \$73,690	retro 9/1/12	
Carlo Speziale	Science Teacher	MA	65	3C \$60,770	3F \$69,485	retro 9/1/12	
Janelle Vega	Mathematics Teacher	BA	18	13A \$80,520	13B \$82,570	retro 9/1/12	

2012-2013 Instructors Moving on the Guide

Name	Position or Department	Present Degree	Earned Credits Beyond Degree	From Present Step and Salary	To New Step and Salary	Effective Date	Line Item
Derya Yildirim	Math Teacher	BA	18	5A \$57,170	5B \$59,220	retro 9/1/12	
Thomas Woods	Business Education Teacher	MA	18	2E \$65,895	2F \$69,485	retro 9/1/12	

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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, negotiations and/or and the legal report. 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

December Board meeting is scheduled for Thursday, December 20, 2012 at 3:30 p.m.

XV. Meeting Adjourned

VIII. Curriculum and Instruction

Workshops/Field Trips

- A. Additional Professional Staff Workshops – attached
- B. Additional Field Trip – attached

Home Instruction

- G. 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>
I.D. #145050	Maternity	4 weeks	11/21/12

X. Personnel – Resignations/Leaves/Terminations

- C. Motion to approve, upon the recommendation of the Superintendent, a disability leave to the following staff member in accordance with Article VIII.E.1 of the Board /School Office Employees Association, with health benefits using accumulative entitlement days, and without salary after entitlement days are exhausted:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Carolyn Steele	Secretary	*11/02/12 thru 1/02/13

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

X. Personnel – Appointments/Reappointments

AA. Instructional Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Stacie Jasinski	Speech Language Specialist	9C \$68,910 (prorated)	1/02/13

- H. Additional - lateral movement on the salary guide, retroactive to September 1, 2012.

<u>Name</u>	<u>Position</u>	<u>Present Degree</u>	<u>Earned Credits Beyond Degree</u>	<u>Step/Salary</u>	<u>Step/Salary</u>
Stephanie Morgan	Teacher of the Deaf	BA	MA	7A \$59,940	7C \$64,040
Kathleen Elia	Business Education	MA	+18	6E \$67,530	6F \$71,120