

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

AGENDA

WORKSHOP/REGULAR MEETING
BOARD ROOM

OCTOBER 30, 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 Robert M. Gilmartin
Commissioner Leon Mondelli

Administrators: Diana C. Lobosco, Superintendent
John Maiello, Asst. Superintendent/H.R.
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 - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

V. Superintendent's Report

Public Hearing / Annual Report on Violence and Vandalism

Public Law 2001, c.299 requires that a public hearing be held to report to the Board all acts of Violence and Vandalism that occurred during the 2011-12 school year. The Report of the Violence and Vandalism was sent to the State through the Electronic Violence and Vandalism Report System (EVVRS).

Copies of the report are available to the public.

Communications Report – Ms. Woods

Principal's Report – Dr. Parent

Business Administrator's Report – Mr. Giglio

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

VI. Board Secretary's Report

A. Board Minutes – motion to receive, approve and file the minutes of the following meeting:
September 27, 2012 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 September 30, 2012.
- b. Quarterly Reports ending September 30, 2012:

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

Board of Education's Monthly Certification

Pursuant to N.J.A.C.6:20-2.212(e), we certify that as of September 30, 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 September 30, 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.

October 30, 2012

AGENDA - OCTOBER 30, 2012 - 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:

\$ 1,734,848.47	Bills & Claims/October 30, 2012 - Columbia Bank (Master)
4,558,394.92	Electronic Transfers – Columbia Bank (Master)
116,638.76	Bills & Claims/October 30, 2012 - Columbia Bank (Café)
2,051,320.94	Payroll paid for September 28, 2012
1,963,497.99	Payroll paid for October 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 (November/December 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 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.

Funding

- EE. Motion to approve, upon the recommendation of the Superintendent, the acceptance from the New Jersey Department of Education, FY13 Perkins Secondary and Postsecondary Grant funds in the award amounts as follows:

Perkins Secondary	\$732,178
Perkins Postsecondary	80,604

- FF. Motion to approve, upon the recommendation of the Superintendent, the submission to the New Jersey Department of Education, FY12 Perkins Secondary and Postsecondary Final Report.

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

VII. Administration and Finance

Interagency Agreement w/ Center for Family Resources

- G. Motion to approve, upon the recommendation of the Superintendent, to enter into an Interagency Agreement with the Center for Family Resources for the purpose to provide services in accordance with the terms and conditions of the Interagency Agreement, as per the appended.

MSG Varsity

- H. Motion to approve, upon the recommendation of the Superintendent, the acceptance from MSG Varsity, as part of the Partnership, the amount of \$2,000 to be used for curriculum enhancement in the TV Production Program.

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

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, fund raiser and community service, as per the appended.

Reading/Language Arts After –School Tutoring Program

- C. Motion to approve, upon the recommendation of the Superintendent, a Reading/Language Arts After-School Tutoring Program utilizing Reading Labs (Scholastic READ 180 and System 44 Programs, for 30 weeks commencing November 2012 and ending June 2013, 2 days/week, 1-2 teachers @1.5 hrs. per teacher per day, subject to student enrollment to be funded through Title I, at a cost not to exceed \$4,000.

Evaluation Advisory Committee

- DD. Motion to approve, upon the recommendation of the Superintendent, the appointment of the District’s Evaluation Advisory Committee for the Stronge Model Evaluation System:

<u>Name</u>	<u>Position</u>
Diana C. Lobosco	Superintendent
Damaris M. Solomon	Board Commissioner
John Maiello	Assistant Superintendent
Dr. Michael Parent	Principal
Candice Chaleff	Director of Special Education
Robert Rubino	Chief Technology Officer
Joseph Sabbath	Assistant Principal
Barbara Moschetta	Supervisor
Jerry Castaneda	Supervisor
Joaquim Johnson	Teacher
Robert Nutile	Teacher
Maria Vargas	Parent

Violence and Vandalism / Public Hearing

- EE. Motion to approve, upon the recommendation of the Superintendent, and as required pursuant to section 1 of P.L.1982.C.163 and amended by P.L.2001, c.299, that the Annual District Report of Violence and Vandalism for the 2011-12 School Year is provided at a Public Hearing on this October 30, 2012 meeting, for the purpose of giving an opportunity for students, parents, school and law enforcement personnel to discuss methods of keeping the Passaic County Technical Institute safe from violence.

VIII. Curriculum and Instruction

School Safety and Security Plan

- FF. Motion to approve, upon the recommendation of the Superintendent, and in accordance with N.J.A.C. 6A:16-5.1, to review the updated School Safety & Security Plan, as required for establishing plans, procedures and mechanisms for responding to emergencies and crises.

2012 – 2013 District’s Nursing Services Plan

- GG. Motion to approve, upon the recommendation of the Superintendent, the District’s Nursing Services Plan for the 2012-13 school year, in accordance with NJAC 6A:16-2.1(b), as per the appended, and further direct the administration to submit the Student Health Services Plan to the Executive County Superintendent for review and approval.

Home Instruction

- HH. 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. #150004	Gastritis	10 – 14 days	10/01/12
I.D. #155066	Hydrocephalus	2 weeks	10/17/12
I.D. #130693	Labyrinthitis	4 weeks	10/22/12
I.D. #140746	Maternity	10 weeks	1/17/13

IX. Operations/Capital Improvements

Capital Projects

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

Comprehensive Maintenance Plan

- AA. Motion to approve, upon the recommendation of the Superintendent, the Comprehensive Maintenance Plan for the Passaic County Technical Institute documenting the required maintenance activities for the school facilities, and further authorize the School Business Administrator to submit the Comprehensive Maintenance Plan to the State Department of Education in compliance with the requirements.

Bid Awards

- B. Motion to award/reject, upon the recommendation of the Superintendent, the following bids that were solicited and duly received for the following categories:

<u>Bid No.</u>	<u>Title</u>	<u>Vendor</u>	<u>Award</u>
13A-06	Floor Cleaning Robot/s	Strauss Paper Co., Inc.	\$37,950.56
13-07	Surplus Textbooks	Follett Educational Services	225.00
13-08	Surplus / Miscellaneous	Only one bid received	Reject/Rebid

Bid No. 12-12 B-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. 4 to Pottsgrove Glass Co., Inc., Bid No. 12-12, B-Wing Window Replacement, an increase in the amount of \$11,313.26, subject to the availability of funds.
- D. Motion to approve, upon the recommendation of the Superintendent, and approved by the Construction Manager and the Architect, Change Order No. 1 to Pottsgrove Glass Co., Inc., Bid No. 12-12, B-Wing Window Replacement, a decrease in the amount of \$21,781.30, as follows:

Original Contract	\$269,700.00
Change Order No. 1	<u>(21,781.30)</u>
New Contract Sum	\$247,918.70

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. 4 to Riefolo Construction Co., Inc., Bid No. 12-16, Front Entrance Plaza Renovation, in the amount of \$156,8786.58, subject to the availability of funds.

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

IX. Operations/Capital Improvements

Bid No. 12-16 Front Entrance Plaza Renovation

- F. Motion to approve, upon the recommendation of the Superintendent, and approved by the Construction Manager and the Architect, Change Order No. 1 to Riefolo Construction Co., Inc., Bid No. 12-16 Front Entrance Plaza Renovation, an increase in the amount of \$17,036, as follows:

Original Contract	\$522,500.00
Change Order No. 1	<u>17,036.69</u>
New Contract Sum	\$539,536.69

Bid No. 12-19 – Auditorium Gymnasium Lobby Renovation

- G. Motion to approve, upon the recommendation of the Superintendent, and as certified by the Construction Manager and Architect, progress payment No. 4 to Howard C. Storer, LLC, Bid No. 12-19, Auditorium Gymnasium Lobby Renovation, in the amount of \$13,650.00, subject to the availability of funds.

Use of Facilities

- H. 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	Wayne Fire Department (Volunteer) Swim/Water Training Wednesday Evenings / 6:45 p.m. – 9:00 p.m. 10/10, 10/17, 10/24, 11/14/12
Pool	Passaic Board of Education / Swim Meets only 11/15/12 thru 2/15/13
Pool	Ridgewood Board of Education / Swim Team Practice / Meets - 11/15/12 thru 2/15/13
Gym (Main)	Passaic County Sheriff's Office / Basketball Monday Evenings – 7:00 p.m. -9:00 p.m. 11/12/12 thru 6/10/13
Gym (Main)	Tsunami Softball (Girls Softball Team) Softball Practice / Sundays 10:00 a.m. – 2:00 p.m. 1/06/13 thru 2/24/13
Auditorium / Gym	Essex Dance Academy / Dance Studio Dance Recital Saturday, 5/04, 5/11, 5/13/13, 9:00 a.m. – 8:00 p.m. Sunday, 5/19/13 – 9:00 a.m. – 6:00 p.m.

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

IX. Operations/Capital Improvements

H. Use of Facilities

Auditorium /Lobby

Passaic County Sheriff's Department
Promotional Ceremony
Wednesday, 11/28/12 – 6:00 p.m. – 11:00 p.m.

Auditorium

New Jersey State Baseball / Umpires
New Rules fir 2013 Baseball & Softball
Tuesday, 2/05/13 – 6:30 p.m. – 9:45 p.m.

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Resignations/Leaves/Terminations

- A. Motion to rescind, upon the recommendation of the Superintendent, formal action taken at the August 23, 2012 Board meeting approving a request for the leave of absence for the following:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Rachid Rezqi	French Teacher	10/18/12 thru 10/31/02

- B. Motion to rescind, upon the recommendation of the Superintendent, formal action taken at the August 23, 2012 Board meeting approving the appointment of the following Adult Career, Apprentice and Continuing Education Program staff member:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Mohamed Khairullah	Supervisor	2012-13 School Year

- C. Motion to rescind, upon the recommendation of the Superintendent, formal action taken at the September 27, 2012 Board meeting approving the appointment of the following:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Jazmin Velasquez	Café Worker	Step1 \$9.60	10/01/12
Mohamed Khairullah	Business Education	7½ periods	12/13 SY
Maribel Rodriquez	Spanish Special Ed	6 periods	12/13 SY
Kebra Rettenberg	English Special Ed	6 periods	12/13 SY

- D. 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 Teacher Pension and Annuity Fund:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
William Ivory	School Psychologist	1/31/13
Naomi Miller	Speech Therapist	12/31/12

- E. 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>
Susan Zawrak	Cafe Worker	10/03/12
Ciro Patti	P.T. In House Security	9/01/12

- F. Motion to approve, upon the recommendation of the Superintendent, a disability maternity/child rearing leaves of absence to the following staff member in accordance with Article X.C.7 of the Educational Association Agreement, using accumulative entitlement days for the disability and without salary after entitlement days are exhausted, and with health benefits in accordance with the Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Jennifer Keane Ackermann	Performing Arts Instructor	2/11/13 thru 6/01/13

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Resignations/Leaves/Terminations

- G. 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.7.a. of the Educational Association Agreement, with benefits and salary using accumulative entitlement days:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Joseph Italiano	HVAC/ Refrigeration	9/12/12 thru 11/05/12

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

- H. Motion to approve, upon the recommendation of the Superintendent, a disability leave of absence to the following staff member in accordance with Article IX.G.1 of the Custodial/Maintenance Association Agreement with benefits and salary using accumulative entitlement days and without salary after entitlement are exhausted;

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Al Davis	Custodian	9/18/12 thru 10/29/12

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

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:

Educational Staff, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Claire Houghton-Kiel	Media Specialist	7C \$64,040 (prorated)	*1/01/13

*or sooner if released by current district

Educational Interpreter, with benefits

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
George Giousios	Educational Interpreter	7B \$44,760 (prorated)	11/01/12

Cafeteria Workers, without benefits

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Sharonne Hall	Café Worker	\$9.60	11/1/12
Aldo Bayona	Café Worker	9.60	11/1/12
Montez Mosley	Café Worker	9.60	11/1/12

In House Security, without benefits

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Mary Cruz	P.T. In House Security	\$10.55	11/12/12
Steven Pomales	P.T. In House Security	10.55	11/12/12
Edward Campanella	P.T. In House Security	10.55	11/12/12

Substitutes, without benefits

<u>Name</u>	<u>Position</u>	<u>Daily Rate</u>	<u>Effective</u>
Krystyle Adams	Substitute	\$100	12/13 SY
Giuseppe Cefalo	Substitute	100	12/13 SY
Tyshawn Hawkins	Substitute	100	12/13 SY
Rick Tomasko	Substitute	100	12/13 SY
Salvatore Sellitto	Substitute	100	12/13 SY
Ebony Simpson	Substitute	100	12/13 SY
Tyler Salviano	Substitute	100	12/13 SY
Pierre Leon	Substitute	100	12/13 SY
Yolanda Hagins	Substitute	100	12/13 SY
Christina Hawkins	Substitute	100	12/13 SY
Shannon Mozek	Substitute	100	12/13 SY
Albert Moussab	Substitute	100	12/13 SY
Alexis Ghoma	Substitute	100	12/13 SY
Janelle Morales	Substitute	100	12/13 SY

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Appointments/Reappointments

- B. Motion to approve, upon the recommendation of the Superintendent, the transfer of the educational Association to the Supervisors’ Association, effective November 1, 2012 through June 30, 2013:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step/Salary</u>
Mohamed Khairullah	Business Education	Supervisor	1 \$110,210 (prorated)

- 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, effective November 1, 2012:

<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, the appointment of the following 2012-13 School year Advisors:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Robert Nutile	Criminal Justice/Mock Trial	\$3,173
Christopher Santhouse	Culinary/ProStart Competition	3,173
Celeste Zaleski	Culinary/ProStart Competition	3,173

- E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following After School Tutors, as needed, at the hourly rate of \$44.43, for the 2012-2013 school year:

<u>Name</u>	<u>Subject</u>
Madiha Katao	Math S/N
Catherine Murray	French
Jay Rosenberg	Social Studies
Jesse Schaffner	English Remedial
Rachel Sillman	Math S/N
Bhavani Sridhar	Science
Deborah Wells	Math

- F. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Home Instruction staff members, as needed, at the hourly rate of \$49.13, for the 2012-2013 school year:

<u>Name</u>	<u>Subject</u>
Alfakelly Henriquez	Science

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Appointments/Reappointments

- G. Motion to approve, upon the recommendation of the Superintendent, and in accordance with N.J.A.C. 17:27-3.2, to designate Mae Remer, Board Secretary, as the Districts Public Agency Compliance Officer (P.A.C.O.), and direct same shall be submitted to the Division of Purchase & Property, Contract Compliance Audit Unit.
- H. Motion to approve, upon the recommendation of the Superintendent, to adopt the established 3 year salary guide for the position of Assistant Superintendent (Curriculum/Human Resources) for the period effective July 1 2012 through June 30, 2015.
- I. Motion to approve, upon the recommendation of the Superintendent, to adopt the following revised Job Description:

Director of Educational Data Management

ASSISTANT SUPERINTENDENT (CURRIULUM/HUMAN RESOURCES)

SALARY GUIDE

JULY 1, 2012 / JUNE 30, 2015

<u>Step</u>	<u>2012-2015</u>
1	\$145,552
2	154,300
3	163,550
4	173,400

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

DIRECTOR OF EDUCATIONAL DATA MANAGEMENT

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QUALIFICATIONS:

1. NJ CE/Standard Principal Certificate
2. Successful experience in School Counseling
3. Extensive knowledge and experience in school-related computer programming and software applications

REPORTS TO: Principal

JOB GOAL: To develop, implement and provide managerial oversight for district wide student teacher data.

**PERFORMANCE
RESPONSIBILITIES:**

1. Responsible for the development and maintenance of the master schedule encompassing all aspects of student, faculty, and facilities scheduling.
2. Responsible for the implementation and maintenance of the online application process and subsequent coordination of the school admissions procedure.
3. Responsible for the completion of student course requests and coordination of counselor scheduling activities via the Glass Choice and Naviance software applications.
4. Responsible for all aspects of student grade reporting, transcripts, GPA/Ranking, report cards, progress reports, honor roll, and all other grading functions.
5. Responsible for the school-wide implementation and maintenance of student and faculty data via the PowerSchool and PowerTeacher computer software applications.
6. Responsible for the development and maintenance of the school-to-community link with parents and students via the Parent Portal
7. Assist with the development and coordination of all major school and state mandated test administrations throughout the school year.
8. Responsible for processing and submitting all mandated state reports including NJSmart reporting, school snapshots, Career Technical Education, Common Course Codes, Vocational Education Data Survey, School Report Card, ASSA data, Graduation data, post-graduation studies.
9. Responsible for submission of all local data reports to the Superintendent, Principal, the administrative team and faculty.
10. Any other such duties as may be recommended by the Principal.

**PHYSICAL
DEMANDS:**

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

DIRECTOR OF EDUCATIONAL DATA MANAGEMENT

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and function of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects, and operate tools, computers, and/or controls.

**ENVIRONMENTAL
DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**TERMS OF
EMPLOYMENT:**

12 months. Salary to be negotiated with the Board.

EVALUATION:

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

**PASSAIC COUNTY TECHNICAL INSTITUTE
JOB DESCRIPTION**

DIRECTOR OF EDUCATIONAL DATA MANAGEMENT

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**APPROVED:
REVISED:**

DRAFT

AGENDA - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

XI. Legal Report

XII. Public Hearing/Assistant Superintendent's Employment Contract

Motion to approve, upon the recommendation of the Superintendent, the appended Resolution that designates October 30, 2012 as the date of the public hearing in accordance with P.L.2007, c.53 School District Accountability.

Members of the public are invited to submit public comments regarding the Assistant Superintendent (Curriculum/Human Resources). 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 Assistant 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.

XIII. Meeting Open for Public Comments

Close Public Comments

Motion to close public comments.

XIV. Assistant Superintendent for Curriculum/Human Resources Employment Agreement

Now, Therefore, Be it Resolved, that the Board of Education of the Vocational School in the County of Passaic, approves the Employment Agreement between the Board and John Maiello, Assistant Superintendent (Curriculum/Human Resources), for a term commencing July 1, 2012 and ending June 30, 2013, and

Be It Further Resolved, that the written Employment Agreement shall be reviewed, approved and attached to the minutes when executed by all parties concerned.

XV. Meeting Open to the Public

XVI. Executive Session

Motion to convene in executive session to discuss personnel, negotiations, and legal matters. The Board will disclose to the public sometime in the near future that which was discussed.

Return from Executive Session

XVII. Board Members Comments:

XVIII. Meeting Adjourned

ADDENDUM - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

The October 30, 2012 Board Meeting was recessed and rescheduled for Tuesday, November 1, 2012 to commence at 9:00 a.m.

VII. Administration and Finance

A. \$ 2,035,177.72 Payroll paid for October 30, 2012

I. Consultant / National Collegiate Athletic Association

Motion to approve, upon the recommendation of the Superintendent, the appointment of Scott Illiano, as a Consultant to the Passaic County Technical Institute Guidance Department staff members and student athletes that would focus on NCAA (National Collegiate Athletic Association) eligibility and college athletics recruiting process, for the period beginning November 2012 through February 2013 at an hourly rate of \$75.00 not to exceed 100 hours.

VIII. Curriculum and Instruction

Workshops/Field Trips

A. Workshop – additional workshops attached

B. Field Trip, Curricular Extension – addition attached

Articulation Agreement 2012-13 Academic Year

I. Motion to approve, upon the recommendation of the Superintendent, to enter into an Articulation Agreement 2012-13 Academic Year between the County College of Morris and Passaic County Technical Institute Landscape Design/Horticulture Major to facilitate the transition from secondary to post-secondary education for students enrolled in a secondary agriculture, or horticulture program of study, in accordance with the terms and conditions as per the appended Articulation Agreement.

Project Adventure

J. Motion to approve, upon the recommendation of the Superintendent, the professional services of Joanne Schoengood for staff Training in Project Adventure, at a cost not to exceed \$500.00

X. Personnel – Resignations/Leaves/Terminations

G. Disability leave of absence to the following staff member in accordance with Article X.C.7.a. of the Educational Association Agreement, with benefits and salary using accumulative entitlement days:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Marie Romei	Cosmetology	*11/01/12 thru 11/26/12

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

ADDENDUM - OCTOBER 30, 2012 - PASSAIC COUNTY TECH BOARD MEETING

X. Personnel – Appointments/Reappointments

AA. DELETE

In House Security, without benefits

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
Mary Cruz	P.T. In House Security	\$10.55	11/1/12

- I. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following In-School Cooperative Education Program student for the 2012-13 school year:

<u>Student</u>	<u>ID.</u>	<u>Site</u>
Kori Haggie	#130147	Chez Tech/ DW

- J. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following substitute instructor for the 2012 Fall Saturday Academy 7th & 8th Grade, , subject to student enrollment:

<u>Name</u>	<u>Course</u>	<u>Cost</u>
Ronald Ossi	Cooking, Laughing, Learning	\$133 per session
Marie Mumbrum	Introductory Algebra	\$133 per session