

CLIFTON PUBLIC SCHOOLS

www.clifton.k12.nj.us

Danny A. Robertozzi, Ed.D.
Superintendent of Schools

Jim Smith
President, Clifton Board of Education



Michael Ucci
Business Administrator/Board Secretary

Ahmed Shehata, MBA, MPA
*Assistant Business Administrator/
Board Secretary*

June 26, 2023

VIA E-MAIL

Dear Mr. Jones:

The Clifton Board of Education received your Open Public Records Act (OPRA) request on June 21, 2023. The time in which a public entity has to respond to an OPRA request begins to run the day after the custodian of records receives such request. A response is being provided to you on the 3rd day after receipt of your request.

Your OPRA request sought access to the following:

1. **Security specialist job description, employment contract/salary information/guide**

Attached please find the Security Specialist job description and employment information.

Clifton BOE does not have a salary guide for Security Specialist. Therefore, no government record is provided.

Sincerely,

A handwritten signature in blue ink, appearing to be "MU", enclosed within a blue oval.

Michael Ucci
Business Administrator/Board Secretary

MU:ms

Agreement

Between the

Security Specialist

and

the

Clifton Board of Education

September 1, 2022

To

June 30, 2023

THIS AGREEMENT, made as of July 1, 2022, between the Clifton Board of Education located at 745 Clifton Avenue in the City of Clifton, New Jersey and _____ Address.

I. Duration of Agreement:

- A. This agreement shall be in force from September 1, 2022 to June 30, 2023 during which time _____ shall perform those tasks required in the job description for the title of Security Specialist.

II. Insurance

The Security Specialist shall receive the following insurance coverage and, in accordance with N.J.S.A 18A:16 – 17b, shall contribute towards health insurance, at Tier 4 percentages, in accordance with all applicable statutes and regulations including, but not limited to, Chapter 2 (May 2010), Chapter 78 (June 2011) and Chapter 44 (June 2020).

A. Medical Insurance

- a. The Board agrees to pay premium for medical insurance provided through the Board's health insurance provider Aetna. The insurance offered is the Aetna New Jersey Educators Health Plan (NJEHP).

B. Prescription Insurance

The Board agrees to pay premium for prescription insurance for the employee and dependent(s) through the Board's prescription provider Benecard. The prescription plan offered will be based on the medical insurance plan elected by the employee.

C. Dental Insurance

1. The Board agrees to pay premium for the employee and dependent(s) coverage for a dental plan through the Board's dental provider Aetna.

D. Waiver of Insurance

The employee may waive coverage in any of the eligible health benefit plans for medical, prescription and dental if covered through a spouse, civil union or domestic partner's health plan and in accordance with procedures established by the Board. The employee will be paid 25% of the premium for the coverage previously enrolled, up to a maximum of \$7,500.

E. Retirement Allowance

The Board agrees upon retirement from active service the retiree shall be paid for their accumulated sick leave days, up to a maximum of 34% of 200 accumulated eligible unused sick days, at their per diem rate. If the employee takes deferred retirement they shall not be eligible for this benefit. The maximum sick leave payout shall be subject to the provisions of N.J.S.A. 18A:30-3.6, which limits employees hired on or after May 21, 2010 to a maximum payout of accumulated sick leave at retirement of \$15,000.

F. Payment to Estate

1. In the event of death while in the employ of the Clifton Board of Education, payment at full salary of unused vacation days shall be paid to the estate.
2. In the event of death while in the employ of the Clifton Board of Education, payment of retirement benefits shall be paid to the estate of the employee.

III. Sick Days

The Security Specialist shall receive 11 sick days with full pay each year which will accumulate without limit.

IV. Leaves of Absence

A. Bereavement Leave shall be defined as follows:

1. Four (4) consecutive school days within seven (7) consecutive calendar days following the date of death for each herein specified without salary deduction shall be allowed for the death of a father, mother, brother, sister, husband, wife, child, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, and legal guardian.

B. Personal Days

1. Three (3) days are allotted per year for personal business of a non-recreational nature and personal affairs or professional affairs which might not be carried out after school hours or on weekends.
2. Personal days should not be construed as vacation days.
3. Personal days should be requested in advance whenever possible and submitted to your immediate supervisor.

4. There will be no payment for personal days in excess of the approved number.
5. Personal days before or after vacations or holidays are discouraged.
6. Unused personal days as of June 30th of each school year shall be converted into sick days.

C. Family Illness

1. A 12 week non-paid (FMLA) leave of absence shall be granted to the Security Specialist upon request to individuals who need to care for an ill family member, provided they qualify for FMLA leave and have been employed for 12 months and worked 1,250 hours in the preceding 12 months, as per FMLA rules and regulations.

V. Vacation

As a 10 month employee, the Security Specialist is not eligible for vacation days.

VI. Holidays

The Security Specialist shall receive all holidays when the schools and offices are closed in the same manner as teachers do.

VII. Uniforms

The Security Specialist will be provided with uniform shirts which are to be worn during their work hours (regular and/or overtime). The Board reserves the right to provide additional items to be worn by the Security Specialist while on duty.

VIII. Salary

- A. The Security Specialist shall receive a salary of \$52,500.00 for the 2022-23 school year, prorated for lesser service.
- B. The Security Specialist shall be paid in 20 semi-monthly installments on the 15th and 30th/31st of each month.
- C. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day. Each employee shall receive his final pay on his/her last working day in June.

IX. Work Year and Hours

- a. The Security Specialist shall be contracted for 200 days and work 185 days as follows: 2 days for orientation; and shall not be required to be in attendance for more than 3 days in addition to the 180 student school days for the regular school calendar year. These 3 days shall be used as scheduled at the Superintendent's discretion (or his/her designee) for staff development, professional development or in-service programs. The Security Specialist shall work for a period of 8 hours each day and be compensated at a daily rate of \$262.50. The daily hours worked will be as follows:

- i. *The school Security Specialists will be scheduled for an 8 (eight) hour day, schedule dependent upon building assignments, between the hours of 6:30 am and 4:00 pm. Specialists are entitled to 1 hour (60 minutes) for lunch and/or breaks, possibly segmented, based on the building's needs and determined by the building principal.*
- ii. *As part of their contracted work assignment, the Security Specialist shall attend and work all Back-To-School nights and be required to attend and work during Graduation ceremonies.*
- iii. *On days when there is a delayed opening for students, teachers will report to work 20 minutes before students.*

X. Extra Hours Worked

The Security Specialist will be compensated at a rate of one and one-half (1&1/2) times the employee's basic hourly rate for all hours worked beyond their regularly contracted work week.

The basic hourly rate shall be calculated by dividing the annual contract salary by 1600. This quotient shall be the basic hourly rate.

a. Professional Development

The Board agrees to allow for professional development for security related topics on day(s) designated for Professional Development. Opportunities to attend conferences shall be at the sole discretion of the Superintendent or designee.

XI. Termination

- a. Either party may terminate this contract without cause upon giving sixty days prior written notice to the other party.

- b. The Board may terminate this Agreement at any time without notice provided it has cause for termination.

XII. Security Specialist is not a tenure track position.

XIII. Any items not mentioned specifically in this agreement will be those equal benefits associated with the Secretaries contract, excepting the provisions regarding sick bank and longevity.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by the Board President and by the Security Specialist.

WITNESS:

CLIFTON BOARD OF EDUCATION

MICHAEL UCCI
Business Administrator/
Board Secretary

JIM SMITH
Board President

Date_____

Date_____

Date_____

CLIFTON BOARD OF EDUCATION
Job Description

TITLE: SCHOOL SECURITY SPECIALIST	DATE: May 25, 2023
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No. 429 ☒ 10-Month Employee ☐ 12-Month Employee	

I. QUALIFICATIONS

- Education - College degree preferred
- Valid Driver's License required
- Experience in law enforcement, school security, and/or public safety preferred
- Knowledge of security measures, fire prevention, and crowd control preferred
- Ability to maintain order and work with groups and individuals on matters of security and crisis management required
- Excellent interpersonal and communication skills with all levels of staff, students, parents and community required.
- First Aid and CPR/AED training preferred.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

II. SCOPE

The School Security Specialist will ensure the security, safety and well-being of all students, personnel and visitors by supporting the administration in the effective management of the school building by assisting with security for the school district staff, students, buildings and property through patrol of school and building perimeters, including parking lots, to prevent unauthorized visitors or property damage or any other related work as required by the school or district administration.

III. ORGANIZATIONAL RELATIONSHIP

The School Security Specialist will report directly to the Building Administrator.

IV. RESPONSIBILITIES

- Monitor and respond to security issues.
- Provide direct contact to the public at the main entrance and check identification of visitors entering the schools.
- Positively represent the school and provide general assistance/information to visitors.
- Assist in escorting approved school visitors to their designated location in the building.
- Patrol the building and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson and theft.

CLIFTON BOARD OF EDUCATION
Job Description

TITLE: SCHOOL SECURITY SPECIALIST	DATE: May 25, 2023
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- Assist in investigations/search of student property.
- Participate in the school's emergency and crisis management plan as assigned.
- Assist in security drills/protocols.
- Notifies police, fire department or other appropriate authority of any situation requiring immediate attention.
- Escort/remove disruptive students from classes to the main office when needed.
- Direct traffic in parking lots.
- Patrol school grounds to observe unauthorized persons or vehicles, parking violations and overall security of the outside area.
- Conduct regular inspection of windows, doors and other points of entry to ensure they are secure.
- Patrol and monitor assigned areas of the school (i.e. bathrooms, cafeteria, hallways, stairwells, etc.)
- Supervise and direct student movement within and outside of the building.
- Attends required trainings such as Security, First Aid, CPR/AED.
- Attends Board of Education meetings for crowd control and security purposes.
- Attends determined after-school school sanctioned events as deemed necessary by the building administrator.
- Maintain and monitor health and safety protocols to ensure student, staff, and community safety during health emergencies.
- Enforce district health and safety guidelines.
- Model courteous, respectful behavior when interacting with staff, students and the general public.
- Assist in the intervention and prevention of assaults on school grounds. In these instances, the specialist shall notify an administrator as soon as they hear about or observe an assault or any other crime on school grounds. The specialist shall attempt to stop an assault and when doing so only use as much force as is needed to protect all involved.
- Oversee the arrival and departure of students, complying with all school policies in this area.
- Reports violators of rule infractions such as loitering, smoking or carrying suspicious items and apprehends or removes persons engaging in suspicious activities.
- Be self-driven, possess excellent initiative, integrity and good moral character.
- Perform other related duties as assigned by the principal or other appropriate administrator.
- Must adhere to all district policy with specific attention to policies which prohibit the use of drugs, smoking or weapons on school grounds.

(NOTE: The statements contained in the RESPONSIBILITIES section of this document represent a broad base and do not preclude specific, individual charges which may be assigned on an ongoing basis.)

TITLE: SCHOOL SECURITY SPECIALIST	DATE: May 25, 2023
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V. PHYSICAL REQUIREMENTS

- Ability to meet strenuous physical requirements of the position.
- Must be able to remain standing for the duration of the shift.
- Must be able to work in all weather conditions to complete multiple perimeter checks of the school building daily and to monitor staff/student parking lots.
- Must be able to climb ladders and access roofs to monitor/inspect for vandalism, graffiti or other incidents.
- Must follow de-escalation and restraint techniques (training provided) and be able to physically intervene, when needed.

VI. EVALUATIONS

A written evaluation will be made annually by the Building Principal or their designee based on criteria contained in this job description. Signatures will be affixed to such documents indicating that they have been received.

(NOTE: All statements contained in this document reflect the understanding that local, state, and federal policies, codes, and regulations form the parameters in which all activity shall occur.)