

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 8:00 p.m. – October 6, 2014
West Orange High School
51 Conforti Avenue

Agenda

- I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE**
- II. NOTICE OF MEETING: Please take notice that adequate notice of this meeting has been provided in the following manner:**
 - A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on June 10, 2014.
 - B. That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and the Star-Ledger.
 - C. That said notice was posted in the lobby of the Administration Building of the Board of Education.
- III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF SEPTEMBER 22, 2014 (Att. #1)**
- IV. SUPERINTENDENT/ BOARD REPORTS**
 - A. LRE Settlement Presentation
 - B. Breakfast After the Bell
 - C. Testing Results Presentation on October 20, 2014
 - D. Athletic and/or Extra Curricular Update
 - E. HIB Report
 - F. Week of Respect
- V. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS**
- VI. READING OF THE FOLLOWING BOARD POLICIES: (N/A)**
- VII. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS**
 - A. PERSONNEL**
 - 1. Resignations / Retirements**

Superintendent recommends approval to the Board of Education for the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
George Hood	WOHS	Custodian	Retirement (9 years)	1/1/2015
Patricia Cockburn	Gregory	Instructional Assistant	Resignation	10/6/14*
Michael Esquerre	Roosevelt	Instructional Assistant	Resignation	<u>10/6/14</u>
Mackenzie Miller	Pleasantdale	Instructional Assistant	Resignation	10/3/14

*or sooner as determined by the Superintendent

2. Rescissions

Superintendent recommends approval to the Board of Education for the following certificated staff rescission(s):

Name	Location	Position	Effective Date
Jacqueline Cruz	Liberty	Softball	10/6/14
Valerie Gino	Liberty	Conflict Resolution	9/19/14

3. Terminations

Superintendent recommends approval to the Board of Education for the following certificated staff termination(s):

Name	Location	Position	Effective Date
Christine Shahadi	Pleasantdale	Special Education	10/22/14

4. Appointments

a. Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Patricia Cockburn	Gregory	Special Education (Leave Replacement)	McCall	MA	2	\$276.90 per diem	10/7/14 - 6/19/15
Allison Gibbons	Gregory	Extended Assignment Substitute	Rowberg	N/A	N/A	\$200 per diem	9/4/14 - 10/17/14
Allison Gibbons	Gregory	Music (Leave Replacement)	Rowberg	BA	2	\$259.31 per diem	10/20/14 - 10/31/14
Ralph Goodwin	Admin. Building	Interim Assistant School Business Administrator	New	N/A	N/A	\$600 per diem (2 days per week)*	10/1/14 - 11/28/14
Louis Venturi	St. Cloud	Art (Leave Replacement)	Dell'Italia	MA	2	\$276.90 per diem	10/20/14 until end of assignment

* or as assigned by the Superintendent

b. Superintendent recommends approval to the Board of Education for the following non-certificated staff professional development stipend(s):

Name	Location	Position	Professional Development Program	Stipend	Effective Date
Maria Carmen Fraguas	WOHS	Administrative Assistant	NJAEOP Option I	\$1,222	8/15/14
Maria Carmen Fraguas	WOHS	Administrative Assistant	NJAEOP Option II	\$2,482	8/15/14

c. Superintendent recommends approval to the Board of Education for the following additional certificated staff assignment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Keri Orange	Pleasantdale	Administrative Coverage	N/A	N/A	N/A	\$97.37 per diem (with lost prep) \$62.37 per diem (without lost prep)	9/15/2014 - 10/25/2014

d. Superintendent recommends approval to the Board of Education for the following negotiated athletic assignment(s):

Name	Location	Position	Stipend	Effective Dates
Jesse Aporta WOHS	WOHS	Assistant Hockey Coach	\$8,481	2014-2015
Thomas Brennan District Substitute	WOHS	Volunteer Football Coach	N/A	2014-2015
Jacqueline Cruz WOHS	WOHS	Assistant Softball Coach	\$8,481	2014-2015
Brian Wise OOD	WOHS	Volunteer Football Coach	N/A	2014-2015

e. Superintendent recommends approval to the Board of Education for the following negotiated co-curricular assignment(s):

Name	Location	Position	Stipend	Effective Dates
Brian Ille Hazel	Hazel	Athletic Club	\$500	2014-2015
Boris Ioshpa Hazel	Hazel	Math Club	\$500	2014-2015
Lewis Kelly WOHS (revised)	WOHS	Jazz Band	\$2,144 (prorated)	1/5/15 - 6/30/15
Stephanie Nesbitt Liberty	Liberty	Conflict Resolution	\$358.75	2014-2015
Marybeth Sabates Hazel	Hazel	STEM Club	\$500	2014-2015
Geraldina Scalia Hazel	Hazel	Zumba Club	\$500	2014-2015
Michael Serino Hazel	Hazel	Computer Club	\$500	2014-2015

Jennifer Sissman Hazel	Hazel	Lego Club	\$500	2014-2015
Lauren Volpe Liberty	Liberty	Conflict Resolution	\$358.75	2014-2015

f. Superintendent recommends approval to the Board of Education for the following other additional assignment(s):

Name	Location	Position	Rate of Pay	Effective Dates
Bonnie Cohen Goodman	Washington	Morning Breakfast Duty	\$35 per diem as assigned	2014-2015
Samantha Weiner	Roosevelt	Instructional Assistant Art Club	\$23.00 per hour as assigned	2014-2015 (not to exceed 26 hours combined for assignment)
Carmen Urciuoli	Roosevelt	Instructional Assistant Art Club	\$23.00 per hour as assigned	2014-2015 (not to exceed 26 hours combined for assignment)

g. Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2014-2015:

Name	Certification Code	Teacher	Instructional Assistant	Administrative Assistant	Lunch Aide	Nurse	Custodian
Erica Barbosa	Substitute	X	X	X			
Thomas Brennan	Substitute	X	X	X			
Racheal Groce	Substitute	X	X	X			
Bruce Halstead	Substitute	X	X				
Renee Kuten	Standard	X	X				
Thealisa Moss	Substitute	X	X	X			
Bianca Noelcin	Substitute	X	X				
Stephanie Stevenson	Substitute	X	X	X			
Andrew Zhang	Substitute	X	X	X			

5. Leaves of Absence:

a. Superintendent recommends approval to the Board of Education for the following leaves of absence for certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Kristen Azzato (Family-revised)	Edison Special Ed	9/2/14 - 10/10/14	10/13/14 - 12/12/14	N/A	12/15/14
Anita Crompton (Medical)	Redwood Basic Skills	9/29/14 - 1/2/15	N/A	N/A	1/5/15
Lewis Kelly (Family)	WOHS Music	N/A	11/17/14 - 1/2/15	N/A	1/5/15

Diane LaPenta (Family)	WOHS Art	1/5/14 - 1/30/15	2/2/15 - 4/29/15	NA	4/30/15
Stacy Mazzola (Family)	Liberty Math	1/5/15 - 2/26/15	2/27/15 - 1/31/16	2/1/16 - 8/31/16	9/1/16
Meredith Schwartz (Family-revised)	Edison Physical Ed	1/5/15 - 1/30/15	2/2/15 - 8/31/15	N/A	9/1/15
Hope Thomas (Family)	WOHS Science	N/A	11/17/14 - 5/1/15	N/A	5/4/15
Jessica Viavattine (Family)	Washington Grade 4	11/10/14 - 12/22/14	12/23/14 - 2/25/15	N/A	2/26/15

b. Superintendent recommends approval to the Board of Education for the following leaves of absence for non-certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Katie DePoalo (Medical)	Mt. Pleasant Instructional Assistant	9/8/14 - 10/8/14	N/A	N/A	10/9/14
David Dickman (Medical)	WOHS Instructional Assistant	10/2/14 - 10/31/14	N/A	N/A	11/3/14
John Diminich (Medical)	WOHS Custodian	9/16/14 - 10/8/14	N/A	N/A	10/9/14

6. Transfers

Superintendent recommends approval to the Board of Education for the following transfers of certificated staff:

Name	From	Position	To	Position	Effective Date
Tracey McCall	Gregory	Special Education	Pleasantdale (Shahadi)	Special Education	10/7/14 voluntary

7. Superintendent recommends approval to the Board of Education for the following job description(s) (Att. # 2):

Job Description	New	Revised
School Board Attorney		X

B. CURRICULUM AND INSTRUCTION

- 1. Recommend approval of Central Office Calendar (revised) for the 2014-2015 school year. (Att. #3)**
- 2. Recommend approval of Field Trips for the 2014-2015 school year. (Att. #5)**

3. **Recommend approval of West Orange High School Mountaineer SAT/ACT Boot Camp.**

Test	Test Date	Boot Camp Dates	Student Fee
SAT	November 8, 2014	October 22, 23, 27, 28, 29, 30; November 3, 5, 2014	\$60.00
SAT	January 24, 2015	January 12, 13, 14, 15, 20, 21, 22, 23, 2015	\$60.00
SAT	May 2, 2015	April 20, 21, 22, 23, 27, 28, 29, 30, 2015	\$60.00
ACT	June 13, 2015	June 1, 2, 3, 4, 8, 9, 10, 11, 2015	\$60.00

4. **Recommend approval of the following new textbook adoption request: Living in the Environment, Cengage Learning, for AP Environmental Science course, Grades 11, 12; Cost: 54 hardcover books, including 6-year e-book licenses at \$146.00 each.**

C. **FINANCE**

1. **Recommend approval of the 10/6/14 Bills List: (Att. #6)**

Payroll/Benefits	\$ 1,890,947.87
Transportation	\$ 181,820.85
Special Ed. Tuition	\$ 396,585.18
Instruction	\$ 229,193.98
Facilities	\$ 207,926.44
Capital Outlay	\$ 165,870.28
Grants	\$ 19,891.60
Food Service	\$ 7,041.62
Textbooks/Supplies/Athletics/Misc.	\$ 234,205.31
	\$ 3,333,483.13

2. **Recommend retroactive approval of July 2014 transfers within the 2014-2015 budget in compliance with N.J.A.C. 6A:23-2.11(A)2.**

From Account	Description	Amount	To Account	Description	Amount
11-150-100-101	Home Ins. Sal.	\$100,000	11-150-100-320	Home Ins. OOD Facility	\$100,000
11-000-262-525	Ins. Adm. Fees	\$25,000	11-000-263-610	Grounds Fees	\$25,000
12-000-400-722	Bldg. Improve.	\$1,155,000	12-000-400-450	Constr. Svcs.	\$1,155,000

3. **Recommend approval of purchase of Systems 3000 Visual Payroll module in the amount of \$19,450 in order to bring the processing of the district's payroll in-house for greater efficiency and annual cost savings. The fee includes the**

module as well as District staff training. (Att. #7)

4. Recommend approval of received tuition for the 2014-2015 School Year, for the following, retroactive to September 1, 2014.

STUDENT ID#	PROGRAM	DISTRICT	RECEIVED TUITION
1401002	Resource	Livingston Public Schools	\$25,711

5. Recommend approval for Helen Cox, Speech Therapist, South Orange, NJ, to provide speech therapy to Student #3005914, attending Golda Och Academy, for the 2014-2015 School Year, retroactive to September 2, 2014 as per ISP at the rate of \$115 per 45 minute session, not to exceed \$5,000, funded thru IDEA nonpublic money.
6. Recommend approval for tuition adjustment for Allegro School for the 2012-2013 School Year in the amount of \$1,904.
7. Recommend approval for Audit Rebill payment to The Children’s Institute for the 2012-2013 School Year for Extraordinary Services in the amount of \$445.
8. Recommend approval for Morris Union Jointure Commission to provide Home Based ABA services to Student #2806102, 4 hours per week x approximately 37 weeks at \$145 per hour, plus 1 hour of supervisory services for every 10 hours of ABA at the rate of \$205 per hour, plus 2 hours of initial supervisory services for student assessment and program development for a total of \$25,560 for the 2014-2015 School Year.
9. Recommend approval for reimbursement to parent for tuition for Student #996071 in the amount of \$2,130 for transition services as per IEP.
10. Recommend approval for Delta T Group, Woodbridge, NJ, to provide substitute nursing services in district for the 2014-2015 School Year, at the rate of \$43 per hour for RN, \$33 per hour for LPN, not to exceed \$60,000.
11. Recommend approval for Bayada Nurses, North Brunswick, NJ, to provide substitute nursing services in district for the 2014-2015 School Year, at the rate of \$60 per hour for RN, \$44.50 for LPN, not to exceed \$40,000.
12. Recommend approval for Loving Care Agency, Hasbrouck Heights, NJ to provide in district substitute nursing and/or nursing services for field trip coverage at the rate of \$60 per hour for an RN and \$55 per hour for an LPN for the 2014-2015 School Year, not to exceed \$40,000.
13. Recommend approval for the following out of district placement change for the 2014-2015 School Year, effective 10/20/14:

Student #	Classification	Old Placement	New Placement	Budgeted Tuition
1311009	Autistic	Sawtelle Learning Center, Montclair, NJ	MUJC Developmental Learning Center Warren, NJ	\$72,963.50 \$473.79 per diem

14. **Recommend appropriation of \$141,917 from 2013-2014 Extraordinary Aid to Equipment repair, account code 11-000-262-426-16-61.**

15. **Recommend approval of the following resolution:**

WHEREAS, the West Orange (“District”), as deemed necessary, sends students to out of district private schools for students with disabilities (“PSSD”); and

WHEREAS, Youth Consultation Services, Inc. (“YCS”) operates PSSDs at various locations in New Jersey; and

WHEREAS, District students placed at YCS PSSDs receive meals meeting the nutritional requirements of the Child Nutrition Program that is administered by the New Jersey Department of Agriculture; and

WHEREAS, the District does not require YCS to charge District students for meals being provided.

NOW THEREFORE, BE IT RESOLVED, as follows:

Section 1. District Does Not Require Charges for Meals. The District’s Board of Education resolves that it does not require YCS PSSDs to charge students for reduced and/or paid meals.

Section 2. Effective Date; Repealer. This Resolution shall take effect immediately. All prior resolutions or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistency.

16. **Recommend acceptance of NJSIG/NJEIF (New Jersey Schools Insurance Group/NJEIF Subfund) 2013 Safety Grant Program Award notice for the purchase of security cameras for all buildings and installation of appropriate lighting to ensure safe entrance and egress to all buildings within the district, in the amount of \$11,996.84 (Att. #8)**

17. **Recommend acceptance of the following donations:**

- **18 Uniforms to Roosevelt Girls Soccer Team from Doug and Angie Nevins**
- **Xylophones, snare drum, a drum set and a few other small percussion instruments to Roosevelt School from a parent, a professional musician**

- **Back to School Bags (including pens, pencils, note book binders, loose leaf paper, glue sticks, T shirts) to Edison School from Rev. Steven Excel Deaver, Cathedral Kingdom Living Church. Each bag is valued at \$25-\$30.**
- **School supplies (pencils, pens, binders, paper, notebooks, sharpies) from The United Presbyterian Church of West Orange to Hazel Avenue School. Donation valued at \$150.**
- **School supplies (pencils, pens, binders, paper, notebooks, sharpies) from the 8 to 8 Barber Shop in West Orange to Hazel Avenue School. Donation valued at \$150.**

18. Recommend approval/acceptance of Applications for School Business requests:

Name	Conference	Dates	Amount	Funded
Beverly Tindall	NJASL 2014 Annual Fall Conference Long Branch, NJ	10/26/14-10/27/14	\$95.00	Local Funds
Jillian Guinta	NJASL 2014 Annual Fall Conference Long Branch, NJ	10/27/14	\$85.00	Local Funds
Michele Zimmerman	NJMEA Music Conference	2/19/15-2/20/15	\$150.00	Local Funds
Jamie Podhurst	Assyria to Iberia New York, NY	10/27/14	\$16.00	Local Funds
Mary Maliszewski	2014 NJMEA Convention New Brunswick, NJ	2/19/15	\$150.00	Local Funds
Karen Wynn	Rutgers Center for Literacy Professional Development Series New Brunswick, NJ	10/21/14, 12/12/14, 1/23/15, 4/14/15, 6/4/15	\$750.00	Title III Grant
Lisette Santa	Rutgers Center for Literacy Professional Development Series New Brunswick, NJ	10/21/14, 12/12/14, 1/23/15, 4/14/15, 6/4/15	\$750.00	Title III Grant
Sharon Fumia	Rutgers Center for Literacy Professional Development Series New Brunswick, NJ	10/21/14, 12/12/14, 1/23/15, 4/14/15, 6/4/15	\$750.00	Title III Grant
Christine Aker	Woodcock Johnson IV Tests of Achievement New Providence, NJ	1/12/15	\$185.00	Local Funds
Nancy Feldman	School Nurses as 1st Responders Almonesson, NJ	10/15/14	\$109.14	Local Funds
Beth Hochheiser	NJMEA Conference East Brunswick, NJ	2/19/15- 2/20/15	\$222.00	Local Funds

Nelson Sanchez	New Jersey School Counselor Conference Fall 2014 Long Branch, NJ	10/12/14-10/13-14	\$425.00 (Amended from \$305.25 on previous board approved application for school business request)	Local Funds
Louis Pallante	HESSA Training Institute for School Counselors South Orange, NJ	12/5/14	\$0	
Denise DePascale	NJASL 2014 Fall Conference Long Branch, NJ	10/27/14	\$95.00	Local Funds
Kelly Hart	NJSBA 2014 Workshop and Exhibition Atlantic City, NJ	10/28/14-10/29/14	\$0	
Tara Donetiello	NJSCA 2014 Annual Fall Conference Long Branch, NJ	10/12/14-10/13/14	\$195.00	Local Funds
Pamela HalsteadStewart	Identifying and Managing at Risk Youth in Schools and the Community Edison, NJ	10/24/14	\$100.00	Local Funds
Karen Johnson	NJDEC Annual Fall Conference Union, NJ	10/24/14	\$95.00	Local Funds
Kim Fields-Murphy	ASHA Convention 2014 Orlando, FL	11/20/14-11/21/14	\$385.00	Local Funds
Rosemary Allins	School Nurses as 1st Responders Almonesson, NJ	10/15/14	\$114.56	Local Funds
Susan Jankowski	NJ International Dyslexia Association Fall Conference Somerset, NJ	10/24/14	\$223.00	Local Funds
Susan Jankowski	Woodcock Johnson IV Tests of Achievement New Providence, NJ	11/21/14	\$235.00	Local Funds
Eileen McMahon	Building Foundations in Early Childhood Education Union, NJ	10/24/14	\$95.00	Local Funds
Guerlyne Millington	2014 HESSA Training Institute for School Counselor Paramus, NJ	10/31/14	\$0	
Guerlyne Millington	Letter Writing Workshop Somerset, NJ	10/1/14	\$0	
Sanhita Kar	Inclusion Classroom: How to Implement Differentiation Belleville, NJ	10/21/14	\$0	
Lee Cohen	Recent Developmetns in Behavioral, Social and Clincial Assessment of Children Teaneck, NJ	10/13/14	\$100.00	Local Funds

Michele Thompson	A Basic Guide to Intervention and Referral Services Monroe, NJ	11/10/14	\$0	
Dena Dubroff	Inclusion Classroom: How to Implement Differentiation Belleville, NJ	10/21/14	\$0	
Carlene Hernandez	The Transformation Process Somerset, NJ	10/24/14	\$223.00	Local Funds
Colleen Grandinetti	Inclusion Classroom: How to Implement Differentiation Belleville, NJ	10/21/14	\$0	
Shari Whitman	Inclusion Classroom: How to Implement Differentiation Belleville, NJ	10/21/14	\$0	
Diane Sinisi	Building Foundations in Early Childhood Education Union, NJ	10/24/14	\$85.00	Local Funds
Erica Valentini	Building Foundations in Early Childhood Education Union, NJ	10/24/14	\$85.00	Local Funds
James Aquavia	Rutgers Center for Literacy Development Piscataway, NJ	10/21/14, 12/12/14, 4/14/14, 6/4/14	\$691.76	Local Funds
Sheniece Jackson	Rutgers Center for Literacy Development Piscataway, NJ	10/21/14, 12/12/14, 4/14/14, 6/4/14	\$691.76	Local Funds
Adam Wasko	Rutgers Center for Literacy Development Piscataway, NJ	10/21/14, 12/12/14, 4/14/14, 6/4/14	\$691.76	Local Funds
Kimberly DeMeo	Rutgers Center for Literacy Development Piscataway, NJ	10/21/14, 12/12/14, 4/14/14, 6/4/14	\$691.76	Local Funds
Peggy Geher	Rutgers Center for Literacy Development Piscataway, NJ	10/21/14, 12/12/14, 4/14/14, 6/4/14	\$691.76	Local Funds
Laurie Bush	Rutgers Center for Literacy Development Piscataway, NJ	10/21/14, 12/12/14, 4/14/14, 6/4/14	\$691.76	Local Funds
Carmen Gordillo	Rutgers Center for Literacy Development Piscataway, NJ	10/21/14, 12/12/14, 4/14/14, 6/4/14	\$691.76	Local Funds

19. Recommend approval for Brookfield Schools to provide home instruction to student # 2506103 for the 2014-2015 school year, at the rate of \$73 per hour, for 4 hours per week for 10 weeks for a total of \$2,920.
20. Recommend approval for Performance Matters on-site training (3 days at a cost of \$5,400) and UNIFY Test Admin Bundle - PARCC Online Assessment (at a cost of \$7,500, including a one-time fee of \$3,500) for a total cost of \$12,900.

D. REPORTS

VIII. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS

IX. MOTION FOR THE NEXT BOARD MEETING to be held at 6:00 p.m. on October 20, 2014 at West Orange High School.

X. PETITIONS AND HEARINGS OF CITIZENS

XI. ADJOURNMENT

**West Orange Public Schools
West Orange, New Jersey**

I. Title: School Board Attorney

II. Qualifications:

1. License to practice law in New Jersey.
2. Possess malpractice insurance of sufficient levels to protect the Board.
3. Minimum experience as a school attorney as determined by the Board.
4. Demonstrated broad knowledge of school law and public sector collective bargaining law.
5. Knowledge of contract, criminal, real estate, administrative and civil rights laws.
6. Personal and professional integrity; strong oral and written communication skills.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

III. Reports To: Superintendent/ Board of Education

IV. Job Goals: To provide legal advice to reduce and avoid exposure to risk. To coordinate resources in an effort to reduce costs associated with legal defense of the district.

V. Performance Responsibilities:

1. Attends and provides legal advice at meetings of the Board as required.
2. Maintains an archive of legal papers for the Board.
3. Serves as point of contact for all legal service against the district and informs district carriers of same.
4. Develops and maintains a document listing all of the legal/potential legal cases affecting the school district and prepares a monthly detailed summary updating the Board of their status.
5. Provides lead counsel role in defending the district in special education cases, at residency hearings, and at administrative hearings. Consults with Superintendent prior to settlement agreements.
6. Coordinates with outside counsel.
7. Collaborates with other departments to assure legal adherence.

West Orange Public Schools
West Orange, New Jersey

8. Prepares and renders oral and/or written legal opinions including estimated defense costs, and the likelihood of a successful outcome upon request to the Superintendent and the Board.
 9. Provides legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications and all other legal or quasi-legal papers upon request.
 10. Advises the Board in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, case law, and contracts.
 11. Prepares or reviews all invitations to bid, job specifications, and legal contracts.
 12. Serves as legal representative of the Board, its members, and/or staff in any judicial or administrative proceedings, at the direction of the Board. Attends township meetings at the direction of the Board (i.e. Town Council, Planning Board, Zoning Board, etc.)
 13. Maintains copies of deeds, records, other official and appropriate documents relative to the physical properties under the jurisdiction of the Board.
 14. Advises Board on the sale, lease or other disposition of excess physical property.
 15. Monitors and reviews changes in public school law and advises the Board and the Superintendent via written memorandum regarding legislative changes and necessary Board and/or administrative action.
 16. Provides periodic updates on administrative practice and Board policy, including the review of important Commissioner and court decisions and Attorney General's opinions.
 17. Reviews pending Board policy prior to formal adoption.
 18. Performs other duties consistent with competence in the field of law which may be assigned by the Superintendent or required by law, code, regulation or Board policy.
- VI. Terms of Employment:** Appointed annually to serve at the pleasure of the Board. Compensation to be determined by the Board.
- VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of non-certified staff.

Approved: 06/21/2010
Revised: 10/06/2014

Central Office Calendar 2014-2015
 Administrative Offices/ Buildings & Grounds/ Transportation

REVISED October 6, 2014

Event/Holiday	Day(s) Off	# of Days
Independence Day	Friday, July 4; Monday July 7	2
Labor Day	Monday, September 1	1
NJEA Convention	<u>Thursday, November 6</u> ; Friday, November 7	2
Thanksgiving	Thursday, November 27; Friday, November 28	2
Holiday Recess	Wednesday, December 24; Thursday, December 25; <u>Friday, December 26</u> ; Wednesday, December 31	4
New Year's Day	Thursday, January 1, <u>Friday January 2</u>	2
Martin Luther King	Monday, January 19	1
Presidents' Day	Monday, February 16	1
Good Friday	Friday, April 3	1
Spring Break	<u>Monday, April 6</u>	1
Memorial Day	Monday, May 25	1
	Total Days	18

Grade/Group	Destination
WOHS Club 9-12 Tomorrow's Teacher	William Paterson University, Wayne, NJ change to Kean University, Union NJ
LIBERTY M.S.	
8	9/11 Museum – SS Curriculum Related Trip, NYC
8	Museum of Natural History, NYC
7/8	Toby Katz House for Senior Citizen Halloween Party
7	Sterling Mineral Mines Tour & Museum
7	Sterling Mineral Mines Tour & Museum
8	Memorial Auditorium
8	Human Anatomy Curriculum Trip Body Worlds Pulse, NYC
7/8	Washington Elementary School for Holiday party and gift giving
7/8	Helping Hands WO Nursing Home
7/8	Summit Health Care/Whole Foods WO
7/8	NJ Asc of Stdnt Councils Convention, College of NJ, Ewing
7/8	NJ Asc of Stdnt Councils Convention, College of NJ, Ewing SNOW DATE
8	Live From the Surgery, Liberty Science Center, Jersey City
8	Eataly, NYC
7/8	Summit Health Care/Brighton Gardens/Whole Foods WO
7/8	Toby Katz House for Senior Citizen St. Patrick's Day Party
8	High School Musical @ WOHS
7/8	NJ State Food Bank in Hillside, NJ
8	Water Quality Study - Degnan Lake, WO
8	Water Quality Study - Degnan Lake, WO - RAIN DATE

8	MOBIA Museum, NYC
8	El Museo del Barrio, NY
7/8	Washington Elementary School for "Love of Reading" FUN
8	Environmental Science Curriculum Related Trip Ocean Institute
8	Math Curriculum Related Trip – Math Museum, NYC
8	8th Grade Class Trip - Baltimore, MD
8	8th Grade Class Trip - Baltimore, MD
7	7th Grade Class Trip - Funplex, East Hanover, NJ
8	8th Grade Pool Party
8	8th Grade Pool Party RAIN DATE
8	Graduation Practice WOHS
ROOSEVELT M.S.	Destination
Spanish Club/Explorers Club	Liberty Science Center
service club	Canterbury Senior Living Facility - Holiday Caroling
7th grade	Liberty Science Center
7th grade	Great Adventure/Safari
Explorers Club	Morris County Community College Planetarium
Explorers Club	Liberty Science Center
Explorers Club	Covanta Recycling Company
Explorers Club	Great Swamp
8th grade	Medieval Times
Service Club	Camden Street School, Newark, NJ (Toy Drive for special needs children)
Italian class	MOBIA Museum in NYC (Donatello Exhibit)

Italian class	Eataly in NYC ("the art of well being")
8th grade	Williamsburg Virginia, Baltimore Harbor, Washington D.C.
Music Department	Music in the Park Festival/competition at Dorney Park
Art Club	Metropolitan Museum of Art
Art Club	Modern Museum of Art
Art Club	Storm King, New York
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	Hanover Lanes 119 Rt. 10, East Hanover
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	TD Bank 425 Pleasant Valley Way
SC 6/7/8	TGI Friday 495 Prospect Avenue
SC 6/7/8	Barnes & Noble,Livingston Mall
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	Liberty Science Center, Jersey City
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	Livingston Mall 112 Eisenhower Parkway
SC 6/7/8	K-Mart 235 Prospect Avenue
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	WOPL 46 Mount Pleasant Ave.
SC 6/7/8	Livingston Diner 360 E.Northfield Rd., Livingston
SC 6/7/8	Amy's Hallmark Livingston Mall, 112 Eisenhower Parkway
SC 6/7/8	WO Post Office 634 Eagle Rock Avenue
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	Panera Bread Essex Green, 510 Prospect Avenue
SC 6/7/8	JCC 760 Northfield Ave.

SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	Dollar Tree Prospect Shopping Center
SC 6/7/8	TGI Friday's 495 Prospect Avenue
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	Hanover Lanes 119 Rt. 10, East Hanover
SC 6/7/8	TD Bank 425 Pleasant Valley Way
SC 6/7/8	Environmental Center 621 Eagle Rock Ave., Roseland
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	South Mountain Reservation Tulip Springs, West Orange
SC 6/7/8	Shop Rite Essex Green
SC 6/7/8	Mt. Pleasant Elementary for Autism Carnival
MT. PLEASANT E.S.	Destination
5	Spirit Cruise
5	Rocking Horse Ranch - overnight
5 music/vocals	Green Hill Nursing Home, West Orange
5 music/vocals	Livingston Mall, Pride Expo
4	Turtle Back Zoo
4	Living Historical Farm, Morristown
2	Essex County Environmental Cntr
3	WOHS Instrumental Demo
1	Frelinghuysen Arboretum, Morristown
primary autistic	Morristown Performing Arts, Morristown
primary autistic	Turtle Back Zoo
3	Morristown Community Theatre

3	Mayor's Office & Town Hall
K	West Orange Public Library
K	Turtle Back Zoo
REDWOOD E.S.	Destination
K	WOPL
1	WOPL
1	Glenfield Planetarium, Montclair
1	MSU
3	Roseland Environmental Center
3	WO Town Hall
3	WOHS Instrument Demo
4	Liberty Science Museum
4,5	PRIDE Expo
5	Spirit Cruise
4	Waterloo Village
5	Edison Orientation
Music-Perry	Brighton Gardens
K	MSU
2	Paper Mill Playhouse
2	Turtle Back Zoo
5	Edison Middle School Visit with Ms.Aker
WASHINGTON E.S.	Destination
K	Ort Farm, Long Valley

K	Paper Mill Playhouse
K	Jenkinson's Aquarium
1	Wightman's Farm, Morristown
1	Gregory School
1	WO Public Library
1	Turtle Back Zoo
2	Morris County College Planetarium
2	Morris Museum
2	Paper Mill Playhouse
3	Wightman's Farm, Morristown
3	WOPD and Town Hall
3	Thomas Edison Historical Site
3	Turtle Back Zoo
3	West Orange Community Tour
3	WOHS Instrument Demo
4	Franklin Mineral Museum
4	Newark Museum
4	State Capitol Complex
5	Museum of Natural History NY
5	Morristown Performing Arts Center
5	Spirit Cruise
5	Ginney Duenkel Pool WO
HAZEL E.S.	Destination
K	Ort Farms, Long Valley

K	Turtle Back Zoo, West Orange
1	Longo Planetarium, Randolph
1	Green Meadows Farm, Hazlet
2	Environmental Center, Roseland
2	NJ Sea Grant Consortium, Sandy Hook
3	Paper Mill Playhouse, Millburn
3	WOHS Instrumental Demo
3	Town Hall, West Orange
4	State House, Trenton
4	Liberty State Park, Ellis Island
4/Music	Canterbury Nursing Home, West Orange
5	SOPAC/South Orange
5	Papermill
5	Spirit Cruise
5	6th Grade Orientation, Edison
5	Spec. Ed. 6th Grade Orientation, Edison
5/Band	Livingston Mall/Pride Expo
GREGORY E.S.	Destination
K	Turtle Back Zoo
1	Jenkinson's Aquarium, Point Pleasant
1	Paper Mill Playhouse
3	Edison Museum
3	Town Hall West Orange
3	WOHS Instrument Demo

4	Newark Museum
4	State House -Trenton
5	Great Wolf Lodge
5	Hayden Planetarium/Liberty Science Center
5	Edison Middle School-orientation
ST. CLOUD E.S.	Destination
2	Essex County Environmental Center
1	Essex County Environmental Center
4	Essex County Environmental Center
5	Medieval Times
1	Longo Planetarium
K	PaperMill Playhouse
2	PaperMill Playhouse
K	West Orange Public Library
K	West Orange Public Library
K	West Orange Public Library
4	Great Swamp Ed. Ctr
K	Turtle Back Zoo
5	YMCA CAMP BERNIE
1	PaperMill Playhouse
PLEASANTDALE E.S.	Destination
3	Town Hall -Mayor's Office

3	Liberty Science Center
3	Essex County Environmental Center
4	Paper Mill Playhouse
Pre K AM & PM	Whole Foods
PSA/PSD	Funtime Junction
PSA/PA	Mt. Pleasant Autism Ceremony
PSD/PSI	Turtle Back Zoo
5	Bronx Zoo
Pre-K AM	Fire Station, West Orange
K	Kearny Federal Savings
K	MSU
K	St. Barnabas
2	Community Theatre, Morristown
K	Green Nursing Home
5	Livingston Mall, Pride Expo
3	WOHS Instrument Demo

SYSTEMS 3000

TECHNOLOGICALLY ADVANCED FINANCIAL MANAGEMENT APPLICATIONS

"SHAPING THE FUTURE OF COMPUTING"

CORPORATE OFFICE:

**SYSTEMS 3000
615 Hope Road
Eatontown, NJ 07724
732-870-3000 / 866-290-3000**

PROPOSAL PREPARED FOR:

**West Orange Board of Education
179 Eagle Rock Avenue
West Orange, NJ 07052
Attn: Ralph Goodwin, Interim Business Administrator**

August 20, 2014

SYSTEMS 3000

SOFTWARE PROPOSAL

Please Note: dates listed for this summary are based on standard implementations where the district chooses to purchase everything and starts the new fiscal year off with the Visual Fund Accounting & Visual Personnel applications, implementing Visual Payroll the following January, but can be revised to specific district implementations.

Start January 2015:	Visual Payroll Application (includes 3 on-site training sessions)	\$19,450.00
	Visual Payroll Employee Portal (separate quote for interested districts)	
	No License/Support fee for first six months of service:	0.00
	Total Due January 2015:	\$19,450.00
2015/2016 School Year:	Visual Payroll License/Support Fee	\$5,600.00
	1 st Half of License/Support fee due July 1 st 2015 (\$2,800)	
	2 nd Half of License/Support fee due January 1 st 2016 (\$2,800)	

Visual Payroll in place by January 1st, will include license/support fee through June 30th. The Annual Software licensing fees are subject to increase (and historically have averaged between 2-4% annually. In order to process your request in a timely manner, please forward original Purchase Order. The receipt of your PO will lock your position for implementation services.

Software Purchase and Annual Licensing/Support Fees Include:

- *Three on-site training sessions*
- *Unlimited FREE training at SYSTEMS 3000 Corporate Offices (or satellite sites)*
- *Unlimited phone/fax/email support*
- *Unlimited support via the internet*
- *Software updates in accordance with all on-going state requirements/changes*

Please Note: Implementation fees do not include the conversion of historical data for the Visual Payroll application. Our standard practice is not to convert historical data. Districts normally keep their old data for viewing. The rate for additional on-site training sessions is \$750.00/session if this is something the district requests.

Visual Payroll Application Includes:

- Employee Demographic Information
- Employee Payroll Profile Information for: Earnings, Deductions & Tax Definition Codes
- Employee Payroll Profile Information for: Budget Spread & Direct Deposit Information
- Payroll Processing Verification Reports
- All Quarterly Reports (941, NJ-927, WR-30, Pension Reports, Multiple Worksite Report)
- W2 Processing Wizard

Purchase cost includes set-up/data conversion of the following information:

- District's Earning & Deduction Pay Codes
- Employee Payroll Profile Information
- Pension Type, Pension Number & Pension Tier
- Working Months & Total Pays
- Filing Status & Exemptions
- Employee Deductions
- Loan Information & Balances
- Budget Spread Information
- Employee Direct Deposit Account Information
- Direct Deposit Bank Set-Up
- Payroll Agency Module Set-Up
- Establishment of User Profiles & Permissions



North Jersey Educational Insurance Fund

A sub fund of the New Jersey Schools Insurance Group

Jack Zisa, Subfund Administrator
Regional Risk Managers, LLC

Steven Robinson, Chairman
Livingston BOE

August 22, 2014

Mark Kenney
Business Administrator
West Orange Board of Education
179 Eagle Rock Avenue
West Orange, NJ 07052

Dear NJEIF Member:

RE: NJSIG/NJEIF 2013 SAFETY GRANT PROGRAM AWARD NOTICE

The *New Jersey Schools Insurance Group (NJSIG)* and the *NJEIF Subfund* are pleased to inform you that your 2013 Safety Grant in the amount of **\$11996.84** has been **approved**.

Congratulations!!

The organized Grant Committee of the NJEIF subfund has reviewed your application and find that your project meets the *NJSIG's* grant guidelines. Your grant will allow future enhancements to your building safety and security concerns. This grant will not only support your district's loss control efforts, but will assist *NJSIG* in the prevention of costly claims.

With your continued membership, we will distribute the 2013 Safety Grant checks at our NJEIF Subfund meeting in October. If you have any questions, please contact Ivy Davis of NJSIG at (609) 500-4779 or Gail White of Regional Risk Managers at (732) 718-1780.

Thank you for your participation in the NJSIG/NJEIF 2013 Safety Grant program!!

Sincerely,

Steven K. Robinson, Chairperson

Cc: Wells Fargo Insurance Services USA, Inc., 7 Giralda Farms, 2nd Floor, Madison, NJ 07940

Cc: Stephen Williams, NJSIG



450 Veterans Drive, Burlington, NJ 08016
Tel: 609 386-6060 Fax: 609 386-8877