

Minutes of the proceedings of the **SPECIAL PUBLIC MEETING** held on Wednesday, August 1, 2018, in the 3rd Floor Cheryl Miller-Porter Student Center, at Teaneck High School, 100 Elizabeth Avenue, Teaneck, New Jersey, at 7:00 PM. *Dr. Ardie Walser, Board President, presided.*

**I. Salute to the Flag**

**II. Presiding Officer's Meeting Notice Statement**

"I hereby call to order the Special Public Meeting of the Teaneck Board of Education, held on Wednesday, August 1, 2018, in the Eugene Field Administration Building, Margaret Angeli Staff Development Room, at 7:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk of the Township of Teaneck, posted to the district website and posted inside the Teaneck Board of Education, One Merrison Street, on July 23, 2018."

**III. Roll Call**

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Arjumand (Shahanaz)	x	
Ms. Fisher (Victoria)	x	
Mr. Ramirez (Martin)	x	
Mrs. Rappoport (Sarah)	x	
Mr. Rodriguez (Sebastian)	x	
Mr. Rose (Howard)	x	
Ms. Sanders (Denise)	x	
Dr. Walser (Ardie)	x	
Mrs. Williams (Clara)	x	

**IV. Reaffirmation of 2017/18 District Goals**

**V. Superintendent's Report**

**VI. Board Committee Reports**

**VII. Public Comment (agenda ONLY)**

- A. Board Operations
- B. School Operations and Curriculum
- C. Finance and Budget
- D. Personnel

**VIII. Public Comment (non-Agenda)**

- Dr. Irving asked for a moment of silence in memory of the Trinidad family.
- Public thanked Dr. Irving on resolving the transportation to the Bruriah High School.
- Public asked how can they donate to the Trinidad family

**IX. Executive Session (required)**

Mr. Rodriguez motioned to convene into the Executive meeting at 7:05 pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

Mr. Rodriguez motioned to adjourn the Executive meeting at 7:18 pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

<b>Motion: S. Rodriguez</b>	<b>Second: H. Rose</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<b>Ms. Arjumand (Shahanaz)</b>	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

Mr. Rodriguez motioned to start the Special Public Meeting at 7:18 pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

**X. Adjournment**

Ms. Fisher motioned to adjourn the meeting at 9:32pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: H. Rose</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

Respectfully submitted,

Karla Starks  
Business Administrator/Board Secretary

## **Teaneck Public Schools**

### **Goals for 2017-2018**

**GOAL 1: Students attending the Teaneck Public Schools will acquire the skills, knowledge and understanding to be successful in the twenty first century.**

**GOAL 2: Teachers and administrators in the Teaneck Public Schools will acquire the skills, knowledge and understanding necessary to support student achievement.**

**GOAL 3: The environment in the Teaneck Public Schools will be safe and respectful, with students and adults appreciative of the unique contributions of members of the community.**

**GOAL 4: The Teaneck Public Schools will engage effectively with parents and with the community.**

**GOAL 5: The Teaneck Public Schools will provide funding for Goals 1-4 and sustain school facilities while respecting community resources.**

**BOARD OPERATIONS****AUGUST 1, 2018**

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Board Operations resolutions:

1. that the Board approve the Minutes of the Workshop meeting held on June 6, 2018 and the Regular Public Meeting held on June 13, 2018 and the Special Public Meeting held on June 27, 2018 and Executive Sessions June 13 & 27, 2018.

<b><i>Motion: S. Rodriguez</i></b>	<b><i>Second: H. Rose</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

**FINANCE AND BUDGET**

**AUGUST 1, 2018**

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Finance and Budget resolutions:

- 1. that the Board approve the attached list of Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent, (Grant funded \$2,479) (District funded \$0) total cost \$2,479.00.

- 2. 

A RESOLUTION BINDING THE TEANECK SCHOOL DISTRICT  
TO PURCHASE ELECTRIC GENERATION SERVICES  
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid  
Cooperative Pricing System ID#E8801-ACESCPS

Resolution NUMBER 2

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the TEANECK SCHOOL DISTRICT is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric

generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

CERTIFICATION

I hereby certify that the foregoing is a true, full and correct copy of Resolution Number \_\_\_\_\_

adopted by \_\_\_\_\_ at its meeting on \_\_\_\_\_ 20 \_\_\_\_.

B Y : \_\_\_\_\_ A T T E S T E D B Y :

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

On Behalf of: \_\_\_\_\_

County of \_\_\_\_\_, State of New Jersey  
(Insert county name)

3. A RESOLUTION BINDING THE TEANECK SCHOOL DISTRICT  
TO PURCHASE NATURAL GAS SERVICES  
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid  
Cooperative Pricing System ID#E8801-ACESCPS

Resolution NUMBER 3

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the TEANECK SCHOOL DISTRICT is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to



provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.  
NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System #E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

CERTIFICATION

I hereby certify that the foregoing is a true, full and correct copy of Resolution  
Number \_\_\_\_\_

adopted by \_\_\_\_\_ at its meeting on \_\_\_\_\_ 20\_\_.

BY: \_\_\_\_\_ ATTESTED BY:

Name and Title

Name and Title

On Behalf of: \_\_\_\_\_

County of \_\_\_\_\_, State of New Jersey  
(Insert county name)

4. The Board of Education of School District No. 5150, County of Bergen, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J. S.A. 18A:11-3, et seq.) herewith, enrolls Teaneck High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA, for the 2018-2019 school year; and  
This resolution to continue to effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board, pursuant to N.J. S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA; and  
A photocopy of the Minutes signifying the adoption of this membership resolution is attached; and  
Administration Responsibility - The Association must rely upon the voluntary compliance by its member schools in enforcing the eligibility standards set forth in Bylaws, Article V. Toward that end the Principal in each that a school has disclosed that there has been an eligibility violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to Article X of the Bylaws, including the forfeiture of games or events. However, the failure to disclose an eligibility violation may be grounds for imposing additional sanctions upon the offending school; and  
In addition, a school must maintain a status of "Member in Good Standing" as outlined in the Principal's Affidavit to remain eligible for NJSIAA activities and tournaments.

<b>Motion: S. Rodriguez</b>	<b>Second: H. Rose</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			

Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

## PERSONNEL

**AUGUST 1, 2018**

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Personnel resolutions:

1. that the Board approve the following certificated staff appointments for the 2018-2019 school year, effective date as indicated:
  - a. Michael Yim, Grade 4 Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Lowell Elementary School effective September 01, 2018 through June 30, 2019, replacing employee #4849, non-renewal (PC#: 10-07-63/cgn).
  - b. Amanda Detrick, Special Education Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Benjamin Franklin Middle School effective September 01, 2018 through June 30, 2019, replacing Brendan O'shea, resigned (PC#: 10-10-34/aju).
  - c. Andres Munoz, Mathematics Teacher, at an annual salary of \$67,000 (TTEA Guide MA/Step 6), assigned to Teaneck High School effective September 01, 2018 through June 30, 2019, new position.
  - d. Damion Campbell, English Teacher, at an annual salary of \$63,600 (TTEA Guide BA/Step 8), assigned to Teaneck High School effective September 01, 2018 through June 30, 2019 replacing Regina Melnyk, resigned (PC#: 10-12-05/aea).
  - e. Rachel Lee, Mathematics Teacher, at an annual salary of \$67,000 (TTEA Guide MA/Step 6), assigned to Teaneck High School effective September 01, 2018 through June 30, 2019, replacing Charles Rupinski, resigned (PC#: 10-12-11/afb).
  - f. William Lane, Theater Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Theater Middle School and Thomas Jefferson Middle School effective September 01, 2018 through June 30, 2019, new position.
  - g. Christine Taylor, Vocal Music Teacher, at an annual salary of \$63,600 (TTEA Guide BA/Step 4), assigned to Whittier Elementary School effective September 01, 2018 through June 30, 2019, replacing Chrysten Angderson, resigned (PC#: 10-04-10/amm).
  - h. Emily Fisher, Physical Education Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Benjamin Franklin Middle School effective September 01, 2018 through June 30, 2019, replacing Carol Ann Chiesa, retired (PC#: 10-10-08/akq).
  - i. Joanna De Los Santos, Spanish Teacher, at an annual salary of \$55,250 (TTEA Guide BA/Step 2), assigned to Teaneck High School effective September 01, 2018 through June 30, 2019 replacing employee #4981, non-renewal (PC#: 10-12-06/aep).
  - j. Enoch Nyamekye, Assistant Principal, at an annual salary of \$118,194 (TAAS/VP Middle Step 1), assigned to Thomas Jefferson Middle School effective August 15, 2018 through June 30, 2019, replacing employee #4649, non-renewal (PC#: 20-11-71/ane).

- k. David Murphy, Supervisor of Physical Education, Health and Driver's Education Athletic Director, at an annual salary of \$127,271 (Subject Supervisor/Step 4), assigned to Supervisor of Athletics Department effective August 06, 2018 through June 30, 2019, replacing Todd Sinclair, retired, (PC#: 20-12-26/adf).
- l. Angie Dubon, Grade 1, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Lowell Elementary School effective September 01, 2018 through June 30, 2019, replacing Jennifer Rome, transferred (PC#: 10-07-63/asj).
- m. Germaine Tarver, Language Arts Teacher, at an annual salary of \$92,100 (TTEA Guide MA/Step 13), assigned to Thomas Jefferson Middle School, effective September 01, 2018 through June 30, 2019 replacing employee #4463, non-renewal, (PC#: 10-11-05/anx).
- n. Dominique Spano Chiu, Art Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Benjamin Franklin Middle school effective on September 01, 2018 through June 30, 2019, replacing employee #4842, non-renewal (PC#: 10-10-02/ajc).
- o. Felix Mejia, Grade 4 Teacher, at an annual salary of \$67,000 (TTEA Guide Ma/Step 6), assigned to Hawthorne Middle School effective September 01, 2018 through June 30, 2019, replacing Caleb Schaffer, resigned (PC#: 10-05-63/cea).
- p. Josh Luscombe, Special Education English Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Teaneck High School effective September 01, 2018 through June 30, 2019, replacing Ivory Mc Gee, retired (PC#: 10-12-33/bsz).
- q. Zeno Cho, Health and Physical Education Teacher, at an annual salary of \$60,000 (TTEA Guide MA/Step 1), assigned to Lowell Elementary School and Bryant Elementary School effective September 01, 2018 through June 30, 2019, replacing employee #3769, non-renewal (PC#: 10-06-08/aqp).
- r. Jessica Palmieri, Special Education Teacher, at an annual salary of \$58,200 (TTEA Guide BA/Step 5), assigned to Lowell Elementary School effective September 01, 2018 through June 30, 2019, replacing employee #3966 (PC#: 10-07-35/cdz).
- s. Emily Sloane, Special Education Teacher, at an annual salary of \$62,400 (TTEA Guide MA/Step 3), assigned to Whittier Elementary School effective September 01, 2018 through June 30, 2019, replacing employee #4758, non renewal (PC#: 10-04-32/bpi).
- t. Kerri Ann Sanders, School Nurse, at an annual salary of \$63,300 (TTEA Guide BA/Step 8), assigned to Bryant Elementary School effective September 01, 2018 through June 30, 2019, replacing Jane Mc Clean, retired (PC#: 10-06-74/apt).
- u. Shanice Jackson, Special Education Teacher, at an annual salary of \$60,000 (TTEA Guide MA/Step 1), Benjamin Franklin Middle School, effective September 01, 2018 through June 30, 2019, replacing Shakerra Malachi-Chang, resigned (PC#: 10-10-33/cfb).
- v. Mickell Taylor, Special Education Teacher, at an annual salary of \$64,100 (TTEA Guide MA/Step 5), Benjamin Franklin Middle School, effective September 01, 2018 through June 30, 2019, replacing Susan Haase, resigned (PC#: (10-10-34/cez).

w. Sean Gordon, Grade 5 Teacher, at an annual salary of \$71,000 (TTEA Guide MA+32/Step 5), Benjamin Franklin Middle School, effective September 01, 2018 through June 30, 2019, replacing Kelly Misol-Kulig, transferred, (PC#: 10-10-66/akn).

x. Bettina Peets, Dance Teacher, at an annual salary of \$67,000 (TTEA Guide BA/Step 9), Teaneck High School, effective September 01, 2018 through June 30, 2019, replacing Diana Baer, retired, (PC#: 10-12-25/adi).

y. Falilou Seck, French Teacher, at an annual salary of \$66,500 (TTEA Guide MA+32/Step 2), Teaneck High School, effective September 01, 2018 through June 30, 2019, replacing Catherine Dalal, retired, (PC#: 10-12-06/ags).

2. that the Board approve the following non-certificated staff appointments for the 2018-2019 school year, effective date as indicated:

a. Amanda Viera, Special Services Secretary, at an annual salary of \$56,070 (TTEA Sec Guide 12M C/Step 1), assigned to Special Services Department effective August 06, 2018 through June 30, 2019, replacing Louise Leslie, retired (PC# 30-19-72/bhd).

b. Milton Maye, Custodian, at an annual salary of \$37,517 (Operations Guide/Step 4), assigned to Bryant Elementary School, August 02, 2018 through June 30, 2019, replacing Peter Miele, retired (PC#: 50-06-89/bah).

3. that the Board approve the following certificated staff transfers for the 2018-2019 school year, effective September 01, 2018:

a. Jennifer Rome, Grade 1 Teacher at Lowell Elementary School, transferred to Grade 2 Teacher at Whittier Elementary School.

b. Kelly Misol-Kulig, Grade 5 Teacher at Benjamin Franklin Middle School, transferred to Grade 2 Teacher at Whittier Elementary School.

4. that the Board approve the following long term substitute teacher at \$260 per-diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:

a. Joey Hochgesang, effective September 04, 2018 through January 25, 2019, with no benefits, assigned to Thomas Jefferson Middle School, replacing Molly Neff.

b. Jolyann Schoeppler, effective September 05, 2018 through December 14, 2018, with no benefits, assigned to Hawthorne Elementary School, replacing Elizabeth Rieder.

c. Michelle Crosby, effective September 01, 2018 through June 30, 2018, with no benefits, assigned to Whittier Elementary School, replacing Katarina Hannawi.

5. that the Board approve the following job descriptions for the 2018-2019 school year:
  - a. Accounts Payable/Accountant (TTEA 12M B Sec Guide)
  - b. Accounts Payable/Receivable (TTEA 12M B Sec Guide)
  - c. Math Interventionist (TTEA Teacher Guide)
  - d. Supervisor of District Community Relations and Volunteer Services (Non-Affiliated)
  
6. that the Board approve the following resignations :
  - a. Angelina Martinez, Spanish Teacher, Bryant Elementary School, resignation, September 20, 2018, or sooner.
  - b. Stephen Welbert, Grade 1 Teacher, Whittier Elementary School, resignation, July 12, 2018.
  - c. Susan Haase, Special Education Teacher, Benjamin Franklin Middle School, resignation, September 11, 2018, or sooner.
  - d. James Dunn, Special Education Teacher, Bryant Elementary School, resignation, September 09, 2018, or sooner.
  - e. Olanrewaju Ipaye, Learning Disabilities Teacher Consultant, Special Services, resignation, September 11, 2018, or sooner.
  - f. Shakerra Malachi-Chang, Special Education Teacher, Benjamin Franklin Middle School, resignation, September 06, 2018, or sooner.
  - g. Nicole Esterow, Special Education Teacher, Benjamin Franklin Middle School, resignation, September 03, 2018, or sooner.
  
7. that the Board approve the following retirement:
  - a. Erika Soderman, Secretary, Human Resources Management, retirement December 31, 2018.

8. that the Board approves payment to Guidance Counselors, per Schedule C per diem rate of \$476.45, for services during the 2018 summer program, total cost not to exceed \$21,916.72:

<b>Teaneck High School re Guidance Summer Work = \$17,152.20</b>		
<b>11-000-218-104-73-15-G-H</b>	<b>Days/Schedule C</b>	<b>Max Payment</b>
Douglas Book	6	\$ 2,858.70
Lillian Garcia	6	2,858.70
Chiara Levy	6	2,858.70
Beth Fleischer	6	2,858.70
Jennifer Taylor	6	2,858.70
TBA	6	2,858.70

<b>BF Middle School re Guidance Summer Work = \$2,382.26</b>		
<b>11-000-218-104-73-15-G-F</b>	<b>Days/Schedule C</b>	<b>Max Payment</b>
Eve Klein	2.5	\$1,191.13
Michael Smith	2.5	1,191.13

<b>TJ Middle School re Guidance Summer Work = \$2,382.26</b>		
<b>11-000-218-104-73-15-G-L</b>	<b>Days/Schedule C</b>	<b>Max Payment</b>
Robert Davis	2.5	\$1,191.13
Jennifer Denard	2.5	1,191.13

9. Whereas, the district has a need to develop and manage volunteers from the community who will offer services and time to various schools for various needs requested by the school administration;

Whereas, Ms. Linda Kuhran will help to coordinate and manage these activities for the 2018/2019 school year in conjunction with the Coordination of Volunteers and Community Activities;

Resolved that Ms. Linda Kuhran receives a stipend in the amount of \$12,000 (\$1,000 monthly) for these activities.

10. that the Board approve Barbara Metzler, substitute general education teacher, to be employed on an as-needed, per diem basis, on the Child Study Team, September 4, 2018 through June 20, 2019, at the rate of \$50 per hour, in an amount not to exceed \$5,000.



11. that the Board approve payment to Shamara Walker, Speech Language Therapist, to provide evaluation services at \$600 per evaluation, after regular hours, during the 2018-2019 school year, and direct services at \$50 per hr, in an amount not to exceed \$6,000.
  
12. that the Board approve a third session of SAT Preparation Class, not to exceed the amount of \$2,300 each as listed below.
  - a. Ken Chung, Mathematics, at \$50.00 per hour working with students, not to exceed 22 hours and \$50.00 per hour, working without students, not to exceed 24 hours, total cost not to exceed \$2,300.
  
  - b. Paul Sheppard, Critical Reading/Writing, at \$50.00 per hour working with students, not to exceed 22 hours and \$50.00 per hour, working without students, not to exceed 24 hours, total cost not to exceed \$2,300.
  
13. that the Board approve the following Home Programming Parent Training Therapists be employed on an as-needed basis, at the rate of \$50/hr. during the 2018-2019 school year:
  - a. Brittany Butler
  - b. Stacie DiBona
  - c. Natasha Thomas
  
14. that the Board approve the re-appointment of the following TTEA Technicians for the 2018-2019 school year, effective July 01, 2018:
  - a. Alicia Pinetti, Technician, Eugene Field School at an annual salary of \$66,664 (TTEA Tech Guide/Step 9).
  
  - b. Amedeo Folcarelli, Technician, Eugene Field School at an annual salary of \$56,130 (TTEA Tech Guide/Step 6).
  
15. that the Board approve the following salaries of non-certificated staff for the 2018-2019 school year, effective July 01, 2018 through June 30, 2019 for twelve (12) month staff:

**BUSINESS OFFICE:**

<b><u>Name</u></b>	<b><u>Guide/Step</u></b>	<b><u>Salary</u></b>	<b><u>Differential</u></b>	<b><u>Total</u></b>
Hue Nikka Warner	Sec 12M A Step 6	\$72,100	\$3,893.40* (5.4%)	\$75,993.40

16. that the Board approve Amber Halpern at the flat rate of \$1200 for participating in the summer staff development workshop to revise curriculum for the Teaneck Academically Gifted and Talented Program (TAG).
  
17. that the Board approve Carolyn Garnes, substitute nurse for the Summer Literacy and Math Program at Lowell Elementary School, in the amount of \$800.00.
  
18. that the Board approve the position reclassification of Teacher of English (1 position), (PC#: 10-12-05/agg) to newly created Teacher Dean (1 position), for the 2018-2019 school year.

<b>Motion: S. Rodriguez</b>	<b>Second: H. Rose</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

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**Professional Development**

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Name: John Vahedi

School or Department: TORAH Academy of Bergen County

Conference/Seminar/Workshop: Hewlett Packard Prime Summer Institute

Location: Washington, District of Columbia

Dates: August 6, 7 and 8, 2018

Estimated Cost: \$1260 – Substitute Not Required (Grant Funded)

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Name: Marina Williams, Natasha Pitt

School or Department: Benjamin Franklin Middle School

Conference/Seminar/Workshop: Restorative Practices: Alternatives to Suspension

Location: Jersey City, New Jersey

Dates: July 30, 2018

Estimated Cost: \$270 – Substitute Not Required (Grant Funded)

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Name: Colette Brantley

School or Department: Hawthorne School

Conference/Seminar/Workshop: Responsive Classroom Course for Elementary Teachers

Location: New York, New York

Dates: August 8, 9 and 10, 2018

Estimated Cost: \$949 – Substitute Not Required (Grant Funded)

THE TEANECK PUBLIC SCHOOL DISTRICT

Human Resource Management

**POSITION DESCRIPTION**

**POSITION TITLE:** ACCOUNTS PAYABLE/ACCOUNTANT

**ADMINISTRATIVE RELATIONSHIP:** Reports to School Business Administrator and Assistant to School Business Administrator

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. Bachelor Degree in Accounting.
3. Experience in accounting for nonprofit; preferably in public school and accounts payable experience preferred.
4. Attention to detail and exceptional accuracy working with figures.
5. Ability to effectively use computer hardware and software applicable to assignment.
6. Ability to communicate effectively with staff, vendors and public, and work in a collaborative manner.
7. Demonstrated ability to work harmoniously in a multicultural, diverse community.
8. Proficient in Excel, Word, Power Point and other computer based skills.
9. Proficient in Accounting/Finance computerized systems.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Ensure accuracy of invoices, bill forms and purchase orders, research and resolve billing discrepancies, process payments, maintain files, review open purchase orders monthly.
2. Responds to inquiries from vendors, schools and departments regarding status of purchase orders or payments.
3. Process daily banking deposits and verify bank deposits are accurate and timely recorded.
4. Record daily receipts/revenue in CSI; enter and verify contras/refunds. Post reimbursements to CSI.
5. Routinely monitors open purchase orders for missing items. Follow up on orders 60 + days old with vendors, school or departments. Process all purchase order adjustments as needed such as, cancellations, excess/credits.
6. Maintain and process all tuition payments on out-of-district students with the assistance of special services. Prepare and manage tuition contracts and billings on received students.
7. Process outstanding check inquiries with bank and issue stop payments as needed.
8. Maintain files on all open and paid purchase orders. Review as necessary.
9. Prepare monthly expenditure board motion on payment of bills and payroll by Operating Fund.
10. Monitors and maintains central office petty cash fund and disburse funds upon request and establish petty cash funds for all departments.
11. Under the supervision of the Assistant to S.B.A., prepare and mail 1099 Miscellaneous Tax Forms.
12. Record and maintains the financial records of student activity. Routinely reviews the financial record of each activity fund to ensure the accounts are in compliance with the approved Standard Operating Procedures. Verify monthly bank reconciliations of the same for accuracy.
13. Assist the Payroll Department as needed with monthly medical, dental, disability bills, supplemental payroll, preparation of payroll agency check and other related task.
14. Verify payroll account distribution and post payroll to budget.
15. Assist in other routine duties and Business Office functions as required or assigned by the Assistant to B.A. or Business Administrator.
16. Respond to inquiries of the Finance Committee.
17. Assist in fiscal and calendar year-end closing.
18. Participate in in-service training program as directed by supervisor.
19. Implement the individual improvement plans as written into his/her evaluation report.
20. Perform any other duties as assigned by the Superintendent, as may add to the effectiveness of the education program of the Teaneck Public Schools.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other. The omission of specific statements does not exclude them from the position description.

**TERMS OF EMPLOYMENT:**

Twelve-month B position. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Township Education Association.

**EVALUATION:**

The annual performance evaluation will be based on this position description, any applicable state regulations and/or Board of Education policies.

# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

### POSITION DESCRIPTION

**POSITION TITLE:** ACCOUNTS PAYABLE/RECEIVABLE (GRADE B)

**ADMINISTRATIVE RELATIONSHIP:** Reports to School Business Administrator and Assistant to School Business Administrator

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. High school graduate; post -high school training in the principles of accounts payable, including computerized payables.
3. Four years' experience working with accounts payable/receivables, preferably in a public school.
4. Attention to detail and exceptional accuracy working with figures.
5. Ability to effectively use computer hardware and software applicable to assignment.
6. Ability to communicate effectively with staff, vendors and public, and work in a collaborative manner.
7. Demonstrated ability to work harmoniously in a multicultural, diverse community.
8. Proficient in Excel, Word, Power Point and other computer based skills.
9. Proficient in Accounting/Finance computerized systems.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Ensure accuracy of invoices, bill forms and purchase orders, research and resolve billing discrepancies.
2. Review all payments for applicable documentation – signed voucher, invoice and board approval if needed.
3. Maintain and process all tuition payments on out-of-district students with the assistance of special services.
4. Responds to inquiries from vendors, schools and departments regarding status of purchase orders or payments.
5. Process outstanding check inquiries with bank and issue stop payments as needed.
6. Maintain files on all open and paid purchase orders. Routinely monitors open purchase orders for missing items. Follow up on orders 60 + days old with vendors, school or departments.
7. Assist in the monthly preparation of the monthly expenditure board motion on payment of bills and payroll by operating fund as needed
8. Process general ledger checks and general ledger entries upon request.
9. Manages travel reimbursements request and verify reimbursements that are in compliance with NJ Administrative Code 6A:23A-7.1
10. Assigns new vendor codes, identifies and indicate 1099 vendors as applicable. Maintains files on W-9 and NJ Business Registration Certificates
11. Verify bank deposits are accurate and timely recorded.
12. Record daily receipts/revenue and reimbursements in CSI Budgetary System. Verify posting of revenue against deposit slips.
13. Monitors and maintains district's petty cash funds and replenishes funds upon request and receipts of purchases.
14. Under the supervision of the Assistant to S.B.A., prepare and mail 1099 Miscellaneous Tax Forms.
15. Prepares and mail Business Entity Disclosure Certification forms annually to qualifying vendors.
16. Perform and assist in other routine clerical duties and Business Office functions as required or assigned School Business Administrator.
17. Respond to inquiries of the Finance Committee.
18. Assist in monthly and year-end closing including compiling documentation for the annual school audit.
19. Participate in in-service training program as directed by supervisor.
20. Implement the individual improvement plans as written into his/her evaluation report.
21. Perform any other duties or responsibilities as assigned by the Superintendent, as may add to the effectiveness of the education program of the Teaneck Public Schools.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other. The omission of specific statements does not exclude them from the position description.

**TERMS OF EMPLOYMENT:**

Twelve-month B position. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Township Education Association.

**EVALUATION:**

The annual performance evaluation will be based on this position description, any applicable state regulations and/or Board of Education policies.

## Position Description

**POSITION TITLE:** Math interventionist

**ADMINISTRATIVE RELATIONSHIP:** Reports to building Principal and Supervisor of Instructional Programs

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. Valid New Jersey Instructional Certificate with endorsement in subject or area assigned.
3. Ability to work effectively with staff, parents, community members, and students to maintain and strengthen sound human relations for the improvement of the school program.
4. Demonstrated ability to work harmoniously in multicultural, diverse community.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Become familiar with established curricula.
2. Work specifically with students who require strategic and intensive intervention.
3. Develop differentiated daily and weekly lesson plans and instructional materials for submission.
4. Create a classroom environment which is conducive to learning and appropriate for the maturity and interests of the students.
5. Aid in fostering a student-centered system of intervention that effectively works to augment the achievement of all students and close the achievement gap.
6. Work alongside teachers and administrators to identify skill deficits and provide remediation which would allow students to successfully access and master grade level math content.
7. Administer student assessments in accordance with district testing policy and program, analyze results, and provide data driven instruction.
8. Communicate with parents and the community in accordance with school and district practice.
9. Participate in in-service training and continue improvement of professional competence through district sponsored staff development and self- initiated conferences/workshops/courses.
10. Attend staff and professional meetings.
11. Participate as an active member of the school community.

12. Perform, as assigned by the Superintendent or his/her designee, additional or alternate duties which are within the scope of employment and certification.

Position descriptions are established by the Human resources Management Office and adopted by the Board of education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences, or relief to equalize peak work periods or otherwise balance the workload, Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**

Ten month position. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Township education Association.

**EVALUATION:**

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

# THE TEANECK PUBLIC SCHOOLS

## Human Resource Management

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### POSITION DESCRIPTION

**TYPE OF POSITION:** NON-GUIDE

**POSITION TITLE:** SUPERVISOR OF DISTRICT COMMUNITY RELATIONS AND VOLUNTEER SERVICES

**ADMINISTRATIVE RELATIONSHIP:** Reports to the Superintendent of Schools

**ANTICIPATED START DATE:** August 1, 2018

#### ESSENTIAL QUALIFICATIONS:

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. Master's Degree in English/journalism or communications, plus experience in media, public relations, broadcast journalism and photography, including graphic arts and/or media production, marketing, or communications.
3. Experience in the general field of public relations, preferred; creative and innovative; and demonstrate initiative and meet deadlines.
4. Ability to develop and coordinate a positive public information program to maintain public support for, and confidence in, the Teaneck Public Schools.
5. Superior writing and interpersonal skills.
6. Proficient in project management and development of innovative programs that will aide in the success of Teaneck Students.
7. Ability to work effectively with staff, parents, community members, and students to maintain and build support for the schools, community, volunteers, and district programs.
8. Demonstrate ability to work harmoniously in a multicultural, diverse community.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### ESSENTIAL FUNCTIONS OF POSITION:

1. Set annual objectives for the district's public information program, and plan budget for meeting objectives.
2. Prepare press releases and media packets for the district and Teaneck Volunteer Program; serve as the Superintendent's liaison to the press when reporters seek information; alert the press to possible feature stories and upcoming events; arrange press conferences as required.
3. Manage all information service platforms of the Teaneck Public School system including the district website and social media platforms.
4. Attend at the request of the Superintendent of Schools monthly workshop and public meeting of the Board of Education; be available to attend any other special committee or public meeting of the Board of Education at the request of the Superintendent; assist reporters at meetings.
5. Prepare publicity and literature or communications proposed by the Board and/or Administration for the school public relations program, including gathering information, writing articles and publications, TV scripts, and follow through on production.
6. Generate appropriate volunteering opportunities and role descriptions based on the needs of the Teaneck Public Schools.
7. Raise staff awareness of the role and the function of volunteers.
8. Promote volunteering opportunities (internally and externally) through recruitment and publicity strategies and campaigns.
9. Schedule, plan, and deliver training sessions for all volunteers and ensure ongoing support for volunteers.



10. Schedule and plan annual June reception for volunteers to acknowledge and offer gratitude for their service.
11. Interview and recruit volunteers and ensure they are appropriately matched and trained for a position in the District.
12. Arrange special projects and events and provide public relations services to promote school programs as directed by the Superintendent.
13. Cooperate with the curriculum department and other staff members, as appropriate, in assisting with publicizing/televising performances, exhibitions, athletic events, displays or special programs.
14. Develop and maintain collaborative relationships with different sectors of the school and community such as realtors, merchants, senior citizens, working parents, PTA groups, public library, recreation department, Fairleigh Dickinson University, Holy Name Hospital, and municipal departments.
15. Implement the individual improvement plans as written into his/her observation and/or evaluation reports.
16. Perform, as assigned by the Superintendent, additional or alternate duties which are within the scope of employment and certification.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other.

#### **TERMS OF EMPLOYMENT:**

Twelve month position. Non-guide designation. Salary to be established by the Teaneck Board of Education.

#### **EVALUATION:**

The annual performance evaluation will be based upon this position description, any applicable state regulations and/or Board of Education policies. Annual performance evaluation for this position will include but will not be limited to the following:

1. Development, implementation, and evaluation of the district communications plan in collaboration with the Superintendent of Schools and Teaneck Public School community.
2. Implementation of communications vehicles to create momentum and awareness of the Teaneck Public Schools.
3. Coordination of district webpage ensuring that new and consistent information (article links, stories, and events) are posted regularly.
4. Creation and training of volunteer job descriptions, activities, and training materials.
5. Arranging for an annual public appreciation of district volunteers.

**SALARY RANGE:** \$75,000 - \$85,000