

Minutes of the proceedings of the **PUBLIC WORK MEETING** held on Wednesday, May 8, 2019, in the Eugene Field Administration Building, Margaret Angeli Staff Development Room, at 8:00 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 Public Work Session Meeting of the Teaneck Board of Education, held on Wednesday, May 8, 2019, in the Eugene Field Administration Building, Margaret Angeli Staff Development Room, at 8:00 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 January 10, 2019."

**III. Roll Call**

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

**IV. Reaffirmation of 2018/19 District Goals**

**V. Superintendent's Report**

- Board Presentations

~ Ms. Trina Moschella, Supervisor Math & Science

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

- Ed Ha, TOPS 5k run- a great success, thank you for your support- 500 participants
- 3 PTOs/PTAs chess competition on May 19th
- Thank you Mr. LoGiudice for your help

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

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

**VIII. Executive Session (required)**

Ms. Fisher motioned to convene the Executive session at 9:40pm. Said motion was seconded by Mr. Rodriguez and followed by unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: S. Rodriguez</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. Fisher (Victoria)	x			
Mr. Ramirez (Martin)				x
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)				x
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)				x
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)				x

Ms. Fisher then motioned to adjourn the Executive session at 11:30pm. Said motion was seconded by Mr. Rodriguez and followed by unanimous vote.

**IX. Adjournment**

Ms. Fisher motioned to adjourn the workshop meeting at 11:31 pm. Said motion was seconded by Mr. Rodriguez and followed by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: S. Rodriguez</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. Fisher (Victoria)	x			
Mr. Ramirez (Martin)				x
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)				x
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)				x
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)				x

Respectfully submitted,

Melissa Simmons  
Business Administrator/Board Secretary

## **Teaneck Public Schools**

### **Goals for 2018-2019**

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

**GOAL 2: Teachers and administrators in the Teaneck Public Schools will continue the development of the skills, knowledge, and understanding necessary to support students.**

**GOAL 3: The Teaneck Public Schools will be proactive in creating safe and inclusive school environments for students and adults by utilizing support services available in the community.**

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

**GOAL 5: The Teaneck Public Schools will explore additional revenue sources to support goals 1-4 beyond local and state aid to further its educational mission.**

**POLICY**

**MAY 8, 2019**

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

1. 000.2 - Introduction
- 0132 - Executive Authority
- 0134 - Board Self-Evaluations
- 0152 - Board Officers
- 9180 - School Volunteers
- 9181 - Volunteer Athletic Coaches & Co-Curricular Activity Advisors/Asst.
- 9150 - School Visitors
- 0169.02 -Board Members Use of Social Networks

**BOARD OPERATIONS**

**MAY 8, 2019**

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 and the Regular Public Meeting held on April 10, 2019 and April 24, 2019.

**SCHOOL OPERATIONS and  
CURRICULUM**

**MAY 8, 2019**

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

1. that the Board approve the following Teaneck High School student Interns who would volunteer in the Extended School Year program, June 24, 2019 through August 5, 2019, as part of their graduation requirement to participate in Community Service.
  1. Alyssa Morris
  2. Davekia Bennett
  3. Kierra Raheem
  4. Jazmyne Warner
  5. Candace Guthrie
  6. Glenny Velez
  7. Summer Smith
  8. Anadorys Romero
  9. Wendy Morocho
  10. Jessica Baboolal
  
2. that the Board approve payment to Liberty Science Center to conduct a professional development training for 29 teachers at Benjamin Franklin Middle School on June 3, 2019, in an amount not to exceed \$1,000. Title I funds this professional development, Account # 20-231-200-320-22-58-I-F.
  
3. that the Board approve with grateful appreciation a donation of books in the value of \$500 from the Jewish Federation of Northern New Jersey. The books will be given to Bryant Elementary School to bolster three classroom libraries.

**FINANCE AND BUDGET**

**MAY 8, 2019**

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 payment of the following 2018-2019 bills and payroll, as detailed in lists attached to the Minutes of this meeting, including adjustments to previously approved bill payments, and that the Business Administrator/Board Secretary be hereby authorized to release the warrants in payments of these bills per the list appended to and made part of the minutes.

**MARCH 1, 2019 through MARCH 31, 2019**

General	Fund 10	\$10,592,902.60
Special Revenue	Fund 20	\$520,003.15
Enterprise	Fund 60	\$33,273.42
Food Service	Fund 61	\$283,176.47
<b>Total of Approved Payments</b>		<b>\$11,429,355.64</b>

- 2. that the Board approve 2018-2019 budget transfers, previously approved by a member of the Finance Committee, which are attached and a part of the official record.
  
- 3. **WHEREAS**, the Board of Education has received the Report of the Board Secretary and the Report of the Treasurer of School Monies for the month of March 2019 and determined that both reports are in agreement; and  
**WHEREAS**, in compliance with N.J.A.C. 6A:23A-16.10(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education except as noted; now  
**BE IT RESOLVED**, that in compliance with N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that, after review of the secretary’s monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c)4, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year (which would become a part of the Minutes of this meeting); and  
**BE IT FURTHER RESOLVED**, that pursuant to P.L. 2004 Ch. 73 (S-1701), the Board certifies that after a review of the Secretary’s Monthly Financial Report and upon consultation with the appropriate district officials, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the Executive County Superintendent.



4. 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 \$0) (District funded \$1953.80) total cost \$1,953.80.
5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (Grant Funded \$293.32) and (District Funded \$3,824.97) (Parent Funded \$3,910) (Forum \$152.00) total cost \$8,180.29.
6. that the Board approve the attached list of Student Fundraising activities by school.
7. that the Board approve the contracts, for out-of-district tuition, for students who would require a special education program during the 2018-2019 school year, as per the attached list.
8. that the Board approve the contracts with those clinicians and agencies on the attached list who would provide related services and / or independent evaluations during the 2018-2019 school year.
9. that the Board approve the amendments to the Chapter 192/193 Non-Public Services grant for an increase in funding provided to Teaneck, as reflected in the funding statements appended to and made a part of the Minutes. This funding is provided to the Teaneck School District by the New Jersey Department of Education to provide additional Chapter 192, Compensatory Education, and Chapter 193, Supplemental Instruction, Annual Reviews, Initial Evaluations to determine eligibility for Special Education and Speech Services.
10. that the Board approve the Agreement with Bergen County Special Services School District, for the 2019-2020 school year, to provide Chapter 192/193 Services (Compensatory Education, ESL, Home Instruction, Examination and Classification, Annual Review, Speech Correction and Supplemental Instruction), in accordance with the fees approved by the NJDOE.
11. that the Board approve the letter of intent to partnership with AUCC Academy, with the principal address on 50 Oakdene Ave., Teaneck, NJ 07666 in providing four classrooms to serve 60 students in the preschool program for the 2019-2020 school year (see letter attached).

12. that the Board agree to continue as a full member for all services in the **Bergen County Region V Council for Special Education** for the 2019-2020 school year; does hereby accept, adopt and agree to comply with the Region V bylaws and; designates Dr. Christopher Irving, Superintendent of schools as its representative of Region V; and empowers him to cast all votes and take all other actions necessary to represent its interest in Region V; and the Board further approves the joint Transportation Agreements for all out of district students who are transported through Region V.
13. that the Board approve an Agreement with **South Bergen Jointure Commission**, an approved Coordinated Transportation Service Agency, for the purpose of transporting students, in accordance with Chapter 53, P.L. 1997, for the 2019-2020 school year and submits this Agreement to the Executive County Superintendent of Schools for approval; and said services to be provided include, but are not limited to, the coordinated transportation of Vocational, Special Education, and non-public private school; and all routes are subject to an administration fee by the South Bergen Jointure Commission.
14. that the Board approve an Agreement with the **Union County Educational Services Commission**, an approved Coordinated Transportation Service Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997, for the 2019-2020 school year, and submits this Agreement to the Executive County Superintendent of Schools for approval; services to be provided include, but are not limited to the coordinated transportation of Special Education students.
15. that the Board approve an Agreement with **Englewood Public Schools**, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997, for the 2019-2020 school year, and submits this Agreement to the Executive County Superintendent of Schools for approval; services to be provided include, but are not limited to the coordinated transportation of Special Education students and choice school students.
16. that the Board acknowledges that Whittier Elementary School successfully conducted its second emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 7:40 am at the location of West Englewood Ave and Essex Street on March 26, 2019; Pedro Valdes & Linda Harrison oversaw the drill and Michael Diehl, Keith Orapello, Janine Lawler, Michelle Crosby, James D Micelli and Emily Sloane were the staff members in charge. The following bus routes were included in the drill: Route #4 Buses A,B,C,D,E,F; Vans 4A, 4B, 4C & 4D.

17. that the Board acknowledge that the Hawthorne Elementary school successfully conducted its second emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:15 am at the location of Lucy Avenue on April 2, 2019; Emilio Jennette oversaw the drill and Amber Halpern, Ranisha McClendon, Rahena Loskor, Danielle Amato, Maria Garcia Iglesias, and Shantel Wilson were the staff members in charge. The following bus routes were included in the drill: Route #5 Buses A, B, & C Vans 5A, 5B, HV1 & Durham Van IN199.
18. that the Board acknowledges that Lowell Elementary School successfully conducted its second emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:40 am at the location of Lowell school back parking lot on April 23, 2019; Antoine Green and Alexis Ryerson oversaw the drill. The following bus routes were included in the drill: Route #7 Buses A, B, C, D & E Vans LV1, LV2, & LV3.
19. that the Board acknowledges that Bryant Elementary School successfully conducted its second emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:20 am at the location of Bryant School Bus Lane off of Tryon Ave on April 2, 2019; Leslie Abrew oversaw the drill and Stephanie Baer was the staff member in charge. The following bus routes were included in the drill: Route #6 Buses A, C, D & E Vans V6A, V6B, V6C, BV1 & BV2.
20. that the Board acknowledges that Benjamin Franklin Middle School successfully conducted its second emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 3:00 pm at the location of 1315 Taft Road outside of front of the school on April 2, 2019; Marina Williams oversaw the drill and was the staff member in charge. The following bus routes were included in the drill: Vans BF1, BF2, BF3, BF4, and BF5.
21. that the Board acknowledges that Thomas Jefferson Middle School successfully conducted its second emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 3:00 & 3:15 pm on March 28, 2019, on March 28, 2019 at the location of the Fycke Lane Parking Lot; Enoch Nyamekye oversaw the drills and was the staff member in charge. The following bus routes were included in the drill: Vans TJ1, TJ2 & TJ3.
22. that the Board acknowledges that Teaneck High School successfully conducted its second emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 3:22 pm on April 23, 2019 at 7:55 AM & 2:55 pm at the location On Elizabeth Ave outside of entrance 2; Kurt Ceresnak oversaw the drills and Lisa Azria was the staff member in charge. The following bus routes were included in the drill: Vans THS1, THS2, THS3 (IN387) & THSLIFT.

23. that the Board acknowledges that Christ Episcopal Church successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:20 am at the location of the church parking lot on the Essex Street side on April 24, 2019; Fayth Petrucci and Gervonn Rice oversaw the drill and Kimberly Edge, Samina Farooq & Antonia Hernandez were the staff member in charge. The following bus routes were included in the drill: CEC1.
24. that the Board approve the attached renewals of the Teaneck Transportation Contracts to provide transportation for Non-Public Private, Special Education, Charter, Technical and Public school students, for the 2019-2020 school year, and submits these Agreements to the Executive County Superintendent of Schools for approval.
25. that the Board approve, pursuant to PL 2015, Chapter 47 the renewal, awarding or permitting to expire contracts (a copy of which is available for public review in the Teaneck Board of Education Business Office) previously awarded by the Teaneck Board of Education. These contracts are, have been, and will continue to be in full compliance with all State and Federal Statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, N.J.A.C. Chapter 23 and Federal Uniform Administrative Requirements 2CFR, Part 200.
26. that the Board approve the contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its Administration and the Middlesex Regional Educational Services Commission for the 2019-2020 school year, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services. Pursuant to provisions of N.J.S.A. 40A:11-11(5), the school Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency. The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.
27. that the Board approve the contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its Administration and the Hunterdon County Educational Services Commission for the 2019-2020 school year, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services. Pursuant to provisions of N.J.S.A. 40A:11-11(5), the school Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency. The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

28. that the Board approve, per Title 18A:18A-10, the need, on a timely basis, to procure goods and services utilizing State Contracts and the Teaneck Board desires to authorize its Purchasing Agent for the 2019-2020 school year to make any and all purchases to meet the needs of the school district throughout the school year.
29. that the Board accept the recommendation of the Superintendent of Schools to approve the procurement of goods and services through the cooperative bidding services of Educational Data Services for the 2019-2020 school year.
30. that the Board of Education award and approve the contract with Maschio's Food Services, 525 E. Main Street, Chester, NJ 07930, for the 2019-2020 school year:
  - Management Fee \$63,600
  - Guarantee Return \$75,000
31. that the Board approve the appointment of Phoenix Advisors, LLC, 4 West Park Street, Bordentown, New Jersey 08505, as Municipal Advisor of record, and for Continuing Disclosure Agent services for the 2019-2020 school year, at a fee of \$1,000 for all-inclusive disclosure services (for up to three outstanding issues) plus **\$200** for an issue on which Phoenix Advisors acts as Municipal Advisor or **\$450** if Phoenix Advisors is not engaged as Municipal Advisors on the issue.
32. **WHEREAS**, the District advertised Bid on March 14, 2019 for the Corridor Door Replacement at Whittier Elementary School and Bryant Elementary Schools. On April 3, 2019, the district received the Bids. The Evaluation team met and evaluated the Bid received and awarded to C&M Door Controls. The Business Administrator recommends that the Bid be awarded to the C&M Door Controls, Inc. located at 20 Markley Street, Port Reading, NJ 07064 in an amount not to exceed \$232,000.00 (see attached Bid Results from the architect).
33. that the Board approve the District advertised Request For Proposal for Audit Services. On April 30, 2019 the district received three proposals. The Evaluation team met and evaluated the proposals. The Business Administrator will award one vendor.
34. that the Board approve the District advertised Request For Proposal for Nursing Services. On April 30, 2019 the district received proposals. The Evaluation team met and evaluated the proposals.

35. that the Board approve the following resolution:

**WHEREAS**, the District has to advertise for Related Services for Special Education for the 2019-2020 school year,

**WHEREAS**, the Purchasing Agent/Business Administrator advertised for Request For Proposal and on April 30, 2019 proposals were received. An evaluation team was selected and proposals were evaluated.

**NOW THEREFORE BE IT RESOLVED**, that based on the evaluations of the committee, the Business Administrator recommends that the Board approve the following vendors for Related Services for the school year 2019-2020.

36. that the Board approve the following Bid extension for the 2019-2020 school year in accordance with the N.J.S.A. 18A:18A-42. to the Interstate Waste Services of New Jersey, Inc for trash removal for the school year 2019-2020. The terms and conditions would remain the same as the original bid amount of \$71,077.72.

## PERSONNEL

**MAY 8, 2019**

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, following a 90- day probationary period, effective dates as indicated, pending criminal history review:
  - a. Jaclyn Kiely, French Teacher, at an annual salary of \$54,500 (TTEA BA Guide/ step 1) assigned to Thomas Jefferson Middle School, effective on a date to be determined through June 30, 2019, replacing Diana Shults, rescinded (PC#: 10-11-06/cdr).
  - b. Patricia Dent, Director of School Innovation, ELA and ESL, at an annual salary of \$152,107 (TAAS Guide) assigned to Curriculum and Instruction, at Eugene Field School, effective July 01, 2019 through June 30, 2020, new position.
  
2. that the Board approve the following non-certificated staff appointments, following a 90- day probationary period, effective date as indicated, pending criminal history review:
  - a. Oleksandr Melnychuk, Electrician/General Mechanic, at an annual salary of \$70,954 (Operations Guide/step 15), assigned to Operations and Maintenance, effective on a date to be determined through June 30, 2019, replacing employee ID# 5236, terminated (PC#: 52-16-89/awa).
  - b. Karla Starks, Business Comptroller/Assistant Board Secretary, at an annual salary of \$120,000 (off-guide) assigned to the Business Office, at Eugene Field School, effective July 01, 2019 through June 30, 2020, new position.
  - c. Nikka Hue Warner, Manager of Payroll, Pension and Benefits, at an annual salary of \$100,000 (off-guide) assigned to the Business Office, at Eugene Field School, effective July 01, 2019 through June 30, 2020, new position.
  - d. Teresa Corallo, Director of Community Relations and Registration Services/ Chief of Staff, at an annual salary of \$110,000 (off-guide), assigned to the Superintendent's Office, at Eugene Field School, effective July 01, 2019 through June 30, 2020, new position.
  
3. that the Board approve the resignation of the following staff member:
  - a. Jennifer Janeira, School Psychologist, Teaneck High School, effective June 30, 2019.

4. that the Board approve the following actions, as recommended by the Superintendent, with regard to non-tenured personnel:
  - a. That non-tenured instructional personnel (List #1 filed with the official minutes of this meeting of the Board of Education) and non-tenured administrative personnel (List #1A filed with the official minutes of this meeting of the Board of Education) be notified by Human Resource Management that it is the Board's intention to offer each a contract for the 2019-2020 school year.
  - b. That non-tenured instructional personnel (List #2 filed with the official minutes of this meeting of the Board of Education) and non-tenured administrative personnel (List #2A filed with the official minutes of this meeting of the Board of Education) be notified by Human Resource Management that they will not be offered a contract for the 2019-2020 school year.
  
5. that the Board accept the following recommendations from the Superintendent regarding non-tenured secretarial personnel:
  - a. that the non-tenured secretarial personnel (List #3 filed with the official minutes of this meeting of the Board of Education) be notified by Human Resource Management that it is the Board's intention to offer each employment for the 2019-2020 school year.
  
6. that the Board approve the appointment of Adrienne Williams as Team Leader for the Whole School, Whole Community Whole Child School Health NJ Project Grant effective January 2019 through June 30, 2019, at a grant funded stipend of \$4,000.
  
7. that the Board approve the annual stipend of \$9,000 for the position of Affirmative Action Officer, and compensate Tunde Adedoyin, Manager of Human Resource Management and Compliance, for performing this responsibility during the 2018-2019 school year.



8. that the Board approve the following certificated staff for participating in Hawthorne Elementary School's Summer Literacy and Mathematics Programs effective June 27, 2019 through July 26, 2019, at a rate of \$50 per hour.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Hours</u></b>	<b><u>Stipend Amount (not to exceed)</u></b>
a. Jemara Blount	Teacher	84	\$4,100
b. Jessica Brown	Teacher	84	\$4,100
c. Jennifer Cortez	Teacher	84	\$4,100
d. Nisrene Hammoud	Teacher	84	\$4,100
e. Eleftheria Hondros	Teacher	84	\$4,100
f. Colette Brantley	Coordinator	110	\$5,500

9. that the Board approve the following job descriptions (attachment) for the 2019-2020 school year:

- a. Master Teacher (updated)
- b. Preschool Intervention and Referral Team (PIRT)
- c. Coordinator - State, Local, and Federal Grants
- d. Supervisor - Science, Engineering and Technology
- e. Technology Support Specialist Level 1
- f. Technology Support Specialist Level 2
- g. Technology Support Specialist Level 3

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## 0000.02 INTRODUCTION

### Definitions

The following terms used in these bylaws, policies, and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Teaneck.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey **Student Learning Standards** ~~Core Curriculum Content Standards and the Common Core State Standards initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor’s Association (NGA) in partnership with other national organizations.~~

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district. ~~“Executive County Superintendent” means the “County Superintendent.”~~

“Day” means a calendar day.

“**Division of Youth and Family Services**” or “**DYFS**” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.

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**“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”**

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

**“New Jersey Student Learning Standards” or “NJSLS” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.**

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

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“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in a school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

## Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;

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4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

## Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

## Citations

Bylaws, policies and regulations may contain citations to the following codifications of State and Federal laws and regulations:

1. United States ~~Code Statutes~~ – **U.S.C.**  
~~20 U.S.C.A. Education~~
2. United States Regulations – **Code of Federal Regulations (C.F.R.)** ~~34 C.F.R. Education~~
3. New Jersey Statutes

N.J.S.A. 2C Code of Criminal Justice  
N.J.S.A. 9 Children-Juvenile and Domestic Relations  
N.J.S.A. 10 Civil Rights  
N.J.S.A. 11 Civil Service  
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance  
N.J.S.A. 18A Education  
N.J.S.A. 19 Elections  
N.J.S.A. 24 Food and Drug  
N.J.S.A. 26 Health and Vital Statistics  
N.J.S.A. 27 Highways  
N.J.S.A. 30 Institutions and Agencies  
N.J.S.A. 34 Labor and Worker's Compensation  
N.J.S.A. 36 Legal Holidays  
N.J.S.A. 39 Motor Vehicles and Traffic Regulation  
N.J.S.A. 41 Oaths and Affidavits  
N.J.S.A. 45 Professions and Affidavits  
N.J.S.A. 47 Public Records

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# BYLAW GUIDE

N.J.S.A. 52 State Government, Departments, and Officers

N.J.S.A. 53 State Police

N.J.S.A. 54 Taxation

N.J.S.A. 59 Tort Claims

## 4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law

N.J.A.C. 6 & 6A Education

N.J.A.C. 8 Health

N.J.A.C. 10 Human Services

N.J.A.C. 13 Law and Public Safety

N.J.A.C. 17 Treasury-General

### Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

### Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Board Secretary and shall be the manual to which all others may be compared for accuracy.



# BYLAW GUIDE

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Executive Authority

## 0132 EXECUTIVE AUTHORITY

{The Board of Education shall exercise its executive power in part by the appointment of a Superintendent as Chief School Administrator, who shall enforce the statutes of the State of New Jersey, rules of the State Board of Education, and policies of this Board.

The Superintendent shall prepare regulations for the administration of the school district that are ~~not inconsistent~~ with statutes or rules of the State Board of Education and are dictated by the policies of this Board. Administrative regulations shall be binding on the employees ~~of this district~~ and the pupils ~~in the schools of~~ this **school** district when issued and shall be provided to the Board for the information of Board members except where Board approval is required by law.

The Superintendent shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first **regular** Board meeting following the action.

The **Superintendent** shall have a seat on the Board and shall have the right to speak on all matters at meetings of the Board, but shall have no vote.

N.J.S.A. 18A:17-20

Adopted:



# BYLAW GUIDE

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BYLAWS  
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Board Self Evaluation

## 0134 BOARD SELF EVALUATION

~~The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability. The Board further believes that the improvement and growth of any institution depends upon an honest appraisal of its strengths and weaknesses. The Board accepts, therefore, responsibility for the conduct of a systematic program of self-evaluation and appraisal. The standards against which the Board will evaluate itself will be the educational goals, bylaws, and policies duly adopted by this Board.~~

**The Board of Education may determine to conduct a self-evaluation on a periodic or regular basis. In the event the Board determines to conduct a self-evaluation, it** ~~The Board will annually adopt an evaluation instrument that permits individual Board members to record their assessments of the~~ **conduct of the Board in fulfilling its responsibilities in accordance with applicable statutes and administrative codes** ~~conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community.~~

~~The assessments of Board members will be tabulated~~ **by the Board President or designee** and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board's **future conduct** ~~in the ensuing school year.~~

N.J.S.A. 18A:11-1





# BYLAW GUIDE

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Board Officers

## 0152 BOARD OFFICERS

The Board of Education shall organize **at its first regular meeting** by electing one of its members as President and another as Vice-President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a ~~roll-call~~ vote when the nominations for that office are closed. The candidate receiving ~~the votes of a~~ **majority vote of the members of the Board present and constituting a quorum** ~~[present and voting]~~ will be elected to office. ~~In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.~~

Voting shall take place by verbal roll call **vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]**

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the **Executive** County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote ~~of all~~ of the **Board members present and constituting a quorum** ~~of the Board~~. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the **Executive** County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:



# POLICY GUIDE

COMMUNITY  
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Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

## 9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Teaneck Board of Education (“Board) recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall be required to complete a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Athletic Director will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The Athletic Director will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

COMMUNITY



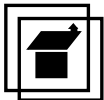
# POLICY GUIDE

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Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches may not be left alone to supervise students;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;
7. Volunteers shall exercise appropriate and responsible use of District technology, social media and information systems in accordance with Board Policies 4282, 4283, 4321 and 4322.
8. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any

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Volunteer Athletic Coaches and Co-Curricular



# POLICY GUIDE

## Activity Advisors/Assistants

confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;

9. Volunteer athletic coaches must consult with the Head Coach regarding any matters or questions regarding their duties and responsibilities;
10. Volunteer co-curricular activity advisors/assistants must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities;
11. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
12. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relieve of duties.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:



# POLICY GUIDE

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School Volunteers  
Mar 87

## 9180 SCHOOL VOLUNTEERS

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

An unpaid volunteer, as defined below, shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a “regular basis” throughout the school year.

For the purpose of this Policy, “regular basis” means volunteering services more than \_\_\_\_\_ occasions during a school year.

For the purpose of this Policy, a “volunteer” is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities less than \_\_\_\_\_ (same as above) occasions during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a “volunteer” for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.

Volunteers must be persons of known character, responsibility, and integrity

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.



# POLICY GUIDE

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School Volunteers

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.
9. Volunteers shall exercise appropriate and responsible use of District technology, social media and information systems in accordance with Board Policies 4282, 4283, 4321 and 4322.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:



# BYLAW GUIDE

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Board Member Use of Social Networks

## 0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, “social network(s)” shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. “Social networks” also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

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# BYLAW GUIDE

## Board Member Use of Social Networks

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board members;
2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

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# BYLAW GUIDE

## Board Member Use of Social Networks

6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.  
N.J.S.A. 10:4-6 et seq.

Adopted:



## 9150 – SCHOOL VISITORS

Section: Community

Date Created: March, 2012

Date Edited: August, 2017

In terms of in-person communications, this school system always has prided itself on its "open door policy" whereby parent(s) or legal guardian(s) or other citizens, by following the accepted procedures, may visit the schools to observe classes or to speak with teachers and administrators. However, to ensure safety and that the educational program continues undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

Except for the purpose of attending functions to which the public-at-large has been invited, no person will enter any school building under the control of the Teaneck Board of Education without first requesting, and then being approved for an official visit appointment with the school/building Principal and or his/her designee. Such appointment shall not be granted during the first **45 minutes** or the last **45 minutes** of any school day, as to be least disruptive to the instructional schedule.

The Teaneck Board of Education acknowledges that emergencies may arise, as such all persons desiring to visit a school building for any purpose will first call ahead to the school/building Principal and or his/her designee for emergency approval if possible. In the event that calling ahead for approval is not possible, all persons desiring to visit a school, shall report to the office of the Principal or person in charge to announce the purpose for which admission into the building is desired, and await the consent of the Principal or his/her designee.

The Principal or person in charge may then grant the permission sought by the person entering said building. Any person found in any building, who will have entered the building without first having reported to the office of the Principal or person in charge, will be subject to prosecution on charges of trespassing and be subject to such penalties as the law will allow.

For purposes of this policy, trespassers shall be defined as (a) persons who have not been authorized by the school Principal or district administrator to be in the school building or on school grounds and (b) pupils on out-of-school suspension who re-enter school property without authorization.

1. All school doors and school entranceways, including driveways, are to be posted with an official warning against trespassing and announcing the intention to prosecute any and all trespassers.
2. The police should be called when individuals ignore the posted warnings.

The governance of this policy shall be a primary responsibility of the Superintendent, who shall oversee its enforcement by school Principals.

N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 14 March 2012

## R 9150 SCHOOL VISITORS

### A. Definition

“Visitor” means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, “visitor” does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

### B.

#### Registration

1. Every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors not to proceed without registering in the school office.
3. The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Principal may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The Principal may give a permanent identification tag or badge to a trades person who makes regular and frequent visits to the school.
5. The Principal or office personnel designated by the Principal shall arrange for an escort to accompany each visitor to his/her destination except that the Principal may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, conduct the visitor to the



# REGULATION

# TEANECK BOARD OF EDUCATION

school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the Principal immediately.

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School Visitors

7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.
8. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

## C.

### Permission to Visit Classroom

1. Permission to visit a classroom in session must be sought from and granted by the Principal.
2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the Principal will so advise the visitor and suggest another time for the visit.
4. The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.
5. The parent(s) or legal guardian(s) who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal.
6. The Principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal. Each such guest speaker and observer must sign the school logbook.
8. The Principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. The



# REGULATION

# TEANECK BOARD OF EDUCATION

parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal the Principal's decision to the Superintendent, whose determination may be appealed to the Board of Education in accordance with Policy No. 9130.

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School Visitors

D.

## Limitations on Visits to School

1. Visitors are permitted in the schools only during school hours.
2. A visitor may remove a pupil from school only in strict accordance with Policy No. 5230.
3. A visitor may confer with a pupil in the school only with the approval of the Principal and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Principal.
7. The Principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of pupils in the classroom.

E.

## Disruptive Visitors

1. The Principal has complete authority to exclude from school premises any person whom he/she believes may:
  - a. Disrupt the instructional program;
  - b. Disturb teachers or pupils; or



- c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal may summon assistance from the Teaneck Police Department.

COMMUNITY  
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School Visitors

3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the Principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal may, in his/her discretion:
  - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
  - b. Secure the services of professional security personnel to monitor entrances; and/or
  - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

Issued: 14 March 2012



	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
T94	11-401-100-600-29-40-T-H	SUPPLIES/CLUBS, ETC/THS	(3,500.00)	
	11-401-100-890-29-40-T-H	OTHER EXP/CO-CURRIC/THS		3,500.00
	EXPLANATION: VALEDICTORIAN BREAKFAST AND EVENT SECURITY			
T95	11-000-213-100-74-10-0-6	CONTR SAL/NURSES/BRYANT	(6,000.00)	
	11-000-213-300-84-50-H-D	PRCH PROF SERVICES/MEDICAL		6,000.00
	EXPLANATION: SUB NURSING SERVICES			

\_\_\_\_\_  
FINANCE COMMITTEE SIGNATURE

\_\_\_\_\_  
DATE

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**Professional Development**

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Name: Nina Demaio

School or Department: Thomas Jefferson Middle School

Conference/Seminar/Workshop: Assistive Technology Tools to Support Dyslexia and Reading Disabilities

Location: Paramus, NJ

Date(s): May 15, 2019

Estimated Cost(s): \$75 – No Substitute Required - (Board Funded)

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Name: Gillian Iappelli, Shellian Mirander

School or Department: Thomas Jefferson Middle School

Conference/Seminar/Workshop: SPIRE Literacy Intervention

Location: New York, NY

Date(s): May 28, 2019

Estimated Cost(s): \$608 – Substitute Required - (Board Funded)

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Professional Development

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AMENDED

Name: Jovana Vlastic-Murusic, Ken Chung, Adina Lefkowitz, Sunletha Carter

School or Department: Teaneck High School

Conference/Seminar/Workshop: Conquer Mathematics Pacing Calendar - PreCalculus

Location: Pompton Plains, New Jersey

Dates: May 29 & 30, 2019

Estimated Cost: \$1270.80 – Substitute Required (District Funded)

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**Professional Development**

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Name: Dr. Irving, Terry Corallo, Lynne Crawford, David Murphy, Mohammed Saleh, Lisa Zucker

School or Department: Administration

Conference/Seminar/Workshop: Gang Awareness Training

Location: Bergen County Administration Bldg, One Bergen County Plaza, Hackensack, NJ

Date(s): May 22, 2019

Estimated Cost(s): \$ 0

Substitute Not Required

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**Field Trips**

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Name(s): Gianniil Hidalgo

School or Department: FORUM

10 Students

Trip Planned: Community Service Project

Location: Lowell School, Teaneck, NJ

Date(s): May 16, 2019

Depart: 3:00PM - Return: 5:00PM

Estimated Cost: \$152

Substitute Not Required

(Funded by FORUM Grant)

EXPLANATION: The students would complete community service projects while working together, practicing social skills and learning to give back

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**Field Trips**

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Name: Sandra Beckford, Lynne Crawford, Iris Hernandez, Nurse Broady, SE Secretary (Administration 5)

Staff: Self-contained Teachers (27), Music and PE Teachers (12), Paraprofessionals (41), CST (23)

Trip Planned: Ed Walsh Memorial Field Day

Location: FDU, Hackensack, New Jersey (Students 226)

Date(s): May 29, 2019 Depart: 9:00AM Return: 1:15PM

Estimated Cost: \$3673 - Substitutes Required (District Funded)

Hawthorne: MaryAnn Doris, Tara Webb, Audrey Lawton (Students 19)

Lowell: Stacie DiBona, LisaMarie Sgambati, Lauren Finizio, Angela Gigante, Carrie Williams, Tia Richardson, Ryan Natalia Daly, Dena Gochmonsky, Katelyn Parker, Fella Bentaleb, Mrcia Elam Moore, Tricia Genuis, Noha Ally, Lyazzat Mukhamakdiyeva, Muayad Salih, Marcela Vinueza, Hend Fathalla, Johanna Garcia, Marian Duran, Miryam Mendez (Students 45)

Whittier: Emily Sloane, Michelle Crosby, James Dimicelli, Janine Lawler, Keith Orapello, Magdalene Symmonds, Mathew Hackbarth, Brittany Ritterman, Alex Zarate, Stacy Whyte, Yomna Nasser-Elbayar, Mijalis Iordanidis (Students 43)

Benjamin Franklin: Coleen Pagan, Varel Graves, Elzbieta Biernacka, Angelina Cusack, Merin Matarazzo, William Mazerolle, Rush Clemons, Jamila Staten, David Martin, Alphanzo Smith, Janet Graham, Michael Kutiak, Ann Marie Thomas, Sharlene Campbell, Claudia Connoley, Anita Krohn, Erika Williams (Students 54)

Thomas Jefferson: Megan McBryde, Susan Carletta, Samantha Laliker, Lisa Rosen (Students 19)

Teaneck High School: Lisa Azria, Michelle Doonan, Elese Stanford, Susan Scarano, Valerie Henderson, Christopher Burke, Melissa Garrett, Emani Thornhill, Nagah Yousef, Farzana Kausar, Vanesa Rivadenera, Rabra Sabra (Students 23)

Music: LeeAnn Newland, (Students 20)

Physical Education: Linda Harrison, Darlene Bagnuolo, teacher who are available (max. 11)

Child Study Team: Who are available (max. 23)

Nurse: Sandy Broady

EXPLANATION: Students with disabilities in Teaneck's elementary, middle and high schools, in conjunction with the physical education department, would participate in fine and gross motor activities and games giving them the opportunity to celebrate their skills and abilities while taking part in a fun and empowering field day.

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**Field Trips**

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Name: Eve Klein, 2 parent chaperones  
School or Department: Benjamin Franklin Middle School  
Trip Planned: Care One  
Location: Teaneck, New Jersey 21 Students  
Date(s): May 28, 2019 Depart: 10:15 AM Return: 12:30PM  
Estimated Cost: \$151.97 – Substitute Not Required (District Funded)  
EXPLANATION: Students in the DREAMS program would develop a sense of awareness and understanding of community service.

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Name: Antoinette Bush, Lisa Rosen, Philip Martino  
School or Department: Thomas Jefferson Middle School  
Trip Planned: Buehler Challenger and Science Center  
Location: Paramus, New Jersey 136 Students  
Date(s): June 12, 2019 1 Group of 34 Students at 8:30 AM and 11:30 AM  
June 13, 2019 1 Group of 34 Students at 8:30 AM and 11:30 AM  
Estimated Cost: \$3910 – Substitute Required (Parent Funded)  
EXPLANATION: Students would be exposed to real world applications in the realm of space science.

---

Name: Nick Campestre, Yvonne Witter  
School or Department: Teaneck High School - FORUM  
Trip Planned: New Jersey Convention and Exposition Center – Construction Industry Career Day  
Location: Edison, New Jersey 6 Students  
Date(s): May 29, 2019 Depart: 8:00 AM Return: 2:00 PM  
Estimated Cost: \$293.32 – Substitute Not Required (Grant Funded)  
EXPLANATION: Students have expressed an interest in the trades and have not had an opportunity to speak with representatives from the trades. This will give them that opportunity.

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Name: Bryant, Hawthorne, Lowell, Whittier, Benjamin Franklin, Thomas Jefferson  
School or Department: Bryant to Elementary schools and Elementary to Middle schools  
Trip Planned To: Whittier, Hawthorne, Lowell, Benjamin Franklin Middle School and Thomas Jefferson Middle School  
Location: Teaneck, New Jersey Approximately 410 Students  
Date(s): May 30, 2019 Depart: 9:00 AM Return: 10:30 AM  
Estimated Cost: 9 buses at \$151.97 for the total cost of \$1,367.73  
EXPLANATION: Transportation for School Visits

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**Fundraising Activities by School**

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School or Department: Teaneck High School

Fundraising Activity: Ticket Sales to Dance Ensemble Performance

Sponsoring Organization: Dance Ensemble

Name of sponsors: Bettina Peets (staff member)

Participants: Students will sell to THS students and families

Location: THS lobby as determined by the principal's office

Date(s): May 9 - 11, 2019

Estimated funds to be raised by this activity: \$1,000

Funds to sponsoring organization: \$1,000

EXPLANATION: Funds would be used for dance costumes.

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OUT-OF-DISTRICT TUITION CONTRACTS 2018-2019

<b>STUDENT ID#</b>	<b>SCHOOL</b>	<b>TUITION</b>	<b>START DATE</b>
103731	Celebrate the Children	\$15,094.36	5/1/2019
TOTAL		\$15,094.36	

CLINICIANS 2018-2019

CLINICIAN	RATES	NOT TO EXCEED
Educational Services Commission of New Jersey	Bedside Instruction \$69/hr.	\$15,000.00
	<b>TOTAL</b>	\$15,000.00



CH192/193 Funding Statement and Additional Funding Request

04/15/2019

*UNOFFICIAL Funding Statement \**

County: 03-BERGEN

District: 5150-TEANECK TWP

2018-19 FUNDING STATEMENT FOR SERVICES UNDER CHAPTERS 192 & 193 LAWS OF 1977 AS AMENDED

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 192

<u>Program</u>	<u>2018-19 Rate/Pupil</u>	<u>Pupils</u>	<u>Alloc. for each Service 2018-19</u>	<u>Add'l Pupils</u>	<u>Additional 2018-19 Funding</u>	<u>Total 2018-19 Funding to Date</u>
Compensatory Education*	\$995.33 X	85 =	\$71,913.00	6	\$3,046.00	\$74,959.00
E.S.L.*	\$1,015.00 X	28 =	\$24,157.00	0	\$0.00	\$24,157.00
Transportation*			\$15,810.00		\$0.00	\$15,810.00
<b>Total Alloc. for CH.192 Services - 2018-19</b>			<b>\$111,880.00</b>		<b>\$3,046.00</b>	<b>\$114,926.00 (A)</b>

\* Prorated at 85%

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 193

<u>Program</u>	<u>2018-19 Rate/Pupil</u>	<u>Pupils</u>	<u>Alloc. for each Service 2018-19</u>	<u>Add'l Pupils</u>	<u>Additional 2018-19 Funding</u>	<u>Total 2018-19 Funding to Date</u>
Initial Exam & Class.*	\$1,326.17 X	71 =	\$90,392.00	47	\$59,836.00	\$150,228.00
Annual Exam & Class.*	\$380.00 X	95 =	\$34,656.00	25	\$9,120.00	\$43,776.00
Corrective Speech*	\$930.00 X	47 =	\$41,962.00	25	\$20,088.00	\$62,050.00
Supplemental Instr.*	\$826.00 X	89 =	\$70,573.00	70	\$54,715.00	\$125,288.00
<b>Total Alloc. for CH.193 Services - 2018-19</b>			<b>\$237,583.00</b>		<b>\$143,759.00</b>	<b>\$381,342.00 (B)</b>

\* Prorated at 96%

Total CH. 192/193 Allocation Payable (A + B): \$496,268.00

Calculated Monthly Payments:

SEP	\$34,946.00	NOV	\$42,619.00	JAN	\$43,640.00	MAR	\$50,614.00	MAY	\$66,633.00
OCT	\$41,225.00	DEC	\$43,639.00	FEB	\$49,341.00	APR	\$56,979.00	JUN	\$66,632.00

[Back to Report Menu](#)

[Print](#)

*\*Official monthly Funding Statements are available through [School Aid - School Aid Payments and Notices](#) website on the homeroom after requests have been certified and the payment is processed each month.*



“The People’s Community Center”

50 Oakdene Ave  
Teaneck, NJ 07666  
(201)525-2822  
[auccnj@gmail.com](mailto:auccnj@gmail.com)

Teaneck Board of Education  
Teaneck Public Schools  
One Merrison Street  
Teaneck, NJ 07666

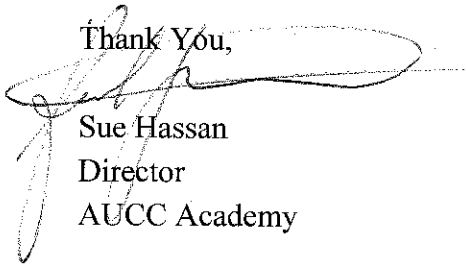
April 16, 2019

To Whom it May Concern;

Our organization would like to partner with the Teaneck Board of Education in providing a high quality preschool program for the 2019-2020 school year. We have four classrooms to serve a total of 60 students at our center. Please advise as to the steps that need to be taken to initiate the collaboration.

Please feel free to contact me with any questions you may have. My cell number is (201) 658-0641.

Thank You,



Sue Hassan  
Director  
AUCC Academy

RECEIVED

APR 24 2019

TEANECK BOARD OF EDUCATION  
BOARD OFFICE

**Special Education Transportation:**

		2019-2020	2018-2019	ORIGINAL		2019-2020	2019-2020		Increase	2019-2020
		Renewal	Per Diem	Per Diem	Estimated	Increase	Per Diem	Aide	Increase	Total
Company	Destination	Number	Vehicle	AIDE	Pupils	Percentage	Vehicle	Per Diem	Decrease	Cost
First Student	Teaneck HS Lift	13	170.26	40.30	4	0.0145	\$172.7288	\$40.30	\$8.25	38,345.18
D&M Tours	Bryant Van	16	227.15	50.00	14	0.0145	\$230.4437	\$50.00	\$1.50	50,479.86
D&M Tours	Bryant Van	16	227.15	50.00	14	0.0145	\$230.4437	\$50.00	\$1.50	50,479.86
D&M Tours	Bryant Van	16	227.15	50.00	14	0.0145	\$230.4437	\$50.00	\$1.50	50,479.86
D&M Tours	Hawthorne Van	16	113.57	None	14	0.0145	\$115.2168	\$0.00	\$1.50	20,739.02
D&M Tours	Hawthorne Van	16	113.57	None	14	0.0145	\$115.2168	\$0.00	\$1.50	20,739.02
First Student	Hawthorne LIFT	5	181.82	50.00	2	0.0145	\$184.4564	\$50.00	\$1.00	42,202.15
D&M Tours	Whittier Van	16	113.57	50.00	14	0.0145	\$115.2168	\$50.00	\$1.50	29,739.02
D&M Tours	Whittier Van	16	113.57	50.00	14	0.0145	\$115.2168	\$50.00	\$1.50	29,739.02
D&M Tours	Hawthorne	4	\$147.58	45.00	16	0.0145	\$149.7199	45.00	\$3.00	35,049.58
D&M Tours	Bryant	4	\$147.58	45.00	16	0.0145	\$149.7199	45.00	\$3.00	35,049.58
D&M Tours	Bryant	4	\$147.58	45.00	16	0.0145	\$149.7199	45.00	\$3.00	35,049.58
D&M Tours	Bryant	4	\$147.58	45.00	16	0.0145	\$149.7199	45.00	\$3.00	35,049.58
D&M Tours	Bryant	4	\$147.58	45.00	16	0.0145	\$149.7199	45.00	\$3.00	35,049.58
D&M Tours	Bryant	4	\$147.58	45.00	16	0.0145	\$149.7199	45.00	\$3.00	35,049.58
D&M Tours	Whittier	4	\$147.58	45.00	16	0.0145	\$149.7199	45.00	\$3.00	35,049.58
D&M Tours	Lowell Van	3	\$146.76	45.00	15	0.0145	\$148.8880	45.00	3.00	34,899.84
D&M Tours	Lowell Van	3	\$146.76	45.00	15	0.0145	\$148.8880	45.00	3.00	34,899.84
D&M Tours	Teaneck HS Van	3	\$146.76	45.00	12	0.0145	\$148.8880	45.00	3.00	34,899.84
D&M Tours	Teaneck HS Van	3	\$146.76	45.00	12	0.0145	\$148.8880	45.00	3.00	34,899.84
First Student	Ben Franklin Van	3	\$198.52	\$75.00	14	0.0145	\$201.3985	75.00	1.00	49,751.74
First Student	Ben Franklin Van	3	\$198.52	\$75.00	14	0.0145	\$201.3985	75.00	1.00	49,751.74
First Student	Ben Franklin Van	3	\$198.52	\$75.00	14	0.0145	\$201.3985	75.00	1.00	49,751.74
First Student	Ben Franklin Van	3	\$190.37	\$75.00	14	0.0145	\$193.1304	75.00	1.00	48,263.47
First Student	Ben Franklin Van	3	\$190.37	\$75.00	14	0.0145	\$193.1304	75.00	1.00	48,263.47
First Student	Ben Franklin Lift	3	\$230.08	\$75.00	3	0.0145	\$233.4162	75.00	1.00	55,514.91
First Student	T. Jefferson Van	3	\$198.52	\$75.00	14	0.0145	\$201.3985	75.00	1.00	49,751.74
First Student	T. Jefferson Van	3	\$198.52	\$75.00	14	0.0145	\$201.3985	75.00	1.00	49,751.74
First Student	T. Jefferson Lift	3	\$230.08	\$75.00	7	0.0145	\$233.4162	75.00	1.00	55,514.91
D&M Tours	Ext. School Year	16	\$140.19	36.00	15	0.0145	\$142.2228	36.00	\$0.00	5,346.68
D&M Tours	Ext. School Year	16	\$136.51	20.00	15	0.0145	\$138.4894	20.00	\$0.00	4,754.68
D&M Tours	Ext. School Year	16	\$119.31	26.00	15	0.0145	\$121.0400	26.00	\$0.00	4,411.20
D&M Tours	Ext. School Year	16	\$119.31	36.00	16	0.0145	\$121.0400	36.00	\$0.00	4,711.20
D&M Tours	Ext. School Year	16	\$119.31	36.00	14	0.0145	\$121.0400	36.00	\$0.00	4,711.20
D&M Tours	Ext. School Year	16	\$119.31	36.00	14	0.0145	\$121.0400	36.00	\$0.00	4,711.20
D&M Tours	Ext. School Year	10	\$103.07	44.00	15	0.0145	\$104.5645	44.00	\$0.00	4,456.94
D&M Tours	Ext. School Year	10	\$103.07	44.00	15	0.0145	\$104.5645	44.00	\$0.00	4,456.94
D&M Tours	Ext. School Year	10	\$96.64	None	15	0.0145	\$98.0413	0.00	\$0.00	2,941.24
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	Ext. School Year	3	\$117.08	34.35	16	0.0145	\$118.7777	34.35	\$0.00	4,593.83
D&M Tours	NJIT	17	\$153.97	None	6	0.0145	\$156.2026	None	\$0.00	C&I budget
									<b>Total:</b>	<b>1,230,188.70</b>

**NON-Public Transportation:**

			2019-2020	2018-2019		2019-2020	2019-2020	Increase	2019-2020
			Renewal	Per Diem	Estimated	Increase	Per Diem	Decrease	Total
RTE	Company	Destination	Number	Vehicle	Pupils	Percentage	Vehicle	Per Mile	Cost
F1	D&M Tours	Frisch School	18	146.12	54	0.0145	\$148.2387	1.83	26,682.97
F2	D&M Tours	Frisch School	18	146.12	54	0.0145	\$148.2387	1.83	26,682.97
F3	D&M Tours	Frisch School	18	146.12	54	0.0145	\$148.2387	1.83	26,682.97
F4	D&M Tours	Frisch School	18	146.12	54	0.0145	\$148.2387	1.83	26,682.97
F5	D&M Tours	Frisch School	14	134.64	54	0.0145	\$136.5923	1.69	24,586.61
S1	First Studen	Solomon Schechte	9	170.03	36	0.0145	\$172.4954	0.95	31,049.18
S2	First Studen	Solomon Schechte	9	170.03	37	0.0145	\$172.4954	0.95	31,049.18
YV1	D&M Tours	Yavneh Acad	18	227.41	48	0.0145	\$230.7074	0.00	41,527.34
YV2	D&M Tours	Yavneh Acad	18	222.09	44	0.0145	\$225.3103	0.00	40,555.85
YV3	D&M Tours	Yavneh Acad	18	227.41	48	0.0145	\$230.7074	0.00	41,527.34
YV4	D&M Tours	Yavneh Acad	18	265.1	53	0.0145	\$268.9440	0.00	48,409.91
YV5	D&M Tours	Yavneh Acad	18	225.09	45	0.0145	\$228.3538	0.00	41,103.68
YV7	D&M Tours	Yavneh Acad	18	202.39	42	0.0145	\$205.3247	0.00	36,958.44
YV8	D&M Tours	Yavneh Acad	18	241.64	49	0.0145	\$245.1438	0.00	44,125.88
YV9	D&M Tours	Yavneh Acad	18	222.8	46	0.0145	\$226.0306	0.00	40,685.51
YV10	D&M Tours	Yavneh Acad	18	186.47	39	0.0145	\$189.1738	0.00	34,051.29
YV12	D&M Tours	Yavneh Acad	18	1.52	PM Late Trip	0.0145	\$1.5420	0.00	277.57
YV13	D&M Tours	Yavneh Acad	18	1.52	PM Late Trip	0.0145	\$1.5420	0.00	277.57
YV14	D&M Tours	Yavneh Acad	18	1.52	PM Late Trip	0.0145	\$1.5420	0.00	277.57
YV15	D&M Tours	Yavneh Acad	18	1.52	PM Late Trip	0.0145	\$1.5420	0.00	277.57
YR1	First Studen	Yeshiva River Edge	4	\$134.13	39	0.0145	\$136.0749	1.00	24,493.48
YR2	First Studen	Yeshiva River Edge	4	\$134.13	39	0.0145	\$136.0749	1.00	24,493.48
YR3	First Studen	Yeshiva River Edge	4	\$134.13	39	0.0145	\$136.0749	1.00	24,493.48
YR4	First Studen	Yeshiva River Edge	4	\$134.13	39	0.0145	\$136.0749	1.00	24,493.48
YR5	First Studen	Yeshiva River Edge	4	\$134.13	39	0.0145	\$136.0749	1.00	24,493.48
YR6	First Studen	Yeshiva River Edge	4	\$134.13	39	0.0145	\$136.0749	1.00	24,493.48
YR7	First Studen	Yeshiva River Edge	4	\$134.13	39	0.0145	\$136.0749	1.00	24,493.48
YR8	First Studen	Yeshiva River Edge	4	\$132.08	39	0.0145	\$133.9952	1.00	24,119.13
YR9	First Studen	Yeshiva River Edge	4	\$132.08	39	0.0145	\$133.9952	1.00	24,119.13
YN1	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN2	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN3	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN4	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN5	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN6	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN7	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN8	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN9	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN10	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
YN11	First Studen	Yeshivat Noam	4	\$138.22	40	0.0145	\$140.2242	1.00	25,240.35
PC	John Leckie	Paramus Cath	4	\$150.49	33	0.0145	\$152.6721	1.87	27,480.98
BC	John Leckie	Bergen Catholic	4	\$78.81	13	0.0145	\$79.9527	1.87	14,391.49
BRUR	D&M TOURS	Bruriah HS	4	\$207.99	42	0.0145	\$211.0059	3.00	37,981.05
								<b>Total:</b>	<b>\$1,140,662.41</b>

**Public Transportation:**

			2019-2020	2018-2019		2019-2020	2019-2020		2019-2020	2019-2020
			Renewal	Per Diem	Estimated	Increase	Per Diem	PER DIEM	Decrease	Total
RTE	Company	Destination	Number	Vehicle	Pupils	Percentage	Vehicle	AIDE	Per Mile	Cost
C14A	D&M Tours	Charter School	18	217.2	51	0.0145	\$220.3494		\$0.00	39,662.89
C14B	D&M Tours	Charter School	18	217.2	54	0.0145	\$220.3494		\$0.00	39,662.89
C14C	D&M Tours	Charter School	18	202.25	52	0.0145	\$205.1826		\$0.00	36,932.87
A6	D&M Tours	Bryant School	20	145.56	36	0.0145	\$147.6706	50.00	\$2.10	35,580.71
C6	D&M Tours	Bryant School	20	145.56	20	0.0145	\$147.6706	50.00	\$2.10	35,580.71
D6	D&M Tours	Bryant School	20	145.56	21	0.0145	\$147.6706	50.00	\$2.10	35,580.71
E6	D&M Tours	Bryant School	20	145.56	27	0.0145	\$147.6706	50.00	\$2.10	35,580.71
A5	D&M Tours	Hawthorne School	20	145.56	39	0.0145	\$147.6706		\$2.10	26,580.71
B5	D&M Tours	Hawthorne School	20	145.56	35	0.0145	\$147.6706		\$2.10	26,580.71
C5	D&M Tours	Hawthorne School	20	145.56	32	0.0145	\$147.6706		\$2.10	26,580.71
A7	D&M Tours	Lowell School	20	145.56	38	0.0145	\$147.6706		\$2.10	26,580.71
B7	D&M Tours	Lowell School	20	145.56	30	0.0145	\$147.6706		\$2.10	26,580.71
C7	D&M Tours	Lowell School	20	145.56	45	0.0145	\$147.6706		\$2.10	26,580.71
D7	D&M Tours	Lowell School	20	145.56	29	0.0145	\$147.6706		\$2.10	26,580.71
E7	D&M Tours	Lowell School	20	145.56	52	0.0145	\$147.6706		\$2.10	26,580.71
A4	D&M Tours	Whitter School	20	145.56	44	0.0145	\$147.6706		\$2.10	26,580.71
B4	D&M Tours	Whitter School	20	145.56	47	0.0145	\$147.6706		\$2.10	26,580.71
C4	D&M Tours	Whitter School	20	145.56	49	0.0145	\$147.6706		\$2.10	26,580.71
D4	D&M Tours	Whitter School	20	145.56	45	0.0145	\$147.6706		\$2.10	26,580.71
E4	D&M Tours	Whitter School	20	145.56	24	0.0145	\$147.6706		\$2.10	26,580.71
F4	D&M Tours	Whitter School	20	145.56	44	0.0145	\$147.6706		\$2.10	26,580.71
G4	D&M Tours	Whitter School	20	145.56	39	0.0145	\$147.6706		\$0.00	26,580.71
TET1	First Studen	Teterboro Vocational	8	166.63	27	0.0145	\$169.0461		\$2.50	30,428.30
PT	D&M Tours	Paramus Vocational	4	\$181.37	20	0.0145	\$183.9999		3.00	33,119.98
									<b>total:</b>	<b>720,840.46</b>



(SENT VIA EMAIL: [msimmons@teaneckschools.org](mailto:msimmons@teaneckschools.org))

April 3, 2019

Teaneck Board of Education  
One Merrison Street  
Teaneck, NJ 07666

ATT: Melissa Simmons,  
Business Administrator / Board Secretary

**RE: Bid Results for:  
Corridor Door Replacement at Whittier E.S. and Bryant E.S.  
One Merrison Street  
Teaneck, NJ 07666  
D | R Project No. 3504**

Dear Ms. Simmons,

We are writing to you with the results of the bid opening held on April 3, 2019 for the following project:

Contract 1: Single Overall Contract- All Project Work for:  
**Corridor Door Replacement at Whittier E.S. and Bryant E.S.**

In attendance at the bid opening were:

- Melissa Simmons Business Administrator/Board Secretary, Teaneck Board of Education
- Anthony D'Angelo, Director of Facilities and Grounds, Teaneck Board of Education
- Colin Burke, Teaneck Board of Education
- Roderick G. Watkins, Senior Project Manager, Di Cara | Rubino Architects

**Contract 1: Single Overall Contract - All Project Work for** Corridor Door Replacement at Whittier E.S. and Bryant E.S.

A total of One (1) bid was received for this contract as per the attached recapitulation sheet, and the bid was as follows:

1. C&M Door Controls, Inc.	\$ 108,000.00
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A review for material defects in the Bid Documents of the lowest bidder is to be performed by the Board's Attorney. Copies of the lowest bidder's Proposals, Forms, Bid Bonds, etc., shall be forwarded to the Board Attorney.

In addition to the Base Bid amount, bidders were requested to submit a price for an alternate as listed in the specifications. A description of the alternate is as follows:

Alternate No. 1: State the cost difference to the Base Bid to provide and install additional doors and all associated work at Bryant Elementary School as shown on drawings.



April 3, 2019  
Melissa Simmons  
Page 2 of 2

The following are the results of the bid, along with the selected alternate, as discussed with all parties following the opening of the bids.

The Alternate No. 1 should be selected:

Based upon acceptance of the above, the revised contract amount would be as follows:

Name of Bidder	C & M Door Controls, Inc.
<b>Base Bid: (Whittier Elementary School Only)</b>	<b>\$ 108,000.00</b>
Alternate No.1 (Bryant Elementary School Only)	\$ 124,000.00
<b>Total Bid</b>	<b>\$ 232,000.00</b>

(\$5,000.00 Allowance for Unforeseen conditions is included into the Base Bid for Whittier Elementary School)

(\$5,000.00 Allowance for Unforeseen conditions is included into the Alternate No. 1 for Bryant Elementary School)

Based on the above, we take no exception to awarding **Contract 1: Single Overall Contract - All Project Work for Corridor Door Replacement at Whittier Elementary School & Bryant Elementary School to C & M Door Controls, Inc.** in the amount of **\$ 232,000.00.**

If you have any further questions regarding the above, please do not hesitate to contact our office.


Very truly yours,

Roderick G. Watkins, A.I.A.  
Senior Project Manager

RGW/

Attachment

cc: Dr. Chris Irving, Superintendent of Schools  
Anthony D'Angelo, Director of Facilities and Grounds  
Joseph A. Di Cara, AIA, LEED AP, Principal, Di Cara | Rubino Architects  
File

<b>PROJECT:</b>		<b>3504</b>					<b>BID TABULATION FORM</b>
Teaneck School District – Corridor Door Replacement @ Whittier E S & Bryant E S							<b>Di Cara   Rubino Architects</b>
<b>DATE:</b>	4/3/2019						30 Galesi Drive, Wayne, NJ 07470
<b>TIME:</b>	11:00AM						(973) 256-0202
<b>PLACE:</b>	BOE						Fax (973) 256-0227
<b>BIDDER</b>							
<b>C &amp; M Door</b>							
<b>BASE BID</b>							
(WHITTIER SCHOOL ONLY)							
			\$	108,000.00			
<b>ALTERNATE NO. 1</b>							
(BRYANT SCHOOL ONLY)							
			\$	124,000.00			
<b>TOTAL BID W/ ALTERNATE</b>							
			\$	232,000.00			



**THE TEANECK PUBLIC SCHOOL DISTRICT**  
**Human Resource Management**

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**POSITION DESCRIPTION**

**POSITION TITLE:** Early Childhood Master Teacher

**REPORTS TO:** Principal and Supervisor of Early Childhood Education

**ESSENTIAL QUALIFICATIONS:**

1. Hold a bachelor's degree and teacher certification from an accredited college or university. Master's Degree preferred;
2. Have a minimum of five years of experience teaching in preschool programs or related to early childhood education;
3. Have experience providing professional development to classroom teachers and/or mentoring teachers;
4. Have knowledge of the reflective coaching model;
5. Have knowledge and experience with developmentally appropriate assessments for young children as well as performance-based assessments (e.g., ESI - R, Teaching Strategies Gold or ECERS-3);
6. Have experience in implementing developmentally appropriate and state approved preschool curriculum;
7. Demonstrate knowledge and understanding of early childhood education, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to early childhood education;
8. Have the ability to work with early childhood stakeholders (e.g., classroom teachers, administrators, families, community member, family workers and social workers) for the purpose of supporting preschool students;
9. Have a valid driver's license with no serious violations;
10. Have excellent written and communication skills;
11. Hold one or more of the following certifications:
  - Preschool through grade three standard instructional certificate; or
  - Standard elementary school instructional certificate and the equivalent of two academic years of full-time experience teaching three- and four-year olds under the certificate in a position that would require the preschool through grade three endorsement; or
  - Standard New Jersey nursery school instructional certificate; or
  - Preschool through grade three endorsement in addition to other standard instructional certificate, except as indicated at N.J.A.C. 6A:9-11.2 and 11.7.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through a reflective cycle.
2. Informally observing, using structured observation instruments in preschool programs to assist with the implementation of the curriculum and the Preschool Standards
3. Plan specific goals and training opportunities, in consultation with the early childhood supervisor and building principal, for the purpose of training all early childhood staff members.
4. Ensure that systematic early childhood assessment occurs in the preschool program.
5. Reflect on own professional development needs, attend workshops, read research articles and consult with others for the purpose of growing as an instructional practitioner.
6. Confer regularly with the Community Parent Involvement Specialist to plan for smooth transitions for children entering preschool or who are going to kindergarten, and to assist in planning parent involvement activities.
7. Assist in providing and effectively organizing a variety of materials, equipment, media, and community resources to support the instructional program, using district approved procedures.
8. Exhibit a personality that demonstrates enthusiasm for early childhood education as well as interpersonal skills to relate well with students, teachers, staff, administration, parents and the community.
9. Support teachers who are instructing identified English learners and/or students who have IEPs.
10. Perform additional duties as assigned that are directly related to early childhood classroom improvement.

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:**

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

**SALARY RANGE:**

\$55,000 - \$118,929.50

**EVALUATION:**

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

*Board Approved: May 15, 2019*

# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

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### POSITION DESCRIPTION

**POSITION TITLE:** Preschool Intervention and Referral Team (PIRT) - Specialist

**REPORTS TO:** Principal and Supervisor of Early Childhood Education

**ESSENTIAL QUALIFICATIONS:**

1. Hold a bachelor's degree and teacher certification from an accredited college or university. Master's Degree preferred;
2. Have a minimum of three to five years of experience teaching in preschool programs or related to early childhood education;
3. Have experience in implementing developmentally appropriate and state approved preschool curriculum;
4. Demonstrate knowledge and understanding of early childhood education, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to early childhood education;
5. Have extensive knowledge regarding early childhood interventions and strategies that meet the needs of preschool students who are exhibiting academic and behavioral difficulties in the classroom;
6. Have experience monitoring identified students to ensure that recommendations and strategies are implemented with validity and in a timely manner;
7. Have experience writing and implementing a Preschool Intervention and Referral Team (PIRT) plan;
8. Have ability to work with early childhood stakeholders (e.g., classroom teachers, administrators, families, community member, family workers and social workers) for the purpose of supporting preschool students;
9. Have experience modeling Preschool Intervention and Referral Team (PIRT) strategies and recommendations;
10. Have experience developing and implementing behavioral support plans for students who demonstrate persistent behavior-related difficulties;
11. Have extensive knowledge of the four levels of Positive Behavior Support (PBS) pyramid;
12. Have a valid driver's license with no serious violation;
13. Have excellent written and communication skills;
14. Hold one or more of the following certifications:
  - Preschool through grade three standard instructional certificate; or
  - Standard elementary school instructional certificate and the equivalent of two academic years of full-time experience teaching three- and four-year olds under the certificate in a position that would require the preschool through grade three endorsement; or
  - Standard New Jersey nursery school instructional certificate; or
  - Preschool through grade three endorsement in addition to other standard instructional certificate, except as indicated at N.J.A.C. 6A:9-11.2 and 11.7.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Provide support and suggested interventions to classroom staff members to ensure that all students are successful.
2. Conduct regular visits to classrooms to observe, model, provide feedback and make recommendations about appropriate strategies, classroom modifications and the selection of adaptive materials to address the needs of children with behavior-related or learning-related challenges.
3. Provide ongoing professional development based upon PBS pyramid for district staff (e.g., administrators, teacher assistants, master teachers and classroom teachers).
4. Consult with master teacher(s), administrators, and preschool classroom teachers to adapt and modify teaching practices to ensure that preschool children meet the Preschool Standards.
5. Provide professional development for instructional staff and administrators to facilitate preschool inclusion.
6. Coordinate with school district special services departments and child study team members, when appropriate, to ensure seamless preschool programming.
7. Exhibit a personality that demonstrates enthusiasm for early childhood education as well as interpersonal skills to relate well with students, teachers, staff, administration, parents and the community.
8. Perform additional duties as assigned that are directly related to early childhood classroom improvement.

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 of the position 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.

**SALARY RANGE:**

\$55,000 - \$118,929.50

**EVALUATION:**

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

*Board Approved: May 15, 2019*

# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

---

### POSITION DESCRIPTION

**POSITION TITLE:** Coordinator of State, Local and Federal Grants

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** Working with the Superintendent or Superintendent's designee, the scope of duties for the Coordinator of State, Local and Federal Grants will include continual identification of departmental priorities and initiatives and assigning, guiding, monitoring, and assessing the workload of staff within the program to ensure that tasks are completed in a timely manner according to departmental procedures and protocols.

**ESSENTIAL QUALIFICATIONS:**

1. Master's Degree from an accredited institution in educational administration;
2. Valid New Jersey Administrative Certificate with Supervisor endorsement;
3. Previous experience as a Coordinator of Title I Programs, Grant Funding or Preschool Expansion Grants, required.
4. Extensive knowledge of the ESSA (2015);
5. Demonstrated experience with federal programs and/ or working with schools in school improvement;
6. Considerable knowledge of public school administration;
7. Familiarity of administrative methods and strategies to select, modify, or develop responses to meet unexpected or complex federal program conditions;
8. Knowledge of elementary and middle school curriculum, compensatory education programs and working with at-risk student populations;
9. Considerable knowledge of budgeting and reporting requirements;
10. Experience in working with county, state, and/or federal agencies;
11. Ability to analyze and make recommendations regarding federal program proposals and report development processes;
12. Demonstrated leadership and administrative competency;
13. Demonstrated written and oral communication skills; and effective human relations skills.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Communicating department directives and serving as a liaison to the school district and other agency personnel;
2. Collaborating with department supervisors on the evaluation of Title I plans submitted by schools to ensure that funded initiatives help all student populations meet challenging content and performance standards for the state of NJ;
3. Facilitating implementation with supervisors for the transfer and supplemental education services options for eligible schools;
4. Supporting the Personnel Office in assisting teachers and paraprofessional educators to meet the "highly qualified" requirements of Achieve NJ;
5. Supervising in building capacity for parental involvement and community outreach in low-performing schools through strengthening the home-school connection, increasing the use of home/school communication system (School Messenger) and designing parent training;
6. Attending Board of Education meetings to respond to programmatic inquiries;
7. Representing the district with or without the Superintendent's designee at meetings and conferences to give and receive information;
8. Serving as panelist, presenter and facilitator at leadership conferences for principals and other district personnel;
9. Writing and disseminating communication documents including newsletters, brochures, compilation reports, internal and external memoranda, surveys, profiles, evaluations, and concept papers;
10. Maintaining strict fiscal accountability through the review of financial documents and procurement requests for central office operations and requests submitted by schools utilizing Title I and related grant funding;
11. Preparing reports required by the New Jersey Department of Education (NJDOE) and responding to requests from other school district offices and outside organizations;
12. Devising administrative and record keeping systems that satisfy federal, state and county requirements;
13. Participating in program audits by furnishing requested data and participating in interview sessions;

14. Evaluating assigned personnel in alignment with articulated Board of Education personnel guidelines and procedures;
15. Assisting the Director with interviewing and hiring of department personnel.

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 of the position 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. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Association of Administrators and Supervisors.

**SALARY RANGE:**

TBD

**EVALUATION:**

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

*Board Approved: May 15, 2019*

# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

---

### POSITION DESCRIPTION

**POSITION TITLE:** Supervisor of Instructional Programs and Services

- Science, Engineering and Technology

**REPORTS TO:** Director of School Innovation, ELA and ESL

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodation;
2. Valid New Jersey Administrative Certificate with Supervisor endorsement;
3. Valid New Jersey Teaching Certificate in one or more of the following areas:
  - o Technology Education;
  - o Physics;
  - o Biological Science;
  - o Chemistry;
  - o Physical Science; and/or
  - o Earth Science;
4. Master's degree from an accredited college/university with extensive course work and recent evidence of advanced study in area of responsibility;
5. Minimum of five years of successful science or technology education teaching experience;
6. In-depth knowledge of the New Jersey Learning Standards-Science, 3D Learning and practices of STEM education;
7. Strong background in teaching engineering practices and problem-solving;
8. Demonstrated leadership in the application of technology and 21st century skills;
9. 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; and
10. Demonstrated 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. Assist in the improvement of classroom instruction through a variety of means including conducting classroom observations and evaluations of teacher performance.
2. Evaluate curriculum offerings and make recommendations for effective modifications.
3. Monitor the progress of students through analysis of relevant, timely data.
4. Review findings with department members and recommend program adjustments to enhance academic achievement and professional development opportunities.
5. Ability to plan, organize and deliver district-level professional development programs as well as run district-wide department meetings.
6. Recommend, and lead the adoption of new textbooks and instructional materials in accordance with district procedures.
7. Assist department members in developing budgetary requests and recommending department priorities.
8. Provide comprehensive instructional coaching in science, engineering and technology.
9. Promote an interdisciplinary instructional approach in order to increase pedagogical knowledge of STEM learning.
10. Identify and procure necessary lab equipment and supplies in order to support science, technology and engineering practices.
11. Participate in the recruitment, selection and retention of department personnel.
12. Assume responsibility for the orientation and induction of new staff within the department to ensure a smooth adjustment to their new position.
13. 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 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. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Association of Administrators and Supervisors.

**SALARY RANGE:**

\$127,670 -153,814

**EVALUATION:**

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

*Board Approved: May 15, 2019*



# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

---

### POSITION DESCRIPTION

**POSITION TITLE:** Technology Support Specialist Level 1

**REPORTS TO:** Director of Technology

**JOB GOAL:** The Technology Support Specialist Level 1 role is to support and maintain computer systems, desktops, peripherals, digital AV media systems and associated instructional, administrative and system software. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware, software and associated equipment while ensuring optimal system performance. The person will also troubleshoot problem areas in a timely and accurate fashion, and provide end user support, training and assistance where and when required.

**ESSENTIAL QUALIFICATIONS:**

1. Knowledge of computer hardware and software installation procedures.
2. Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals.
3. Related college or technical school coursework.
4. Documented training in computer hardware, software and network use, troubleshooting and repair.
5. A+ certification and networking certifications preferred.
6. Successful related experience in computer and network installation, maintenance, troubleshooting and repair preferred.
7. College diploma or university degree in the field of computer science preferred
8. Certifications in technology systems such as A+, Microsoft certs etc.
9. Understanding of current operating platforms, computer hardware and associated peripherals, and software applications.
10. Ability to inspect, assess, troubleshoot and repair computer network system, hardware and software.
11. Ability to work independently.
12. Knowledge of E-Mail, Internet, WAN, LAN, and other computer network programs and operations.
13. Ability to communicate effectively with all levels of end-users.
14. Ability to follow oral and/or written instructions.
15. Ability to report work orally and/or in writing to supervisor.
16. Ability to establish and, maintain cooperative working relationship with, staff and others contacted in the course of work.
17. Ability to carry out instructions furnished in written or oral form.
18. Analytical, problem-solving and creative-thinking skills with respect to computer-related issues.
19. Motor Vehicle Operator's License or ability to provide own transportation.
20. Technical knowledge of network and PC hardware, including digital media systems.
21. Hands-on hardware troubleshooting experience
22. Equipment support experience with desktop pc's and peripherals
23. Working technical knowledge of current network protocols, operating systems, and standards
24. Ability to operate tools, components, and peripheral accessories
25. Able to read and understand technical manuals, procedural documentation, and OEM guides
26. Ability to conduct research into technical issues and products as required.
27. Effective interpersonal skills and relationship-building skills
28. Strong written and oral communication skills
29. Ability to present ideas in user-friendly language
30. Understanding of the organization's goals and objectives
31. Self-motivated and directed
32. Keen attention to detail
33. Analytical and problem-solving abilities
34. Ability to effectively prioritize and execute tasks in a high-pressure environment
35. Experience working in a team-oriented, collaborative environment
36. Strong customer-service orientation
37. Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Work with end users to identify and deliver required technology support service levels. Provide support end users and staff on technology systems such as Digital AV media systems, software, computer operation and other issues.
2. Install, configure, test, maintain, monitor, move, and troubleshoot end user hardware, networked peripheral devices, and networking hardware products.
3. Where required, install, configure, test, maintain, monitor, and troubleshoot associated end user software and networking software products.
4. Perform on-site analysis, diagnosis, and resolution of complex technology problems for a variety of end users, and recommend and implement corrective hardware solutions, including repair as needed.
5. Receive and respond to incoming calls, pages, and/or e-mails regarding technology issues such as PC and/or hardware/software problems.
6. Support development and implementation of new technology projects and new hardware installations.
7. Assist in resolving technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), wireless networks, and other systems
8. Presentation setups as necessary i.e. laptop, projector, screen.
9. Maintain up-to-date knowledge of hardware and equipment contracts and supervise contract-based installations.
10. If necessary, liaise with third-party support and equipment vendors.

**PHYSICAL DEMANDS:**

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

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

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

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 of the position 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:**

Confidential, twelve-month position. No bargaining unit affiliation. Salary determined by negotiation with the Superintendent of Schools and approved by the Board of Education.

**SALARY RANGE:**

\$35,000 - \$45,000

**EVALUATION:**

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

*Board Approved: May 15, 2019*

# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

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### POSITION DESCRIPTION

**POSITION TITLE:** Technology Support Specialist Level 2

**REPORTS TO:** Director of Technology

**JOB GOAL:** The Technology Support Specialist/Systems Administrator - Level 2 role is to support and maintain computer systems, desktops, peripherals, digital AV media systems and associated instructional, administrative and system software. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware, software and associated equipment while ensuring optimal system performance. This position will be support the Technology Support Specialist 3 with any infrastructure issues as well as provide escalation support for Technology Support Specialist Level 1. The person will also troubleshoot problem areas in a timely and accurate fashion, and provide end user support, training and assistance where and when required.

### **ESSENTIAL QUALIFICATIONS:**

1. Extensive knowledge of computer hardware and software installation procedures.
2. Knowledge of all school district personal computer and software applications.
3. Understanding of current operating platforms, computer hardware and associated peripherals, and software applications.
4. Ability to inspect, assess, troubleshoot and repair computer network system, hardware and software.
5. Ability to work independently.
6. Extensive knowledge of E-Mail, Internet, WAN, LAN, and other computer network programs and operations.
7. 3-5 years of relevant IT experience in a previous role
8. Technical knowledge of network and PC hardware, including digital media systems.
9. Hands-on hardware troubleshooting experience
10. Extensive equipment support experience with desktop pc's and peripherals
11. Working technical knowledge of current network protocols, operating systems, and standards
12. Ability to operate tools, components, and peripheral accessories
13. Able to read and understand technical manuals, procedural documentation, and OEM guides
14. Ability to conduct research into technical issues and products as required.
15. Ability to communicate effectively with all levels of end-users.
16. Ability to follow oral and/or written instructions.
17. Ability to report work orally and/or in writing to supervisor.
18. Ability to establish and, maintain cooperative working relationship with, staff and others contacted in the course of work.
19. Ability to carry out instructions furnished in written or oral form.
20. Ability to add, subtract, multiply and divide, and perform complex arithmetic operations.
21. Analytical, problem-solving and creative-thinking skills with respect to computer-related issues.
22. College diploma or university degree in the field of computer science preferred
23. Certifications in technology systems such as A+, Microsoft certs etc. preferred
24. Effective interpersonal skills and relationship-building skills
25. Strong written and oral communication skills
26. Ability to present ideas in user-friendly language
27. Understanding of the organization's goals and objectives
28. Self-motivated and directed
29. Keen attention to detail
30. Analytical and problem-solving abilities
31. Ability to effectively prioritize and execute tasks in a high-pressure environment
32. Experience working in a team-oriented, collaborative environment
33. Strong customer-service orientation
34. Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components
35. Able to lifting and transport heavy to moderately heavy objects, such as computers and peripherals.
36. Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components
37. Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals

38. Motor Vehicle Operator's License or ability to provide own transportation.
39. Significant successful related experience in computer and network installation, maintenance, troubleshooting and repair.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Work with end users to identify and deliver required technology support service levels. Provide support end users and staff on technology systems such as Digital AV media systems, software, computer operation and other issues.
2. Install, configure, test, maintain, monitor, move, and troubleshoot end user hardware, networked peripheral devices, and networking hardware products.
3. Where required, install, configure, test, maintain, monitor, and troubleshoot associated end user software and networking software products.
4. Perform on-site analysis, diagnosis, and resolution of complex technology problems for a variety of end users, and recommend and implement corrective hardware solutions, including repair as needed.
5. Receive and respond to incoming calls, pages, and/or e-mails regarding technology issues such as PC and/or hardware/software problems.
6. Support development and implementation of new technology projects and new hardware installations.
7. Assist in resolving technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), wireless networks, and other systems
8. Presentation setups as necessary i.e. laptop, projector, screen.
9. Maintain up-to-date knowledge of hardware and equipment contracts and supervise contract-based installations.
10. If necessary, liaise with third-party support and equipment vendors.

**PHYSICAL DEMANDS:**

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

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

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

**TERMS OF EMPLOYMENT:**

Confidential, twelve-month position. No bargaining unit affiliation. Salary determined by negotiation with the Superintendent of Schools and approved by the Board of Education.

**SALARY RANGE:**

\$45,000 - \$60,000

**EVALUATION:**

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

*Board Approved: May 15, 2019*

# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

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### POSITION DESCRIPTION

**POSITION TITLE:** Technology Support Specialist Level 3

**REPORTS TO:** Director of Technology

**JOB GOAL:** The Technology Support Specialist/Systems Engineer - Level 3 role is to support and maintain computer systems, desktops, peripherals, digital AV media systems and associated instructional, administrative and system software. You will also manage and maintain the districts infrastructure software and hardware. In this role, you will monitor our network to ensure network availability and security as well as perform necessary maintenance. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware, software and associated equipment while ensuring optimal system performance. The person will also troubleshoot problem areas in a timely and accurate fashion, and provide end user support, training and assistance where and when required. You will supervise computer support specialists and may administer network security measures. You must be comfortable in a diverse, fast-paced environment and able to analyze data to translate results into better solutions.

### **ESSENTIAL QUALIFICATIONS:**

1. College diploma or university degree in the field of computer science preferred
2. Certifications in technology systems such as CCNA and/or MCSE preferred
3. Proven experience in a network administrator/systems administrator role
4. Hands on experience in networking, routing and switching
5. Excellent knowledge of best practices around management, control, and monitoring of server infrastructure
6. Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution is desired
7. Ability to setup and configure server hardware
8. Familiarity with backup and recovery software and methodologies
9. Technical knowledge of network and PC hardware, including digital media systems.
10. Hands-on hardware troubleshooting experience
11. 3-5 years of relevant IT experience in a previous role
12. High school degree or equivalent; bachelor's degree in related field preferred
13. Experience with helpdesk or IT support
14. Experience working with network and server management support
15. Up-to-date knowledge of new systems, information, software, and upgrades
16. Familiarity with the following: Cisco products, Network Monitoring Tools, Windows Server, Windows Domain, DNS, Telnet, DHCP, Microsoft Active Directory, Microsoft Member Servers, GSuite, NAS Storage environment, network routing, vlans, wireless.
17. Ability to physically stand, bend, squat, and lift equipment
18. Able to multitask, prioritize, and manage time efficiently
19. Related college or technical school coursework.
20. Documented training in computer hardware, software and network use, troubleshooting and repair.
21. Networking and systems certifications preferred.
22. Motor Vehicle Operator's License or ability to provide own transportation.
23. Significant successful related experience in computer and network installation, maintenance, troubleshooting and repair.
24. Extensive equipment support experience with desktop pc's and peripherals
25. Working technical knowledge of current network protocols, operating systems, and standards
26. Ability to operate tools, components, and peripheral accessories
27. Able to read and understand technical manuals, procedural documentation, and OEM guides
28. Ability to conduct research into technical issues and products as required.
29. Effective interpersonal skills and relationship-building skills
30. Strong written and oral communication skills
31. Ability to present ideas in user-friendly language
32. Understanding of the organization's goals and objectives
33. Self-motivated and directed
34. Keen attention to detail
35. Analytical and problem-solving abilities
36. Ability to effectively prioritize and execute tasks in a high-pressure environment

37. Experience working in a team-oriented, collaborative environment
38. Strong customer-service orientation
39. Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components
40. Able to lifting and transport heavy to moderately heavy objects, such as computers and peripherals.
41. Extensive knowledge of computer hardware and software installation procedures.
42. Extensive knowledge of networking concepts and configurations
43. Knowledge of all school district personal computer and software applications.
44. Understanding of current operating platforms, computer hardware and associated peripherals, and software applications.
45. Ability to inspect, assess, troubleshoot and repair computer network system, hardware and software.
46. Ability to work independently.
47. Extensive knowledge of E-Mail, Internet, WAN, LAN, and other computer network programs and operations.
48. Ability to communicate effectively with all levels of end-users.
49. Ability to follow oral and/or written instructions.
50. Ability to report work orally and/or in writing to supervisor.
51. Ability to establish and, maintain cooperative working relationship with, staff and others contacted in the course of work.
52. Ability to carry out instructions furnished in written or oral form.
53. Ability to add, subtract, multiply and divide, and perform complex arithmetic operations.
54. Analytical, problem-solving and creative-thinking skills with respect to computer-related issues.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Fully supporting, configuring, maintaining and upgrading network and server equipment.
2. Installing and integrating new server hardware and applications
3. Manage all infrastructure equipment and keeping equipment up to best practices configurations
4. Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses
5. Ensure network security and connectivity
6. Support and administer third-party applications
7. Establishes network specifications
8. Manage day-to-day IT infrastructure
9. Monitor networking equipment and servers
10. Ensure security for web users' accounts and information
11. Provide helpdesk support for network issues and respond to requests for IT support
12. Document internal procedures
13. Install, test, and monitor servers, firewalls, and new software
14. Perform data backups
15. Install and update network system improvements as needed
16. Keep inventory of equipment, software, and licenses
17. Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
18. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
19. Prepares users by designing and conducting training programs; providing references and support.
20. Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
21. Meets financial requirements by submitting information for budgets; monitoring expenses.
22. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
23. Protects organization's value by keeping information confidential.
24. Install, configure, test, maintain, monitor, move, and troubleshoot end user hardware, networked peripheral devices, and networking hardware products.
25. Where required, install, configure, test, maintain, monitor, and troubleshoot associated end user software and networking software products.
26. Perform on-site analysis, diagnosis, and resolution of complex technology problems for a variety of end users, and recommend and implement corrective hardware solutions, including repair as needed.
27. Receive and respond to incoming calls, pages, and/or e-mails regarding technology issues such as PC and/or hardware/software problems.
28. Support development and implementation of new technology projects and new hardware installations.
29. Assist in resolving technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), wireless networks, and other systems
30. Presentation setups as necessary i.e. laptop, projector, screen.

31. Maintain up-to-date knowledge of hardware and equipment contracts and supervise contract-based installations.
32. If necessary, liaise with third-party support and equipment vendors.
33. Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components
34. Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals.

**PHYSICAL DEMANDS:**

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

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

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

**TERMS OF EMPLOYMENT:**

Confidential, twelve-month position. No bargaining unit affiliation. Salary determined by negotiation with the Superintendent of Schools and approved by the Board of Education.

**SALARY RANGE:**

\$60,000 - \$80,000

**EVALUATION:**

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

*Board Approved: May 15, 2019*