

Minutes of the proceedings of the **SPECIAL PUBLIC MEETING** held on Wednesday, June 28, 2023, in the held in person at the Teaneck Board of Education Administrative Office located at 651 Teaneck Road, Teaneck, NJ 07666, at 7:00 PM. *Sebastian Rodriguez, Board President, presided.*

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Special Public Meeting of the Teaneck Board of Education, held on Wednesday, June 28, 2023, held in person at the Teaneck Board of Education Administrative Office located at 651 Teaneck Road, Teaneck, NJ 07666, at 7:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on June 23, 2023."

III. Roll Call

Board Member	Present	Absent
Ms. Fisher (Victoria)-Vice President	x	
Mr. Ha (Edward)	x	
Ms. Hosein (Nadia)		x
Dr. Klein (Dennis)	x	
Mrs. Reyes (Kassandra)	x	
Mr. Rodriguez (Jonathan)	x	
Ms. Sanders (Denise) arrived at 7:13pm	x	
Mrs. Williams (Clara)		x
Mr. Rodriguez (Sebastian)-President	x	

IV. Reaffirmation of District Goals

V. Superintendent's Report (If Needed)

Please click the link below to view the Superintendent's report:

<https://www.eduvision.tv/?egDyOgL>

VI. Public Comment I (Agenda and non-Agenda Items)

Please click the link below to view the public comment I

<https://www.eduvision.tv/?egDyOLA>

VII. Agenda Items

Please click the link below to view the public meeting:

<https://www.eduvision.tv/l/?egDyOLe>

VIII. Public Comment II (Agenda and non-Agenda Items)

Please click the link below to view the public comment II:

<https://www.eduvision.tv/l/?egDyOLg>

IX. Executive Session (If Needed)

Ms. Fisher motioned to adjourn the public meeting and convene into the Executive session to discuss Superintendent and Personnel matters at 7:33 pm. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

Motion: V. Fisher	Second: D. Sanders			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)				x
Mr. Rodriguez (Sebastian)-President	x			

Ms. Fisher motioned to adjourn the Executive session and reopen the public meeting. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

Motion: V. Fisher	Second: D. Sanders			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)				x

Mr. Rodriguez (Sebastian)- President	x			
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X. Adjournment

Ms. Fisher motioned to adjourn the public meeting at 9:15 pm. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

Motion: V. Fisher	Second: D. Sanders			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)				x
Mr. Rodriguez (Sebastian)- President	x			

Respectfully submitted,

Haquisha Q. Taylor, SBA/BS

Teaneck Public Schools

Mission: The Teaneck Public School District educates and empowers students by providing a high-quality, rigorous educational experience which prepares students for success within a diverse, global society.

Vision: The Teaneck Advantage: Educational Excellence for All

Board Goals

GOAL 1: Teachers and administrators in the Teaneck Public Schools will further elevate academic programs by creating varied learning pathways and by improving student supports.

GOAL 2: The Teaneck Public Schools will continue to improve facilities and technology in support of 21st Century learning opportunities.

GOAL 3: The Teaneck Public Schools will execute effective communications and solidify quality relationships with educational partners within and throughout the community.

GOAL 4: The Teaneck Public Schools will create equitable and inclusive learning opportunities for all students.

GOAL 5: The Teaneck Public Schools will ensure operational excellence in hiring, developing and retaining staff.

BOARD OPERATIONS 01 THRU 01

June 28, 2023

- THEREFORE BE IT RESOLVED** that the Teaneck Board of Education approves the result of the Superintendent's Evaluation for the 2022-2023 school year as discussed in Executive Session on June 28, 2023.

Ms. Fisher motion to move the agenda item #1 under Board Operations until after the executive session. Said motion was seconded by J. Rodriguez and carried by a unanimous vote.

Motion: V. Fisher	Second: J. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)				x
Mrs. Williams (Clara)				x
Mr. Rodriguez (Sebastian)-President	x			

After deliberations in the Executive session, Ms. Fisher motioned to bring back the agenda item #1 under Board Operations. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

Motion: V. Fisher	Second: D. Sanders			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)				x
Mr. Rodriguez (Sebastian)-President	x			

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves reimbursement to Dr. Maura Tuite for the costs incurred during participation in the New Jersey Leader to Leader Residency Program for principal certification, in an amount not to exceed \$1,500 (2022-2023 Participation Fee).
2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the annual request sent to the Bergen County Superintendent of Schools for approval of Bryant Elementary, Lowell Elementary and Whittier Elementary School's **Kindergarten Toilet Waivers** and the request of a **Temporary Instructional Space** at the Christ Episcopal Church for the **2023-2024** school year. See attached waivers.

Pages 9-14

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves renewal of the Christ Episcopal Church lease agreement attached (480 Warwick Avenue) in the amount of \$42,000 per year plus utilities in the amount of \$1,000 per month for the 2023-2024 school year.

Pages 12-13

4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent approves, the Stipulation of Settlement between the parents of Student ID# 107792 and the Teaneck Board of Education in the amount of seventy-four thousand four hundred nine dollars and fifty cents (\$74,409.50) each year (grand total \$ 223,228.50) for the school years of 2022-2023; 2023-2024; and 2024-2025.

5. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves KQ Communications Consulting to develop a strategic communications plan to improve Teaneck Public Schools' communication efforts with internal and external stakeholders for an amount not to exceed \$28,500 (11-000-230-339-81-50-0-D). See attached proposal.

Pages 16 - 27

Motion: V. Fisher	Second: J. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)				x
Mrs. Williams (Clara)				x
Mr. Rodriguez (Sebastian)-President	x			

1. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following appointments for the 2023-2024 school year, pending verification of employment and a 90-day probationary period with a start date of September 1, 2023:

Name	Position	Location	Guide/Step	Salary
James Bermudez	Social Studies Teacher	Teaneck High School	MA+32/ Step 10	\$92,350
Bydette Dostie	8 th Grade Mathematics	Benjamin Franklin Middle School	MA+32/ Step 14	\$108,500

2. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education approves payment to the substitute teachers (attached), to be employed on an as-needed basis, for the Summer 2023 Child Study Team, from July 1, 2023 through August 31, 2023 at the rate of \$50 per hour, for a maximum of 100 hours, in an amount not to exceed \$5,000.

Pages 29-31

3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the appointment of staff members and their salaries under the non-bargaining unit for the 2023-2024 school year (attached).

Pages 33-34

4. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following resignations:

Name	Position	Location	Position Control #	Effective Date
Stephanie Alblas	Computer Science Teacher	Teaneck High School	10-12-11/afb	June 30, 2023
ChiYoung Jang	Elementary School Teacher	Whittier Elementary School	10-04-22/atw	June 16, 2023
Jayne Rigg	LDTC	Lowell Elementary School	10-12-72/clz	June 30, 2023
Natasha Pitt	Principal	Hawthorne Elementary School	20-05-71/ara	On or before July 31, 2023

5. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following amended resignations:

Name	Position	Location	Position Control #	Effective Date
Michael Tatoris*	Music Teacher	Thomas Jefferson Middle School	10-12-12/abe	June 30, 2023
Rafaelina Cepeda	Spanish Teacher	Benjamin Franklin Middle School	10-10-06/aji	June 1, 2023**

*Name correction **Effective date change

6. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following job descriptions. See attached.

- Director of Partnerships, Outreach and Special Projects
- Executive Assistant for Human Resources Management
- Transportation Manager

Pages 36-42

7. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent approves payment to Danny Gareri, Coordinator of McKinney-Vento Education of Homeless and Youth Program, to work with homeless students and families in the months of July and August 2023. At the rate of \$50 per hour, not to exceed \$5,000. Account: 20-231-100-101-22-10-I-0 (TITLE I/STIPENDS)

8. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the amendment for staff from Mei Linh LaMui replaced by Monica Lawson, Kindergarten Teacher, for Conquer Mathematics. In addition, Sulety Diaz replaced by Joshua Turner, Teacher, for the Lowell Summer Mathematics and Language Arts Program. The Lowell Summer Program was approved at the May 17, 2023 Regular Public Meeting. The Conquer Mathematics Program was approved at the June 14, 2023 Regular Public Meeting.

9. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the payment for 10 month secretaries, at their per diem rate, for services during the summer 2023, not to exceed the number of days indicated:

Name	School	Number of Days
Ruthanne Susan Ahearn	Lowell Elementary School	5
Barbara Jenner	Hawthorne Elementary School	5
Betty Ball	Whittier Elementary School	5
Shantelle Grateneau	Teaneck High School	5

10. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent approves the Bus Drivers for summer work from June 26 through August 4, 2023 at the rate and not to exceed amount listed below.

1. Kimberly Edge, at the daily rate of \$247.20, not to exceed \$7, 1680.80.
2. Yesmin Hernandez, at the daily rate of \$195.00, not to exceed \$5,655.00.
3. Doni Duran, at the daily rate of \$195.00, not to exceed \$5,655.00.
4. Farkisha Huffin, Substitute driver at the hourly rate of \$25.72 per hour as needed, not to exceed \$2,983.52.

Ms. Fisher motioned to table item #3 under Personnel until next Public Meeting in July. Said motion was seconded by Ms. Reyes and carried by a unanimous vote.

Motion: V. Fisher	Second: K. Reyes			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)				x
Mr. Rodriguez (Sebastian)-President	x			

APPROVE ITEMS 1-2, and 4-10 UNDER PERSONNEL EXCEPT ITEM #3 TABLED

Motion: V. Fisher	Second: J. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria)-Vice President	x			
Mr. Ha (Edward)	x			
Ms. Hosein (Nadia)				x
Dr. Klein (Dennis)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)				x
Mr. Rodriguez (Sebastian)-President	x			



New Jersey Department of Education

Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2023-2024 School Year

ONE FORM PER SCHOOL BUILDING

District/ County: TEANECK / BERGEN School: WHITTIER ELEMENTARY

List Room(s) Number/Name: 103, 104, 105

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

A classroom aide will escort the students to the nearest hallway bathroom

Board of Education has approved this alternate method of compliance on _____ Date

******Attach Copy of Board Resolution******

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date



New Jersey Department of Education

Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2023-2024 School Year

ONE FORM PER SCHOOL BUILDING

District/ County: TEANECK / BERGEN School: BRYANT ELEMENTARY

List Room(s) Number/Name: 3, 5, 6, 7, 8, 17, 25, 32

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

A classroom aide will escort the students to the nearest hallway bathroom

Board of Education has approved this alternate method of compliance on _____ Date

******Attach Copy of Board Resolution******

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date



New Jersey Department of Education

Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2023-2024 School Year

ONE FORM PER SCHOOL BUILDING

District/ County: TEANECK / BERGEN School: LOWELL ELEMENTARY

List Room(s) Number/Name: 102, 104

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

A classroom aide will escort the students to the nearest hallway bathroom

Board of Education has approved this alternate method of compliance on _____ Date

******Attach Copy of Board Resolution******

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____ Not Approved: _____

Executive County Superintendent

Date



New Jersey Department of Education

Initial/ Renewal Application for ONE Temporary Instructional Space 2023-2024 School Year

SUBCHAPTER 8. TEMPORARY SCHOOL FACILITIES

6A:26-8.1 Temporary facilities standards

Pursuant to 6A:26-8.1 the Executive County Superintendent shall **Annually** monitor the temporary facilities of school districts for criteria set forth in this code.

District/ County : TEANECK / BERGEN

Please check one: Existing School Building: TCU: _____ Mobile: _____

School/Building: Christ Episcopal Church (Teaneck Early Learning Center) – Room 4

Address of School: 480 Warwick Avenue, Teaneck, NJ 07666

Year of: Initial Application: 5/10/2019 Renewal Application(s): 1st Year: _____ 2nd Year: _____ 3rd Year: _____ Other: (4TH Year)

Included in the Long Range Facility Plan for educational capacity purpose: Yes _____ No

Grade Level(s): Pre-K Instructional Activity(s): Pre-K Instruction Classroom

Maximum number of students and teachers/aides (total) at one time: 15 students; 1 teacher; 1 aide

Reason for / Improvements made on site: _____

The Board of Education approved the renewal temporary application on _____ (Date)

*****Please attach Board Resolution *****

Certified by: _____ (Date)
(Superintendent of Schools)

(School Business Administrator) (Date)

For County Use Only:

Date of inspection by County Office: _____ Inspected by: _____

Approval is granted _____ Approval is not granted _____ Subject to the following conditions: _____

(Executive County Superintendent) (Date)



New Jersey Department of Education

Initial/ Renewal Application for ONE Temporary Instructional Space 2023-2024 School Year

SUBCHAPTER 8. TEMPORARY SCHOOL FACILITIES

6A:26-8.1 Temporary facilities standards

Pursuant to 6A:26-8.1 the Executive County Superintendent shall **Annually** monitor the temporary facilities of school districts for criteria set forth in this code.

District/ County: TEANECK / BERGEN

Please check one: Existing School Building: TCU: _____ Mobile: _____

School/Building: Christ Episcopal Church (Teaneck Early Learning Center) – Multi-Purpose Room

Address of School: 480 Warwick Avenue, Teaneck, NJ 07666

Year of: Initial Application: 5/10/2019 Renewal Application(s): 1st Year: _____ 2nd Year: _____ 3rd Year: _____ Other: (4TH Year)

Included in the Long Range Facility Plan for educational capacity purpose: Yes _____ No

Grade Level(s): Pre-K Instructional Activity(s): Pre-K Instruction Classroom

Maximum number of students and teachers/aides (total) at one time: 15 students; 1 teacher; 1 aide

Reason for / Improvements made on site: _____

The Board of Education approved the renewal temporary application on _____ (Date)

*****Please attach Board Resolution *****

Certified by: _____ (Date)
(Superintendent of Schools)

(School Business Administrator) (Date)

For County Use Only:

Date of inspection by County Office: _____ Inspected by: _____

Approval is granted _____ Approval is not granted _____ Subject to the following conditions: _____

(Executive County Superintendent) (Date)



New Jersey Department of Education

Anticipated Facility Requests for 2023-2024 School Year

ALL DISTRICTS MUST COMPLETE AND RETURN THIS FORM TO THEIR DOE COUNTY OFFICE **BY JULY 31, 2023**

The purpose of this form is to notify the county office of anticipated changes to facility use for the upcoming school year. Some facility changes require a site visit prior to county office approval.

A district shall submit the specific facility request form (dual use, change of use, etc.) with the Anticipated Facility Request Form.

All applications must be original and include an original extract.

Temporary (check one):

I **will not** have any temporary spaces for the school year. (TCU or rented)

I anticipate the need to **renew** temporary spaces for the school year.

I anticipate the need to use **new** temporary spaces for the school year.

Note: Off-site facilities are considered temporary and require an annual application and inspection.

Dual Use (check one):

I anticipate requesting dual use of instructional space for the school year.

There will be **no dual use** of instructional space during the school year.

Change of Use (check one):

I anticipate applying for a change of use for the school year.

I do not anticipate applying for a change of use for the school year.

Kindergarten Toilet (check one):

I will be requesting approval of alternate method of compliance for the school year.

All Kindergarten and Pre-K Classrooms being used in have their own toilet facility.

BERGEN / TEANECK
County/ District

Haquisha Taylor
School Business Administrator

Date



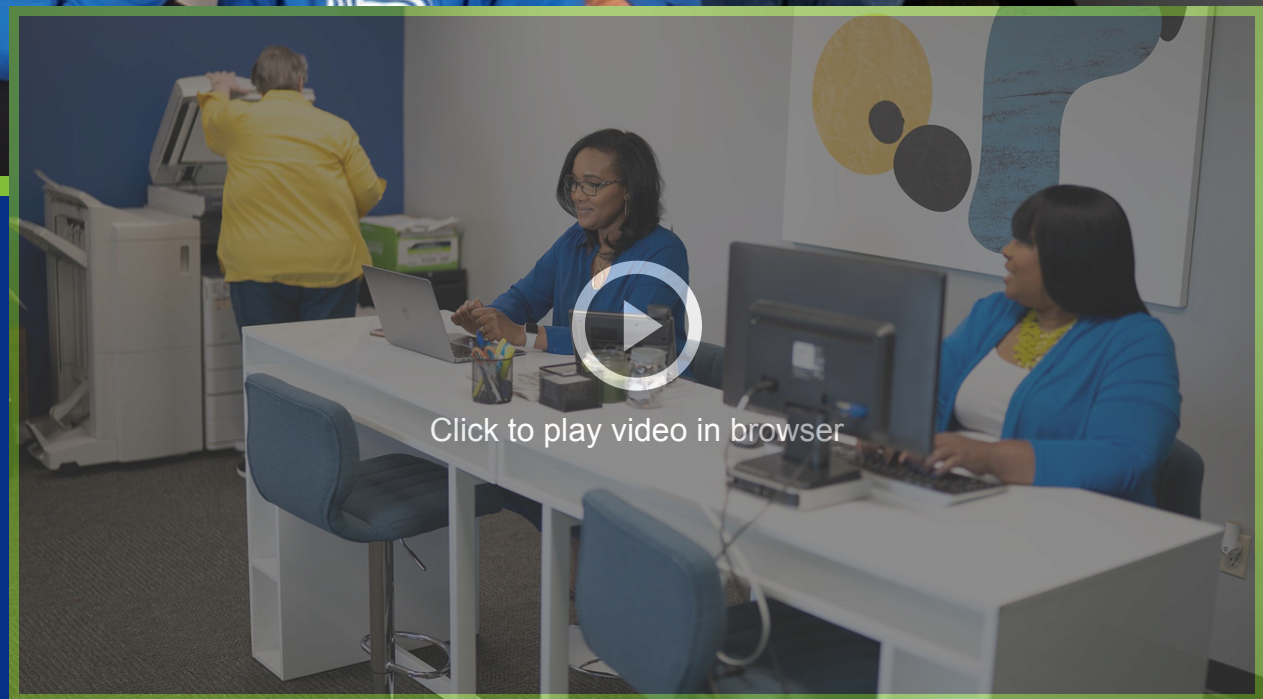
COMMUNICATION SERVICES FOR
Teaneck Public Schools

PREPARED FOR

Andre Spencer, Superintendent

May 03, 2023





About Us

We are a highly awarded minority-owned firm with offices in Memphis and Atlanta, and we have a proven track record of success in marketing communications, public relations, digital marketing and branding services. Also, we have a reputation for consistently delivering above and beyond the requests of our clients while maintaining the highest levels of excellence



Why KQ Communications?

Media Presence

KQ has secured earned media placements for its clients with NBC Nightly News, Essence, OWN Network, MSNBC, Black Enterprise, the Ellen Show and more!

Business Growth

Within one year, our work with a Commercial Real Estate firm led to 31% growth in their year-over-year total revenue. Our support included national news placements, as well as a significant increase in social media engagement.

Changing the Narrative

One urban school system struggled with perceived negative media coverage, with less than 50 percent considered "positive" or "neutral." After a little over a year, KQ changed the narrative, improving media tonality to 85 percent positive or neutral coverage.



OUR PURPOSE

Our purpose is to simply do good work for good people who are making a positive impact on our community.

OUR PROMISE

No guesswork; we provide research-based solutions every time.

OUR PROCESS



CASE STUDY

CLIENT

Lemoyne-Owen College

WHAT WE DID

Media Relations

OUTCOME

Within a year, media tonality about the college shifted to overwhelmingly positive.

FIND THE PROBLEM

1. Research

Despite the HBCU's impact and history, there had been ongoing negative local and national news stories aired following a series of scandals. Primary research was conducted with key stakeholders, including one-on-one interviews with leadership and survey distribution to staff, alumni and students.

CREATE A PLAN

2. Develop

The college requested earned media support, and we developed multiple strategies to strengthen relationships with local media, such as utilizing top leaders and staff to help identify stories of interest and leaning on community ambassadors to share media-worthy information about the College.

EXECUTE RESULTS

3. Evaluate

In a year's time, media tonality significantly shifted from largely negative-neutral to majority positive stories. There have been nearly 1,100 mentions in news articles, including print and broadcast and we now average four earned media hits per month compared to our initial goal of at least one placement per month. LeMoyne-Owen College has raised its media profile, being a source for national publications such as Higher Ed Drive and Bloomberg News, as consistently being included in new stories reporting on local and regional colleges and universities.



CASE STUDY

CLIENT

Atlanta Public Schools

WHAT WE DID

Social Media

OUTCOME

We far surpassed social media engagement goals and created engagement opportunities for parents.

FIND THE PROBLEM

1. Research

In advance of Atlanta Public Schools' Center for Equity + Social Justice, we distributed surveys, hosted focus groups and engagement sessions, and sought comparisons with similar offices at other districts.

CREATE A PLAN

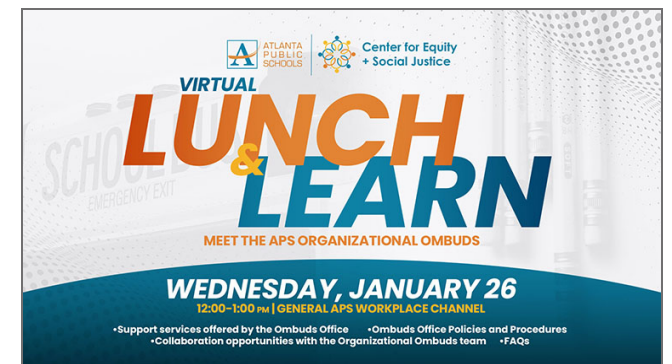
2. Develop

KQ developed a detailed social media plan and other communication and engagement strategies to keep the lines of two-way communication open with parents.

EXECUTE RESULTS

3. Evaluate

KQ's research-driven tactics resulted in over 500 Twitter followers and above-goal attendance at virtual engagement events in less than six months.



CASE STUDY

CLIENT

T. Dallas Smith and Company

WHAT WE DID

Social Media, Media Relations

OUTCOME

We contributed to a **33%** increase in sales!

FIND THE PROBLEM

1. Research

The country's largest African American commercial real estate firm focused exclusively on tenant and buyer representation has hired KQ to increase exposure, reach, and awareness of the firm's work. Through one-on-one meetings and market research, our team determined key differentiators that help to shape a robust marketing communications plan.

CREATE A PLAN

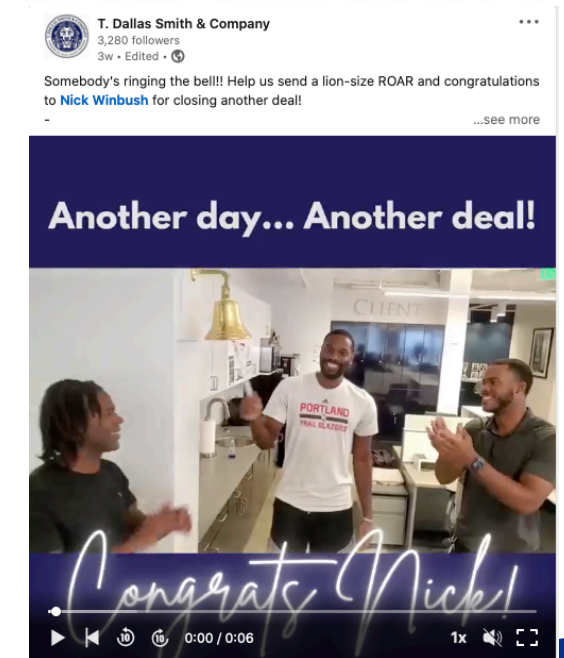
2. Develop

The firm has trusted KQ to highlight their work in the commercial real estate field, showcase their brokers as industry experts and expand their digital reach.

EXECUTE RESULTS

3. Evaluate

KQ's cohesive, consistent approach to managing the firm's outreach assisted in a 33% increase in sales.



Scope of Work



SERVICE	PRICE	MONTHS	SUBTOTAL
<p>RESEARCH & PLANNING</p> <p>The research and planning will be completed within 60-90 days after signing</p> <ul style="list-style-type: none"> • Interview with the district's top five leaders to help determine their project-related goals • Audit of the organization's earned media outreach, tonality and engagement over the past year • Audit of the organization's social media outreach, tonality and engagement over the past year • SEO audit • Secondary research regarding best practices from similar organizations • Survey of internal and external stakeholders • Recommendations regarding the structure of the comm role & identifying the right person • Develop a strategic communications plan to improve the organization's communication efforts with internal and external stakeholders. The plan will include measurable objectives, strategies, tactics, key messages, campaign branding, etc. <p>PROJECT TIMELINE - June 15, 2023 - September 15, 2023 (Research and planning period for full strategic plan)</p>	\$5,000	3	\$15,000





SERVICE	PRICE	MONTHS	SUBTOTAL
DEVELOPMENT & EXECUTION OF A BACK-TO-SCHOOL CAMPAIGN <ul style="list-style-type: none">• Leaning on the comm plan research to help define a back-to-school campaign with a short-term objective, strategies, tactics, key messages and branding• Digital toolkit to include: :30 social media videos (2), 10 social media graphics, social media cover pages, fact sheets (3) and web banners• Social media posting about back-to-school needs 2xs per week on Facebook and IG• Development and submissions of press releases, advisories and story pitches as needed to secure related media placements regarding back-to-school efforts• Advisory support regarding back-to-school events and activities PROJECT TIMELINE - June 15, 2023 - September 15, 2023 Planning will be the first 30 days & 60 days of execution	\$4,500	3	\$13,500
Payments of \$9500 are due at the middle of each month beginning June 15, 2023.			
TOTAL			\$28,500



Agreement

1. KQ'S SERVICES AND COST.

KQ hereby agrees to provide to the Client its expertise in the areas of marketing, public relations and graphic design, as well as materials and strategies as expressly set forth on Pages 7-8 ("Services") to this Agreement and Client agrees to pay KQ pursuant to the costs and time periods also expressly set forth on Pages 7-8.

2. ADDITIONAL SERVICES NOT SUBJECT TO THIS AGREEMENT.

Any additional services not expressly included in this Agreement shall be subject to additional rates.

3. PRINTING AND PRODUCTION COSTS.

The Client agrees that printing and production costs are not included in the cost of Services, unless otherwise expressly provided in Pages 7-8.

4. LIMITATIONS ON LIABILITY.

KQ shall not be liable for any act or omission, or any event directly or indirectly resulting from any act, omission of third parties (if any), or for misrepresentation of the Client or for any damages resulting therefrom. KQ shall not be liable under this Agreement for any consequential, special, lost profits, lost sales, indirect or other damages whether based on contract, tort or otherwise. KQ's aggregate liability under this Agreement for any claims is limited to the amount received by KQ from the Client for this Agreement.

5. INDEMNIFICATION.

The Client shall indemnify, defend and hold KQ harmless from and against any and all liability, loss, damages, claims or causes of action, including reasonable attorney's fees and expenses, arising out of or related to (i) breach of any of the provisions herein, or (ii) any third-party claim arising from use of or access to the Services provided under this Agreement of any material to which users or consumers can link, or any products or services made available to users or consumers, through the Services under this Agreement.

6. COST OF COLLECTION, INTEREST AND ATTORNEY'S FEES.

If KQ must commence collection activity, the Client agrees to pay all expenses incurred in order to collect and/or litigate its claim, including reasonable attorney's fees, court costs and interest at a rate of eighteen percent (18%) per annum.

7. RIGHT TO REFUSE UNACCEPTABLE REQUESTS.

KQ may refuse any requests for Services that KQ deems unacceptable or inconsistent with its professional standards. The Client agrees that such refusal is not a breach of this Agreement or any of its provisions.

8. CLIENT'S REQUESTS FOR REVISIONS.

The Client shall have the right to provide KQ with revisions to any of KQ's Services for a period of up to two (2) weeks after the Services are provided by KQ. If the Client fails to request revisions during this period, the Client agrees that the Services have been satisfactorily provided and accepted and that payment for same is therefore due and owing.

9. NUMBER OF REVISIONS.

The Client shall be entitled to request a maximum of three (3) revisions to any designs or copy provided by KQ during the period provided for herein.

10. TIMELY DELIVERY OF MATERIALS AND SERVICES.

KQ shall use reasonable efforts to provide Services in a timely fashion.

11. DELIVERY CHARGE.

KQ may charge a fee of twenty-five dollars (\$25) for all deliveries.

12. CLIENT'S APPROVAL.

KQ shall not order the printing or production of any materials without the approval of the Client.



13. NON-COMPETITION.

The Client acknowledges that the Services provided by KQ have a significant and material value to KQ, the loss of which cannot adequately be compensated by damages alone. In view of the significant and material value to KQ to maintain the delivery of Services without outside interference, the Client covenants and agrees that during the term of this Agreement, as provided on Pages 7-8 and for one year thereafter, the Client shall not, directly or indirectly, solicit for employment or employ, or contract with, any employee or intern of KQ.

14. DISCLOSURE OF THIRD-PARTY PROVIDERS AND NON-CIRCUMVENTION.

KQ has cultivated relationships with certain third-party entities to provide media, marketing, advertising, printing and other services and functions. KQ does not provide clients with the identities or contact information for these third-party providers. In the event however, that the Client should come in contact with these third-party providers through its dealings with KQ, the Client hereby irrevocably agrees, covenants and guarantees to KQ that it shall not directly or indirectly interfere with, circumvent or attempt to circumvent, avoid, by-pass, or obviate KQ's interest, or the interest or relationship between KQ and the Client or KQ and any of these third-party providers or avoid, directly or indirectly, payment of established or to be established fees, commissions, success compensation of any kind, in connection with any on-going or future business as set forth herein.

15. FORCE MAJEURE.

Neither KQ nor Client shall be liable to the other for any failure or delay in its performance due to any cause beyond its control, including acts of war, acts of God, earthquake, riot, sabotage, labor shortage or dispute, Internet interruption, government acts, or any other condition affecting production or delivery in any manner beyond the control of KQ. However, the Client shall remain liable for amounts due and owing until the occurrence of such event.

16. CONSTRUCTION AND GOVERNING LAW.

This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Tennessee. KQ and Client agree that any and all actions initiated in connection therewith shall be brought in a court of competent jurisdiction in the State of Tennessee and Client hereby agrees and submits to jurisdiction in Tennessee with respect to any civil action brought for the enforcement of any term of this Agreement.

17. ASSIGNMENT.

Neither party shall assign this Agreement, in whole or in part, without the express written consent of the other.

18. RIGHT TO TERMINATE.

KQ may terminate this Agreement, at any time, in the event that Client fails to make required payments after reasonable notice is given or in the event that the Client has breached any of its obligations under this Agreement. KQ may further terminate this Agreement if the Client becomes non-communicative or unresponsive after reasonable attempts by KQ to make contact. In all cases, Client shall remain liable to KQ for amounts owing prior to termination and for a Termination Fee as provided herein.

19. TERMINATION FEE.

The Client expressly agrees that in the event of its own breach of this Agreement, it shall pay KQ the amounts due and owing through the remainder of the Term of this Agreement as provided on Pages 7-8 ("Termination Fee"). The Client agrees to pay this Termination Fee because it is difficult for the parties to presently predict, anticipate, ascertain or calculate future facts and conditions. The Client further agrees that this Termination Fee is based upon the best efforts of the parties to estimate the nature and amount of KQ's actual damages in the event of the Client's breach, is not penal in nature, and is intended to place KQ in the same position it would have achieved, had this Agreement been fully performed by the parties according to the original terms.

20. OWNERSHIP OF INTELLECTUAL PROPERTY.

All intellectual property rights, including copyright interests, in the Services provided by KQ shall become the property of the Client upon payment in full. As standard practice, the master files are not included in the final price and are not considered part of the Final Deliverables. In the event of Client's breach of this Agreement, or in the event of KQ's termination of this Agreement for reasons provided above, KQ shall retain complete interest in KQ's Services and may seek judicial intervention to enjoin the Client from improper use of KQ's Services. As expressly provided for elsewhere herein, Services includes all marketing and materials created by KQ.



21. NON-EXCLUSIVE LICENSE FOR KQ'S PROMOTIONAL USE.

The Client hereby grants KQ a worldwide, royalty-free and non-exclusive license to use any Services, including marketing and materials created for the Client, in KQ's own promotional materials. This license includes the right to use, distribute, reproduce, modify, adapt, publicly perform and publicly display such content in any media solely for the purposes of providing and promoting KQ's business.

22. TERMINATION WITHOUT CAUSE.

Either party may terminate this Agreement at any time, for any reason, prior to its expiration, upon 60 day's written notice. In such event, Client shall remain liable for amounts owing through the date of termination.

23. CONFIDENTIALITY.

KQ and Client shall hold the terms of this Agreement in strict confidence, and shall not disclose these terms to any other party without the prior written consent of KQ.

24. SEVERABILITY.

If any provision of this Agreement is illegal or unenforceable, that provision is severed from this Agreement and the other provisions remain in force.

25. COMPLETE AGREEMENT.

This Agreement constitutes and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes any prior or contemporaneous oral or written agreements. Each party acknowledges and agrees that the other has not made any representations, warranties or agreements of any kind, except as expressly set forth herein. This Agreement may not be modified or amended, except by an instrument in writing signed by duly authorized officers of both of the parties hereto. The provisions of this Agreement relating to payment of any fees or other amounts owed, indemnification, confidentiality, limitations of liability and intellectual property shall survive any termination or expiration of this Agreement. This Agreement has been negotiated by both parties, with the opportunity for counsel from both parties to review the document.

KQ Communications

 SIGNATURE
Renee Malone

Renee Malone, President

Teaneck Public Schools

 SIGNATURE
Andre Spencer

Andre Spencer, Superintendent



Name	Position	Hours	Stipend (not to exceed)
Angelina Cusack	Substitute teacher – Summer Child Study Team	100	\$5,000
Barbara Metzler	Substitute teacher – Summer Child Study Team	100	\$5,000
Amanda Detrick	Substitute teacher – Summer Child Study Team	100	\$5,000
Barbara Finkelstein	Substitute teacher – Summer Child Study Team	100	\$5,000
Shanice Jackson	Substitute teacher – Summer Child Study Team	100	\$5,000
Laurel Lahullier	Substitute teacher – Summer Child Study Team	100	\$5,000
Linda LaMadrid	Substitute teacher – Summer Child Study Team	100	\$5,000
Jean McVerry	Substitute teacher – Summer Child Study Team	100	\$5,000
Eileen Mursch	Substitute teacher – Summer Child Study Team	100	\$5,000
Kimberly Rossy	Substitute teacher – Summer Child Study Team	100	\$5,000
Samantha Singer	Substitute teacher – Summer Child Study Team	100	\$5,000
Victor Stanic	Substitute teacher – Summer Child Study Team	100	\$5,000
Jennifer Bell	Substitute teacher – Summer Child Study Team	100	\$5,000
Nadia Bermeo	Substitute teacher – Summer Child Study Team	100	\$5,000

Donna Harris	Substitute teacher – Summer Child Study Team	100	\$5,000
Iris Hernandez	Substitute teacher – Summer Child Study Team	100	\$5,000
Arlene Kaloudis	Substitute teacher – Summer Child Study Team	100	\$5,000
Dana Orner	Substitute teacher – Summer Child Study Team	100	\$5,000
Tawana Smith	Substitute teacher – Summer Child Study Team	100	\$5,000
Saundra Warren-Givens	Substitute teacher – Summer Child Study Team	100	\$5,000
Emily Smith	Substitute teacher – Summer Child Study Team	100	\$5,000
Alexis Ryerson	Substitute teacher – Summer Child Study Team	100	\$5,000
Claudia Belotti	Substitute teacher – Summer Child Study Team	100	\$5,000
Adriana Lagomarsino	Substitute teacher – Summer Child Study Team	100	\$5,000
James Lagomarsino	Substitute teacher – Summer Child Study Team	100	\$5,000
Christina Chopra	Substitute teacher – Summer Child Study Team	100	\$5,000
Lydia DeRuiter	Substitute teacher – Summer Child Study Team	100	\$5,000
Michael Germinario	Substitute teacher – Summer Child Study Team	100	\$5,000
Rana Omar	Substitute teacher – Summer Child Study Team	100	\$5,000

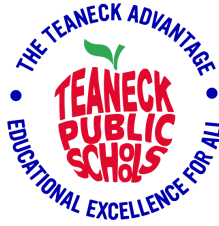
Jennifer Oriolo	Substitute teacher – Summer Child Study Team	100	\$5,000
Rena San George	Substitute teacher – Summer Child Study Team	100	\$5,000
Willa Rudy	Substitute teacher – Summer Child Study Team	100	\$5,000
Monique Williams	Substitute teacher – Summer Child Study Team	100	\$5,000
Dasom Kim	Substitute teacher – Summer Child Study Team	100	\$5,000
Maureen Pafford Orletti	Substitute teacher – Summer Child Study Team	100	\$5,000

Agenda item submitted by Dr. Buxenbaum

Name	Position	22-23 Salary	3% increase	23-24 Salary
Antinori, Rosemarie	Registrar	\$71,000.00	\$1,893.71	\$73,130.00
Baig, Aneesa	Executive Assistant to the School Business Administrator	\$87,494.38	\$2,624.83	\$90,119.00
Brown, Candice	Executive Assistant to the Assistant Superintendent	\$87,494.38	\$2,624.83	\$90,119.00
Burke, Colin	Assistant Director of O&M	\$132,612.50	\$3,978.38	\$136,591.00
D'Angelo, Anthony	Director of Facilities & Grounds	\$157,173.88	\$4,715.22	\$161,889.00
Drootin, Claire	Director of Community Education	\$79,567.00	\$2,387.01	\$81,954.00
Edge, Kimberly	Lead Bus Driver	\$49,440.00	\$1,483.20	\$50,923.00
Gray, Irene	Assistant Business Administrator	\$127,500.00	N/A	\$127,500.00
Kramer, Karen	Manager, Human Resources & Compliance	\$95,000.00	\$2,850.00	\$97,850.00
Kuhran, Linda	Executive Assistant to the Superintendent	\$117,685.00	\$3,530.55	\$121,216.00
Mateo, Justine	Executive Assistant	\$45,062.50	\$1,351.88	\$46,414.00
Morgan, Paul	Coordinator of District Safety & Truancy Services	\$114,900.00	\$3,447.00	\$118,347.00

Rodriguez, Natacha	Technology Support Specialist 1	\$55,000.00	\$1,650.00	\$56,650.00
Romney Rice, Gervonn	Parent Liaison	\$89,166.07	\$2,674.98	\$91,841.00
Starks, Karla	Comptroller	\$129,854.16	\$3,895.62	\$133,750.00
Martinez-Torres, Omar	Technology Support Specialist 1	\$55,000.00	\$1,650.00	\$56,650.00
Veni, Nicholas	Director of Technology	\$125,000.00	\$3,750.00	\$128,750.00
Villar, Anthony	Technology Support Specialist 1	\$55,000.00	\$1,650.00	\$56,650.00
Taveras, Ernesto	Technology Support Specialist (Part Time)	\$21.22/hr	\$0.64/hr	\$21.86/hr
Warren, Raina	Program Manager	\$50,960.00	\$1,528.80	\$52,489.00
McCullough, Heidi	Receptionist/ Executive Assistant (Part Time)	\$37.87/hr	\$1.14/hr	\$39.01/hr
Huffin, Farkisha	Bus Driver	\$36,000.00	\$1,080.00	\$37,080.00
Duran, Doni	Bus Driver	\$39,000.00	\$1,170.00	\$40,170.00
Hernandez, Yesmin	Bus Driver	\$39,000.00	\$1,170.00	\$40,170.00

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management



POSITION DESCRIPTION

POSITION TITLE: Director of Partnerships, Outreach and Special Projects

NATURE AND SCOPE OF POSITION: The Director of Partnerships, Outreach and Special Projects will report to the Superintendent, and is responsible for leading the strategy for community engagement and partnership development, public relations and communications and driving critical strategic initiatives for the district. The Director will also serve as the Affirmative Action Officer for the district.

ESSENTIAL QUALIFICATIONS:

1. Must possess experience in community relations, public relations and communications. Master's degree required; Doctorate preferred.
2. Must possess or be eligible to receive a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C.
3. Demonstrated strength in written and verbal skills.
4. Strong experience in content development, social media and electronic communication applications.
5. Experience in building and sustaining collaborations and communities.
6. Demonstrated strong writing skills, as well as public speaking is required.
7. Demonstrated ability to build and maintain strong stakeholder and partner relationships, including balancing multiple perspectives/needs.
8. Proven experience in project management.
9. Ability to define problems, collect and organize data, establish facts, and draw valid conclusions.
10. Ability to work with various stakeholders.
11. Proven experience providing information and assistance to parents, school staff and outside agencies related to programs and activities.
12. Demonstrated knowledge of current and emerging Equal Opportunity/Affirmative Action issues and trends.
13. Must be able to perform essential job functions with or without reasonable accommodations.
14. Demonstrated strong work ethic, which also demonstrates ease in learning new skills and techniques.
15. Ability to work independently, as well as in a team setting.
16. Outstanding organizational skills coupled with the flexibility to meet the demands of the District.
17. Ability to work evenings and weekends as needed.

ESSENTIAL FUNCTIONS OF POSITION:

Community Engagement and Partnership Development:

1. Establish and maintain liaisons with universities, school districts, county offices of education, state agencies, and other partners.
2. Coordinate with district, county, regional, and/or state agencies as needed to implement program/project requirements.
3. Monitor the progress of projects - drafting and distributing periodic progress reports for leadership and stakeholders.
4. Maintain compliance with applicable laws, regulations, policies, and best practices.
5. Serve as the district Affirmative Action Officer.
6. Strong ability to deal with issues associated with student homelessness, including, but not limited to McKinney-Vento requirements.
7. Assist in the design, drafting, and production management of publications, including parent and community newsletters. Coordinate publications, websites, and social media.
8. Manage department budget.

Communications Outreach:

1. Draft schedules for implementation of long and short range communication plans and proposals.
2. Identify and draft features and press releases; generate news stories that support the District brand.
3. Strategize and coordinate district website content and multimedia to support the communications plan.
4. Utilize technologies, including websites, social media, video, etc., to expand the district brand and innovatively reach stakeholders.
5. Provide crisis communications support as needed, including utilization/management of the rapid notification system and other alerts.
6. Share information with various community groups and represent the district at strategic functions/events.
7. Assist division leadership team in improving coordination and communication throughout the organization, as well as, growth in organizational efficiency

Special Projects:

1. Design and conduct research projects and innovative district programs aligned with district initiatives as relevant and as requested by the Superintendent of Schools, Business Administrator and other district leadership.
2. Keep informed about current trends and best practices in education, especially those that align with school district initiatives.
3. Coordinate the design, development, and implementation of data driven decision making procedures and processes.
4. Prepare research reports and compile results of data analysis and surveys as relevant and requested by the Superintendent of Schools and others
5. Collaborate with other academic district leaders.
6. Oversee a variety of activities, including district-wide initiatives, periodic or annual projects, ad-hoc reporting, and provides a layer of assurance for timeliness and quality on all special projects.
7. Solicit input from stakeholders on major initiatives; manage data collection and evaluation of tactics in support of district plans.
8. Assist in planning major district/school events.
9. Maintain a high degree of confidentiality and discretion in regards to all matters and documents.
10. Perform other duties as assigned.

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 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:

\$150,000-\$165,000

EVALUATION:

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

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management



POSITION DESCRIPTION

POSITION TITLE: Executive Assistant for Human Resources Management

ESSENTIAL QUALIFICATIONS:

1. High school diploma or equivalent; valid New Jersey driver's license.
2. Must possess strong people skills, organizational skills, and clerical/secretarial skills.
3. Must possess strong word processing skills and be adept at applying and utilizing technologies. PC and network computer skills are required.
4. Must be able to copy, file, and retrieve materials
5. Must be able to communicate effectively with students, parents, staff, and the public in general.
6. Must be able to work in a highly sensitive and confidential manner.
7. Strong attention to detail, accuracy, and follow-up are critical for success on the job.
8. Outstanding attendance is expected.
9. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

ESSENTIAL FUNCTION OF POSITION:

1. Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Maintain file of all personnel which includes:
 - a. Personnel file
 - b. Contract file
 - c. Certification records
 - d. Substitute Certificates and paperwork
 - e. Mentoring Paperwork
3. Prepare and process all NJDOE certification applications in a timely manner.

4. Prepare contracts and maintain contract files.
5. Prepare correspondence related to personnel issues.
6. Maintain personnel records and prepare monthly employment motions for Board meetings.
7. Process all criminal background applications, including but not limited to emergency hiring procedures as may be applicable.
8. Inform all new employees, according to state health code, relative to the required Mantoux (TB) testing, track staff compliance and inform supervisor with regard to staff who have not complied.
9. Receive, record, and file all employee performance observations and evaluations.
10. Prepare and submit annual NJDOE reports and, when appropriate, certification of school bus drivers.
11. Assist in preparation of budget materials.
12. Assist the Human Resource Manager and/or the designee in preparation of all proposals as required for negotiations.
13. Responsible for implementation of certain financial aspects of negotiated contracts.
14. Maintain and update the district's attendance software, to ensure that former employees are no longer in the system.
15. Perform other duties as assigned by the School Business Administrator and/or the Human Resource Manager.

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 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:

Non-Guide employee status with twelve-month work year. Salary established annually by the Board of Education.

SALARY RANGE

\$62,000-\$74,000

EVALUATION:

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

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management



POSITION DESCRIPTION

POSITION TITLE: Transportation Manager

NATURE AND SCOPE OF POSITION: The Transportation Manager will report to the School Business Administrator/Board Secretary and is responsible for supervising operation, maintenance, scheduling and reporting of Teaneck Public School transportation.

ESSENTIAL QUALIFICATIONS:

1. Graduation from an accredited college with a Bachelor's degree. Master's degree preferred.
2. Three to five years of supervisory experience involving the organization, planning, direction and scheduling of transportation services.
3. Must possess a driver's license valid in New Jersey.
4. Demonstrated strength in written and verbal skills.
5. Knowledge of state and local laws, rules regulations, policies and procedures dealing with public bus operation.
6. Knowledge of proper procedures used in operating and maintaining buses and of types of violations commonly found in bus operations.
7. Ability to communicate with the highest degree of professionalism and tact to staff, administrators, contractors, students, parents and community members.
8. Ability to organize assigned work and develop effective working procedures.
9. Ability to make detailed and complex studies and surveys concerning various phases of bus operation and maintenance, containing findings, conclusions and formal recommendations.

ESSENTIAL FUNCTIONS OF POSITION:

1. Maintain current, working knowledge of New Jersey pupil transportation statutes and administrative code.
2. Obtain and organize all information necessary for meeting transportation needs of public, non-profit private, special education and vocational school pupils based on grade, mileage, and age (for kindergarten children).
3. Work closely with the Special Services department to gather information on schools to be attended and transportation needs for all special education students.
4. Receive applications for all Teaneck students attending non-profit private schools, and non-profit private schools. Provide contractors with names of special education students who will be transported on their routes.
5. Distribute information about time schedules, stops, etc. to every parent who has a child assigned to a bus, to contractors, and to respective schools.
6. Prepare all transportation contracts and supporting documentation, and coordinate appropriate disposition to the

Department of Education, district offices and/or other agencies.

7. Prepare purchase orders for each transportation contract and parents who are eligible for non-profit private transportation aid, including verifying transportation aid reimbursements for accuracy.
8. Prepare all Board motions pertaining to transportation.
9. Check and approve all transportation bills, reconciled with corresponding purchase order, and supported by appropriate voucher documentation.
10. Compile necessary information and prepare State Department reports on transportation.
11. Handle all communications relating to transportation from staff, parents, contractors, etc.
12. Recruit, select and recommend drivers and other transportation personnel to the Business Administrator and Board of Education.
13. May ride buses to note whether safety provisions and sanitary conditions meet prescribed standards.
14. Investigate all accidents involving school buses and recommend disciplinary action when appropriate.
15. Utilize various types of electronic and/or manual recording and information systems.
16. Keep updated transportation files and master routes showing all children on each route and changes as they occur with whatever notes may be pertinent.
17. Serve as liaison between the Board of Education, bus companies, and parents in the day-to-day aspects of the transportation program and emergency situations.
18. Perform other duties as assigned.

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 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:

\$80,000-\$95,000

EVALUATION:

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