

Minutes of the proceedings of the **REGULAR PUBLIC MEETING** held on Wednesday, March 17, 2021, in the virtually via zoom app, at 8:00 PM. *Sebastian Rodriguez, Board President, presided.*

**I. Salute to the Flag**

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

"I hereby call to order the Regular Public Meeting of the Teaneck Board of Education, held on Wednesday, March 17, 2021, virtually via the Zoom app link located on the district website, at 8:00 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](http://www.teaneckschools.org), on March 2, 2021."

**III. Roll Call**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Mrs. Burns (Linda)	x	
Mr. Clark, Sr. (Harold)		x
Mr. Cooper (Damen)	x	
Mrs. Fisher (Victoria)	x	
Mrs. Gee (Danielle)	x	
Mrs. Rappoport (Sarah)	x	
Mr. Reiner (Gerald)	x	
Mr. Rodriguez (Sebastian)	x	
Ms. Sanders (Denise)	x	

**IV. Reaffirmation of District Goals**

**V. Superintendent's Report (If Needed)**

Please click the link below for the Superintendent's report:

<https://eduvision.tv/?emRyLyg>

**VI. Public Comment (Agenda and Non-Agenda Items)**

Please click below for public comments:

<https://eduvision.tv/?emRyLRm>

**VII. Board Presentations (If Needed)**

Please click below for the presentation:

<https://eduvision.tv/l/?emRyyDm>

- Five Year Strategic Plan Presentation, Dr. Christopher Irving

**VIII. Board Committee Reports (As Available)**

Ms. Sanders provided the report on the Special Ed. Committee meeting

Mrs. Fisher provided the report on the Finance & Facilities Committee meeting

**IX. Agenda Items**

**X. Executive Session (If Needed)**

NONE

**XI. Adjournment**

Mrs. Fisher motioned to adjourn the public meeting at 11:30pm. Said motion was seconded by Mr. Reiner and carried by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: G. Reiner</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>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

Respectfully submitted,

Melissa Simmons  
Business Administrator/Board Secretary

## **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.**

**CONSENT AGENDA**

**MARCH 17, 2021**

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

***Policy 01 thru 01***

***Board Operations 01 thru 01***

***School Operations and Curriculum 01 thru 02***

***Finance and Budget 01 thru 28***

***Personnel 01 thru 12***

***Consent Agenda - Vote Box***

Motion to approve all items under the consent agenda less items #11 and 12 under F&B pulled for discussion.

<b><i>Motion: S. Rappoport</i></b>	<b><i>Second: L. Burns</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>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

**POLICY**

**MARCH 17, 2021**

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

1. Policies First Reading P0145, P1642, P7425

that the Board approve the FIRST READING of the following Board Policies:

- Policy 0145 - Board Member Resignation and Removal - **Revised**
- Policy 1642 - Earned Sick Leave - **New**
- Policy 7425 - Lead Testing of Water in Schools - **Revised**

2. Policy 7510 Use of School Facilities - One Reading

that the Board approve to suspend Bylaw 0131 that requires two readings to adopt a Bylaw or Policy and adopt **Policy 7510 Use of School Facilities (Revised)** with one reading.

Motion to suspend having the first reading for policy#2 and approve it in only in one (second) reading.

<i><b>Motion: S. Rappoport</b></i>	<i><b>Second: V. Fisher</b></i>			
<i><b>Board Member</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

**BOARD OPERATIONS**

**MARCH 17, 2021**

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 Public Workshop meeting, Regular Public meeting and the Special Budget meeting held on Wednesday, February 3, 2021, February 10, 2021 and February 24, 2021 respectively.

- 2. **TEANECK BOARD OF EDUCATION CONDEMNS ANTI-ASIAN RACISM**

**Whereas**, Teaneck Public Schools have a longstanding tradition of leading the nation in honoring diversity through inclusion and celebration of people of all races, national origins, abilities, genders, sexual orientations and religions; and

**Whereas**, there has been a dramatic increase in despicable acts of discrimination, hate and violence being committed against Asian Americans across our country and in NJ; and

**Whereas**, the Teaneck Board of Education condemns and denounces racism, xenophobia, misogyny, and intolerance in all forms; and

**Whereas**, we recognize with gratitude and renew our support of our Asian, Asian American and Pacific Islander students, teachers, administrators, family members, and neighbors in the greater Teaneck community; and

**Whereas**, Board Goal 1 states, “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.”; and

**Whereas**, respect for diversity and a struggle for inclusion is critical to be a successful global citizen; and

**Whereas**, Board Goal 3 states, “The Teaneck Public Schools will be proactive in creating safe and inclusive school environments for students and adults by utilizing the support services of the members of the greater Teaneck community.”; and

**Whereas**, Teaneck Public Schools is committed to ending violence, bullying, and discrimination, and to ensuring that all students and staff are treated with dignity and respect in our schools and our community; and

**Now, therefore, be it Resolved**, That the Teaneck Board of Education reaffirms and proactively implements all policies, practices and procedures to ensure that our Asian, Asian American and Pacific Islander students, staff, families and community are not subjected to bias, harassment, discrimination, violence or retaliation; and

**Be It Further Resolved**, that the Teaneck Board of Education urges students, employees, and community partners to interrupt instances of racism and intolerance; and

**Be It Further Resolved**, that we will support and amplify community efforts to be anti-racist and to combat discrimination and xenophobia while engaging actively and authentically with communities of color; and

**Be It Further Resolved**, that the Teaneck Board of Education recommits to our alliances and partnerships with other organizations that are confronting racism and we encourage other local, state, regional and national entities to recognize racism as a

public health crisis;

**Submitted by:** Victoria Fisher

**Moved by:** V. Fisher

**Seconded by:** S. Rappoport

I hereby certify that the above is a true copy of a Resolution adopted by the Board of Education at a regular meeting of said Board conducted on March 17, 2021.

Sebastian Rodriguez, President  
Linda DeCarlo Burns, Vice President  
Damen Cooper, Trustee  
Harold Clark, Trustee  
Victoria Fisher, Trustee  
Danielle Gee, Trustee  
Gerald Reiner, Trustee  
Sarah Rappoport, Trustee  
Denise Sanders, Trustee

Motion to add the walk-in item on Anti-Asian Racism under Board Operations #2

<b>Motion: G. Reiner</b>	<b>Second: V. Fisher</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

Motion to adopt the item on Anti-Asian Racism #2

<b>Motion: V. Fisher</b>	<b>Second: S. Rappoport</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

**SCHOOL OPERATIONS and CURRICULUM**

**MARCH 17, 2021**

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 Healing Space, to conduct two workshops with middle school students, grades 5-8, on April 22, 2021 and March 25, 2021 and two workshops for high school students, grades 9-12, on April 19, 2021 and March 25, 2021 enrolled in the PASS (Police/Parents and Student/School Partnership Program) on dating and healthy relationships, internet safety & social media, and sexual violence prevention. This is a free program with no cost to the district.
  
2. that the Board approve the Healing Space, to conduct two workshops with high school students, grades 9-12, enrolled in the Young Women’s Institute program on April 14, 2021 and May 5, 2021 on healthy relationships. Supportive services and resources are also provided to those affected by relationship violence. This is a free program with no cost to the district.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: G. Reiner</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>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			



**FINANCE AND BUDGET**

**MARCH 17, 2021**

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 2020-2021 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.

**January 1, 2021 through January 31, 2021**

General	\$9,332,349.78
Special Revenue	\$626,231.84
Enterprise	\$8,214.51
Food Service	\$33,679.65
Capital Projects	\$36,215.00
Capital Outlay	\$103,143.36
Debt Services	\$84,525.00

**Total of Approved Payments \$10,224,359.14**

- 2. that the Board approve the budget transfers for the month of January 2021 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 January 2021 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 virtual Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent (District funded \$2,965) (Title II Funded \$720) total cost \$3,685.
5. that the Board approve the attached list of Student Fundraising activities by school.
6. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2020-2021 school year, as per the attached list.
7. 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 2020- 2021 school year.
8. that the Board approve the tentative budget for the 2021-2022 School year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the form suggested by the State Department of Education and according to the law.

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
Total Appropriations	\$105,589,239	\$7,467,856.00	\$716,950	\$113,774,045
LESS: Anticipated Revenue	\$10,566,732	\$7,467,856.00	\$0.00	\$18,034,588
Taxes to be Raised	\$95,022,507	\$0.00	\$716,950	\$95,739,457

9. that the Board approve the Establishment of the Maximum Level for Professional Services; the tentative budget includes the following appropriations. The Administration needs to notice the Board if there arises a need to exceed said maximums; upon which the Board may adopt a dollar increase in the maximum amount through formal Board action.

Budget Year 2021-2022

Legal Services	\$425,000
Auditing Services	\$51,000
Architectural Services	\$60,000
Medical Services	\$430,000

10. **WHEREAS**, the Teaneck Board of Education policy #6471 and N.J.A.C 6A:23B - 1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2020-2021 school year

**WHEREAS**, the Teaneck Board of Education appropriated \$95,000 for travel during the 2020-2021 school year and has spent \$9,869 as of March 1, 2021.

**NOW, THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education hereby establishes the school district travel maximum for the 2021- 2022 school year at the sum of \$40,000 and

**BE IT RESOLVED**, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

11. **Be It Resolved**, that the Board approve the motion to accept Budgeted Excess Surplus of \$2,257,313 and Maintenance Reserve in the amount of \$250,000 to support required maintenance projects to be appropriated in the 2021-2022 Budget.
12. that the Board approve the submission of the New Jersey Department of Education Division of Early Childhood Education 2021-2022 Preschool Education Aid (PEA) District Planning and Enrollment Workbook (see attached).
13. **Whereas**, the nonpublic bids for transportation routes must be submitted by March 29, 2021; district is not renewing bids with them, we are sending them all of the nonpublic students who applied for transportation and do not have a bus.  
**Therefore, Be It Resolved**, 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 2021 -2022 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, Non-Public, Private schools. All these routes are subject to an Administrative fee by the South Bergen Jointure Commission.
14. **Whereas**, this project was discussed at the Finance and Facilities committee meeting on February 18, 2021 and a consensus was made to go forward with this project;  
**Be It Resolved**, the Board approve the grid ceilings project in different classrooms at Thomas Jefferson Middle school. The contractor is Murray Paving & Concrete. ESCNJ State approved Coop #65MCESCCPS. JOC contract no: 20/21-03. The proposal value is price-fixed at \$212,999.13. See attached job order.
15. that the Board approve one, 60 minute professional development training session for high school teachers to be held on Monday, May 3 from 3:00-4:00 pm. The virtual professional development session will be provided by a trainer from Make It Better for Youth for a total cost of \$600. Online and email support will be provided to teachers up to 2- months after the initial professional development session. (20-270-200-320-19-50-I-0 - Title II Purchased Services)

16. that the Board approve one, three-hour professional development virtual training session for Health and Physical Education teachers to be held on Monday, March 22 from 2:00 PM to 5:00 PM. The virtual professional development session will be provided by a trainer from Health and Physical Education Solutions (HPE) LLC for a total cost of \$450. (20-270-200-320-19-50-I-0 - Title II Purchased Services)
17. that the Board approve eight, three-hour professional development sessions for elementary teachers, english/language arts, ESL, science, social studies, world language, business and practical arts teachers to be held on Monday, March 22 from 2:00 PM to 5:00 PM on understanding, constructing and learning about the project-based learning model. Consultants from Co-Plan It will work with staff members for a total cost of \$6,400 or \$800 per session. (20-270-200-320-19-50-I-0 - Title II Purchased Services)
18. that the Board approve two, three-hour professional development sessions for secondary mathematics teachers and districtwide fine and performing arts teachers to be held on Monday, March 22 from 2:00 PM to 5:00 PM on understanding, constructing and learning about the project-based learning model. Two consultants from Staff Development Workshops will work with staff members for a total cost of \$3,000 or \$1,500 per session. (20-270-200-320-19-50-I-0 - Title II Purchased Services)
19. that the Board approve compensation to Lisa Athan, MA, Grief Recovery Specialist to conduct a virtual professional development session, "Providing Support to the Support Staff" to be held on March 21, 2021 to the District School Counseling Department for a total cost of \$650. Account #: 20-280-200-320-73-58-I-0 (TITLE IV Purchased Services)
20. that the Board approve compensation to Lisa Athan, MA, Grief Recovery Specialist to conduct one session held on April 15, 2021 with the PASS (Police/Parents and Student/School Partnership Program) for middle school students grades 5-8 and one session held on April 19, 2021 with the high school students in grades 9-12 on Grief and Loss: Overcoming Hard Times, in the amount of \$300 per session not to exceed \$600.

Account #: 20-009-100-300-73-50-G-H (FORUM/J.Justice/PurchEdSvc)

21. that the Board approve compensation to Plethora Media Group to present the "Picture of Success" program to high school students grades 9-12 enrolled in the PASS (Police/Parents and Student/School Partnership Program), in an amount not to exceed \$700. The FORUM Juvenile Justice grant would fund this program.  
Account #: 20-009-100-300-73-50-G-H FORUM/J. Justice Purchase Ed. Svs

Program dates: March 18, April 29 and May 11, 2021

1st Session: Basic photography skills workshop for participating students.

2nd Session: Students and staff take photos that represent values and goal setting for their photography project. Students will preview and select photos for inclusion in their final presentation and create captions/ blurbs for the selected photos.

3rd Session: Students would finalize the project and present it to staff and peers virtually during the group session.

22. that the Board approve one, three-hour professional development session for teachers of the Special Education Multiple Disabilities grades 9-12, Transition, and STAR 18-21 Program to be held on Monday, March 22 from 2:00 PM to 5:00 PM on understanding, constructing and learning about the project-based learning model. Inclusion Consultant, Toby Karten of TAMKA Educational Products, LLC will work with staff members for a total cost of \$1,500 for the session. (20-250-200-500-60-46-C-C IDEA CCEIS PROF.& TECH SERVICES)
23. that the Board approve a one, three-hour professional development session for child study team members and related service providers to be held on Monday, March 22 from 2:00 PM to 5:00 PM on the Little Blue Book and the updated Teaneck Child Study Team Manual. Two consultants from American Educational Consultants will work with staff members for a total cost of \$1,450 for the session. (11-000-221-320-82-58-S-0 ADMIN/STAFF DEVELOPMENT)
24. **Whereas**, the Board approve three (3) staff members to be determined for tutoring assignments at Theodora Smiley Lacey school, effective April 1, 2021 through June 1, 2021, at \$50 per hour (Per the TTEA contract) not to exceed the amount of \$900 per stipend for instruction, if the entire program is completed.  
**Whereas**, the Board approve one (1), to be determined staff member to act as the Program/Data Coordinator at Theodora Smiley Lacey, effective April 1, 2021 through June 1, 2021, at \$50 per hour (Per the TTEA contract) not to exceed \$900, if the entire program is completed.  
**Whereas**, the Board approve seven (7) hours of professional development per staff member, at \$50 per hour (Per the TTEA contract), not to exceed \$350 per stipend for professional development and/or planning hours for each staff member (4).

<b>Instructional Pay</b>	<b>\$2,700.00</b>
<b>Non-Instructional Pay</b>	<b>\$ 900.00</b>
<b>Professional Development (and/or planning)</b>	<b>\$1,400.00</b>
<b>Program Pay Total</b>	<b>\$5,000.00</b>

25. **Whereas**, the Board approve four (4), to be determined staff members for tutoring assignments at Theodora Smiley Lacey, effective June 21, 2021 through July 30, 2021, at \$50 per hour (Per the TTEA contract) not to exceed \$1,800 per stipend for instruction, if the entire program is completed.

**Whereas**, the Board approve one (1), to be determined staff member to act as the Program/Data Coordinator at Theodora Smiley Lacey, effective June 21, 2021 through July 30, 2021, at \$50 per hour (Per the TTEA contract) not to exceed \$1,800, if the entire program is completed.

**Whereas**, the Board approve seven (7) hours of professional development per staff member, at \$50 per hour (Per the TTEA contract), not to exceed \$350 per stipend for professional development and/or planning hours for each staff member (5).

<b>Instructional Pay</b>	<b>\$ 7,200.00</b>
<b>Non-Instructional Pay</b>	<b>\$ 1,800.00</b>
<b>Professional Development (and/or planning)</b>	<b>\$ 1,750.00</b>
<b>Program Pay Total</b>	<b>\$10,750.00</b>

26. that the Board accept a donation from the Jewish Federation of Northern New Jersey in the amount of \$232.72 for the Jamie Fitterman section of Teaneck High School's main library. Account #20-031-222-610-75-40-T-H.

27. that the Board accept a donation from Gil King Memorial Library Book Fund in the amount of \$292.84 for the Teaneck High School main library.

Account #20-034-222-610-75-40-T-H

28. **Whereas**, the Board approve Virtual Wellness Wednesday Seminar, on March 24, 2021. The Adolescent Health Team will be offering a Wellness Wednesday Seminar to grades 9-12.

<b>Presenters</b>	<b>Activity</b>
Stacy Block (Volunteer)	Drama Therapy
Colette Brantley (Volunteer)	Art Therapy
Yashmine Cooper	Zumba - \$100
Stephanie Drag	Wellness Activities- \$300 – Virtual Games
Renee Reading-Jones	Yoga - \$100
Fabienne Wright	Dance - \$300
<b>TBD</b> (Volunteer)	Healthy Eating
<b>Total</b>	<b>\$800.00</b>

<b>Adolescent Health Team</b>
Adrienne Williams (Volunteer - Host)
Susie Cipriano (Volunteer-Host)
Kathy Dyker (Volunteer- Host)
Margo Mack (Volunteer -Host)
Yvonne Witter (Volunteer-Host)

29. **Whereas**, Exceptions to Advertising—N.J.S.A. 18A:18-5 (a) (10) “Insurance, including the purchase of insurance coverage and consultant services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services.” (EUS), however, there still must be a competitive procurement process.

**Whereas**, the Board approved the insurance broker of record at the reorganization meeting in January 2021;

**Whereas**, requests for proposals

EUS/RFP #01-21 Broker of Record Services--Property and Casualty  
 EUS/RFP #02-21 Broker of Record Services—Health Benefits

were solicited from three (3) insurance firms;

**Be It Resolved**, that the Board acknowledge the receipt and opening of proposals for the Broker of Record Services Health Benefits and Property and Casualty on Thursday, February 24, 2021.

The following firms submitted proposals:

- Fairview Insurance Agency Associates, Inc. 25 Fairview Ave., Verona, NJ 07044
- Burton Agency, Inc., 44 Bergen Street, Westwood, NJ 07675
- CBIZ Benefits and Insurance Services, Inc., 6050 Oak Tree Blvd., Suite 500, Cleveland, OH 44131

**Furthermore**, that the Board award the contract to Fairview Insurance Agency Associates for Broker Services--Health Benefits with a total of \$44,000 flat fee and to Burton Agency Inc. for Broker Services--Risk Management/Property & Casualty. (Burton Agency fees paid by NESBIG to broker – no additional fees)

The term of contract with the insurance firms is from April 1, 2021 through June 30, 2022. The contract for Broker of Record services is needed for the district to procure health benefits insurance coverage as well as property and casualty insurance coverage. (see certificates attached)

Motion to approve items 8, 11, 12 and 29 under Finance & Budget

<b>Motion: S. Rappoport</b>	<b>Second: D. Sanders</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			



## PERSONNEL

MARCH 17, 2021

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 appointment, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
  - a. Abdoulaye Diallo, French Teacher, at an annual salary of \$63,600 (TTEA MA/ step 4) assigned to Teaneck High School, effective May 03, 2021 through June 30, 2021, replacing Falilou Seck, necrology (PC#: 10-12-06/ags).
2. that the Board approve the following non-certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
  - a. Shamim Ahmed, Bus Driver, at an annual salary of \$35,000 (off-guide), assigned to Central Administration Office, effective March 10, 2021 through June 30, 2021, replacing Deosarran Ganesh, resigned (PC#: 01-17-T1/clk).
  - b. Caren Spooner, Coordinator of Payroll & Employee Benefits, at the annual salary of \$70,000 (off-guide), assigned to the Business Office, effective April 19, 2021 through June 30, 2021 (Resume attached).
  - c. Yesmin Hernandez, Bus Driver, at an annual salary of \$38,000 (off-guide), assigned to Central Administration Office, effective April 12, 2021 through June 30, 2021, new position.
  - d. Kimberly Edge, Lead Bus Driver, at an annual salary of \$40,000 (off-guide), assigned to Central Administration Office, effective March 18, 2021 through June 30, 2021, new position.
3. that the Board approve the reassignment of David Deubel, Assistant Principal, Benjamin Franklin Middle School to Assistant Principal, Lowell Elementary School, effective March 08, 2021 through June 30, 2021. The reassignment will include a stipend of \$1,000.00 per month for taking on additional administrative duties.
4. that the Board approve the following long term substitute teacher at \$260 per-diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:
  - a. Nancy Kihn, November 16, 2020 through March 31, 2021, with no benefits, assigned to Thomas Jefferson Middle School, replacing employee #4581.

5. that the Board approve the retirement of the following staff members:
  - a. Angela Davis, Assistant Superintendent, Central Office, effective September 1, 2021, 22 years of service.
  - b. Dr. Sunletha Carter, Mathematics Teacher, Teaneck High School, effective June 30, 2021, 21 years of service.
  - c. Gary Sternberg, Messenger, Operations & Maintenance, effective September 1, 2021, 20 years of service.
  
6. that the Board accept the resignation of the following staff members:
  - a. Deosarran Ganesh, Lead Bus Driver, Central Office, effective March 5, 2021.
  - b. Alban Islami, Technology Support Specialist Level 1, Central Office, effective February 12, 2021.
  
7. that the Board approve the following individuals to work for the Teaneck Community Education Center's summer camp program (Camp Kookooskoos - June 28, 2021 through August 6, 2021) for the 2021-2022 school year, pending camp opening due to the pandemic. Planning work for the following roles will begin upon Board approval in March. Stipends will be prorated for any work completed in the event of cancellation:

<u>Name</u>	<u>Position</u>	<u>Stipend Amount (not to exceed)</u>
a. Christopher Infante	Director	\$8,200.00
b. Melvin Maclin	Assistant Director	\$5,775.00
c. Kelli Shiels	Nurse	\$43.00 p/hr

8. that the Board approve the following leaves of absence for the dates and reasons indicated:
- a. Employee ID# 0541, paid medical leave of absence with benefits, from February 1, 2021 through March 5, 2021, using 23 sick days under FMLA.
  - b. Employee ID# 2126, paid medical leave of absence with benefits, from February 4, 2021 through March 19, 2021, using 30 sick days under FMLA.
  - c. Employee ID# 1672, paid medical leave of absence with benefits, from February 8, 2021 through April 30, 2021, using 57 sick days under FMLA. Paid medical leave of absence with benefits, from May 3, 2021 through June 30, 2021, using 11 sick days and 30 vacation days.
  - d. Employee ID# 4334, paid maternity leave of absence with benefits, from April 26, 2021 through June 30, 2021, using 34.50 sick days and 3 personal business days under FMLA. Unpaid maternity leave of absence with benefits, from September 1, 2021 through September 30, 2021 under FMLA and NJFLA. Unpaid maternity leave of absence with benefits, from October 1, 2021 through November 24, 2021 under NJFLA. Unpaid child rearing leave without benefits November 29, 2021 through June 30, 2022.
  - e. Employee ID# 4610, paid maternity leave of absence with benefits, from April 19, 2021 through June 30, 2021, using 40 sick days and 3 personal business days under FMLA. Unpaid maternity leave of absence with benefits, from September 1, 2021, through September 23, 2021 under FMLA and NJFLA. Unpaid maternity leave of absence with benefits, from September 24, 2021 through November 23, 2021 under NJFLA. Unpaid child rearing leave of absence without benefits, from November 24, 2021 through November 26, 2021.
  - f. Employee ID# 4830, unpaid maternity leave of absence with benefits, from May 3, 2021 through June 30, 2021, under FMLA and NJFLA.
  - g. Employee ID# 4581, paid maternity leave of absence with benefits, from November 16, 2020 through January 12, 2021, under FMLA, using 31.50 sick days. Unpaid maternity leave of absence with benefits, from January 13, 2021 through January 22, 2021, under FMLA. Unpaid maternity leave of absence with benefits, from January 25, 2021 through February 12, 2021, under FMLA and NJFLA. Unpaid maternity leave of absence with benefits, from February 15, 2021 through March 31, 2021, under NJFLA.
  - h. Employee ID# 3224, paid maternity leave of absence with benefits, from May 26, 2021 through June 30, 2021, using 17 sick days. Unpaid maternity leave of absence with benefits, from September 1, 2021 through October 29, 2021, under FMLA and NJFLA. Unpaid maternity leave of absence with benefits, from November 1, 2021 through November 23, 2021, under NJFLA. Unpaid child rearing leave of absence without benefits, from November 24, 2021 through June 30, 2022.
  - i. Employee ID# 0226, paid medical leave of absence with benefits, from March 10, 2021 through March 26, 2021, using 13 sick days under FMLA.

9. that the Board approve the following Extra Work for Extra Pay assignments, at the rate of \$50 per hour not to exceed 8 hours per week, for the 2020-2021 school year, at Benjamin Franklin Middle School:
  - a. Samantha Elie, effective March 08, 2021 through June 30, 2021.
  - b. Alan Gonzalez, effective March 08, 2021 through June 30, 2021.
  - c. Joseph Tauriello, effective March 08, 2021 through June 30, 2021.

10. that the Board approve the following athletic coaches for the 2020-2021 school year, stipend in accordance with the TTEA contract, pending approval of NJSIAA and program/activity completion. Stipends will be prorated in the event of cancellation:

<u>Sport</u>	<u>Position</u>	<u>Name</u>	<u>Stipend Amount</u>
a. Baseball	Head Coach	Edward Klimek	\$7,927.00
b. Baseball	Assistant Coach	Matthew Green	\$5,661.00
c. Baseball	Assistant Coach	Luke Short	\$5,661.00
d. Baseball	Volunteer	Lance Parham	\$0.00
e. Baseball	Volunteer	Spencer Jones	\$0.00
f. Crew	Head Coach	Kerrie Viray	\$7,927.00
g. Crew	Assistant Coach	Emmanuel Viray	\$5,661.00
h. Softball	Head Coach	James Lagomarsino	\$7,927.00
i. Softball	Assistant Coach	Kate Giello	\$5,661.00
j. Softball	Assistant Coach	Charles Bell	\$5,661.00
k. Softball	Volunteer	Daniel Olender	\$0.00
l. Softball	Volunteer	Justine Mateo	\$0.00
m. Boys Tennis	Head Coach	John Paladino	\$5,661.00
n. Boys Tennis	Assistant Coach	Frank Piccininni	\$3,963.00
o. Girls Track	Head Coach	Carlene Cummings	\$7,927.00
p. Girls Track	Assistant Coach	Alexa Batista	\$5,661.00
q. Girls Track	Assistant Coach	Taylor Martin	\$5,661.00
r. Boys Track	Head Coach	Brian Walker	\$7,927.00
s. Boys Track	Assistant Coach	Lawrence Athil	\$5,661.00
t. Boys Track	Assistant Coach	Joel Garcia	\$5,661.00
v. Boys Track	Volunteer	Hadeel Alshujaieh	\$0.00
w. Boys Track	Volunteer	Jasmine Mason	\$0.00
x. Boys Track	Volunteer	Phil Hogan	\$0.00
y. Boys Track	Volunteer	Valbert Wyche	\$0.00
z. Boys Track	Volunteer	Miles Hooper	\$0.00
aa. Boys Track	Volunteer	Warren Lucious	\$0.00
bb. Boys Volleyball	Head Coach	Jason McDonald	\$7,927.00
cc. Boys Volleyball	Assistant Coach	Centryll Scott	\$5,661.00
dd. Boys Volleyball	Assistant Coach	Ashley Pryce	\$5,661.00
ee. Boys Volleyball	Volunteer	Jahaziel Valerian	\$0.00
ff. Girls Volleyball	Assistant Coach	Centryll Scott	\$5,661.00
<b>TOTAL:</b>			<b>\$125,118.00</b>

11. that the Board approve payment to the following teachers (pending student enrollment) for conducting a virtual remote after-school bilingual homework support program for middle school and high school English language learners on Tuesdays, Wednesdays and Thursdays starting on March 15, 2021 and ending on June 4, 2021 from 3:00 pm to 4:00 pm. Teachers would receive 12 hours of compensation for working with students at the rate of \$50 per hour. Two teachers will serve as program/data coordinators in addition to tutors to serve as the contact for ESL students, coordinating sessions and serving as parent/family contacts. These practitioners would receive an extra 8 hours or \$400 for program/data coordination. Title III funds this program: 20-241-100-101-21-10-1-0 (Title III/Instructional Stipends) and 20-241-200-101-21-10-1-0 (Title III/Non-Instructional Stipends).

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Stipend Amount</u>
Adriana Lagomarsino	High School ESL Program/Data Coordinator Tutor	20	\$1,000.00
Joseph Murphy	Middle School ESL Program/Data Coordinator Tutor	20	\$1,000.00
Payne Vasquez	High School Math Tutor	12	\$600.00
Mark Martinez	Middle School Math Tutor	12	\$600.00
Yaneth Mesa	High School Science Tutor	12	\$600.00
Stephanie Paz	Middle School Science Tutor	12	\$600.00
<b>TOTAL:</b>			<b>\$4,400.00</b>

12. that the Board approve the following substitute safety officers for the 2020-2021 school year, on an as needed basis:

<u>Name</u>	<u>Hourly Rate</u>
a. Alyssa Armstrong	\$22.50
b. Joseph Costa	\$22.50
c. James Andrews	\$22.50

13. that the Board approve the following non-certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:

c. Natacha Rodriguez, Technology Support Specialist Level 1, at an annual salary of \$50,000 (off-guide), assigned to Central Administration Office, effective March 18, 2021 through June 30, 2021, replacing Alban Islami, resigned (PC#: 09-08-86/cckl).

14. that the Board approve the appointment of the following staff as Strive Site Supervisors, effective March 18, 2021 through June 10, 2021, to be funded by the FORUM/Township of Teaneck Grant, for up to 3 hours per week at a rate of \$50.00 per hour.

<u>Name</u>	<u>Position</u>	<u>Stipend Amount</u> <u>(not to exceed)</u>
a. Andres Munoz	Strive Site Supervisor	\$1,650.00
b. Olivia Betances	Strive Site Supervisor	\$1,650.00
<b>TOTAL:</b>		<b>\$3,300.00</b>

15. that the Board accept the resignation of the following staff member:

- a. Aya Shabarek, Special Education Teacher, Thomas Jefferson Middle School, effective May 07, 2021.

Motion to approve items 13,14, & 15 under Personnel.

<b>Motion: V. Fisher</b>	<b>Second: D. Gee</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)				x
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

# POLICY GUIDE

## 0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents (**N.J.S.A. 18A:12-2.2**); or
2. The member's election or appointment to the office of mayor or member of the governing body of \_\_\_\_\_ **the Township of Teaneck (municipality(ies) within district)** (**N.J.S.A. 18A:12-2.2**); or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1 (**N.J.S.A. 18A:12-2.2**); or
4. The member's ~~conviction for false swearing for having falsely affirmed or declared that he/she is qualified to vote~~ **falsely affirms or declares that he/she is not disqualified as a voter pursuant to N.J.S.A. 19:4-1 or that he/she is not disqualified from membership on the Board due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1**; or
5. The removal of the member by the Commissioner of Education; or
6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

~~A member who fails to attend three consecutive~~

### **Optional**

~~{regular}~~

**A member who fails to attend three consecutive** meetings of the Board without good cause may be removed from office on the affirmative votes by majority of the remaining Board members, provided that:





# POLICY GUIDE

BYLAWS  
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Board Member Resignation and Removal

1. The member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least \_\_\_\_\_ **forty-eight** hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; **18A:12-2.2**; 18A:12-3; 18A:12-29  
N.J.S.A. 19:27A-1 et seq.

Adopted:



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# POLICY GUIDE

ADMINISTRATION  
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Earned Sick Leave Law  
**M**

## 1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.



# POLICY GUIDE

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Earned Sick Leave Law

The employer ~~{ will }~~ **X will not** provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

The employer ~~{ will }~~ **X will not** permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

~~{ X Option 1~~ **beginning on the 120<sup>th</sup> calendar day after the employee commences employment.**

**OR**

~~{ Option 2 \_\_\_\_\_ days after employment commences, but no longer than 120 calendar days after employment commences. }~~

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.



# POLICY GUIDE

ADMINISTRATION  
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Earned Sick Leave Law

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:



# POLICY GUIDE

PROPERTY

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Lead Testing of Water in Schools

M

## 7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i)(j). This ~~testing~~ **lead sampling and analysis** shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

**The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt.** Within twenty-four hours after the ~~Board~~ **Superintendent** or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This **written** notification shall include: a description of the measures taken by the ~~Board~~ **Superintendent** or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; **any additional remedial action taken or planned by the Board of Education**; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; **where the water outlet(s) is located**; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. ~~After the initial screening, the Board will conduct these lead screenings every six years and~~



# POLICY GUIDE

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Lead Testing of Water in Schools

**Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)(g)1. and 2.**

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g)(i).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j)(k).

N.J.S.A. 58:12A-1 et seq.  
N.J.A.C. 6A:26-12.4

Adopted:



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# POLICY GUIDE

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Use of School Facilities

## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator/Board Secretary. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following ~~uses~~ **applicants**, in the descending order given:

- A. **Class I: community-based organizations. A community based organization must be a) representative of the Teaneck Township community or significant segments of the community and b) provide educational, recreational, athletic or related services to the community;**
- B. **Class II: non-profit 501(c)(3) and/or other charitable organizations;**
- C. **Class III: for-profit organizations;**
- D. **No other organization or individuals will be permitted use without express written permission of the Board of Education.**
- E. ~~Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;~~
- F. ~~Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home School Association, and other school parent related organizations;~~
- G. ~~Departments and agencies of the municipal government (i.e. police, recreation);~~



# POLICY GUIDE

H. — Governmental agencies (State, Federal);

I. — ~~Community organizations 501(c)3 non profit corporations formed for charitable, civic, social, or educational purposes;~~

J. — Community political organizations;

K. — Community church groups;

L. — ~~Private groups and organizations;~~





# POLICY GUIDE

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Use of School Facilities

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities for ~~groups A-E~~ **Classes I and II** shall be without cost to the user except that the user shall be responsible for any custodial **and service** costs incurred by the use on Sunday at a rate set forth by the Board.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee required by the use, **in addition to any custodial or service fees incurred.**



# POLICY GUIDE

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Use of School Facilities

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted:



[1732-001/00686506-] }  
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Teaneck Board of Education Transfer List  
Transfers 1/31/2021

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
18780	11-000-251-590-84-50-H-R	PRCH SERV/RECRUITMENT/HRM	(1,450.00)	
18780	11-000-251-580-84-50-0-0	TRAVEL,CONF,WKRSHP/HRM		1,450.00
			<u>\$ (1,450.00)</u>	<u>\$ 1,450.00</u>
EXPLANATION: HR recruit/Travel adj Adjustment				
18883	11-000-270-512-03-52-N-D	BUSINESS/FIELD TRIPS/DIST	(1,200.00)	
18883	11-000-221-320-85-58-I-D	ED/CONSULT/C& I		1,200.00
			<u>\$ (1,200.00)</u>	<u>\$ 1,200.00</u>
EXPLANATION: THS/C&I prof dev adj Adjustment				
18887	11-000-223-320-85-58-R-D	PURCH/SRV/EDUC'L/STAFF DEVELOP	(1,000.00)	
18887	11-190-100-640-05-41-R-D	TXTBKS/LANG ARTS/DISTRICE WIDE	(3,000.00)	
18887	11-190-100-610-63-41-R-D	SUPP/LITERATURE-BASE		4,000.00
			<u>\$ (4,000.00)</u>	<u>\$ 4,000.00</u>
EXPLANATION: THS/C&I Book Order Adj Adjustment				
18918	11-000-100-568-49-62-C-C	TUIT/STATE FACILITIES	(51,792.00)	
18918	11-000-100-562-49-61-C-C	TUITN/PUB SCH/SP'L ED		51,792.00
			<u>\$ (51,792.00)</u>	<u>\$ 51,792.00</u>
EXPLANATION: SpcSvc-SBJC-20-21SYtuitn adj Adjustment				
18919	11-000-223-580-19-52-T-H	TRAVEL & CONF/HS	(14,400.00)	
18919	11-190-100-590-23-50-T-H	PRCH SVC/PEER LEADERSHIP	(11,750.00)	
18919	11-190-100-320-18-50-T-H	PURCH INSTR SERV/THS	(7,550.00)	
18919	11-190-100-610-14-40-T-H	COMPUTER SOFTWARE/HS	(5,520.00)	
18919	11-190-100-640-18-40-T-H	TEXTBOOKS/ THS	(8,500.00)	
18919	12-000-240-730-71-32-T-H	EQUIP/THS/ADMIN		47,720.00
			<u>\$ (47,720.00)</u>	<u>\$ 47,720.00</u>
EXPLANATION: THS-promethean boards purchadj Adjustment				
18921	11-204-100-320-33-56-C-0	PURCH PROF SERV/LLD	(148,000.00)	
18921	11-209-100-320-31-56-C-0	PURCH PROF SVC/BD	(68,000.00)	
18921	11-212-100-320-35-56-C-0	PURCH PROF SVC/MD	(125,000.00)	
18921	11-213-100-320-34-56-C-0	PURCH PROF SERV/RESOURCE CTR	(50,000.00)	
18921	11-190-100-610-86-40-2-D	INSTRUC'L SUPPLIES/TECH MNGMT		391,000.00
			<u>\$ (391,000.00)</u>	<u>\$ 391,000.00</u>
EXPLANATION: TECH. CHROMEBOOKS Adjstment				
18940	11-000-223-320-13-58-B-D	STAFF DEVELPMT CONSULT/SCIENCE	(5,000.00)	
18940	11-190-100-610-13-40-B-H	SUPPLIES/SCIENCE/MS/HS		5,000.00
			<u>\$ (5,000.00)</u>	<u>\$ 5,000.00</u>
EXPLANATION: C&I Adj- Classrm Prods frm SHI Adjustment				
18966	11-000-230-590-82-50-P-0	PUBLIC REL/PURCHASED SERVICES	(3,000.00)	
18966	11-000-230-340-82-50-P-D	PURCH SRV/COMM REL/NONIN		3,000.00
			<u>\$ (3,000.00)</u>	<u>\$ 3,000.00</u>
EXPLANATION: VIDEO MESSAGING Adjustment				
18967	11-000-262-890-89-50-1-D	OTHER MISC EXPENSES	(2,294.44)	
18967	11-000-262-610-89-53-1-D	FURNITURE SUPPLIES/GENERAL		2,294.44
			<u>\$ (2,294.44)</u>	<u>\$ 2,294.44</u>
EXPLANATION: FurnitureSupplies/General Adj Adjustment				
18968	11-000-270-615-83-49-0-0	TRANSPORTATION SUPPLIES/MAINT	(105.00)	
18968	11-000-270-390-83-56-0-D	OTHER EXP./TRANS ROUTING		105.00
			<u>\$ (105.00)</u>	<u>\$ 105.00</u>
EXPLANATION: OthrExp/TransRouting adj Adjustment				
18969	12-000-270-734-71-52-0-D	EQUIP. SCHOOL BUS/SPECIAL SVC	(106,521.27)	
18969	12-000-451-450-93-93-1-0	ADMIN. BLDG. CONSTRUCTION		106,521.27
			<u>\$ (106,521.27)</u>	<u>\$ 106,521.27</u>
EXPLANATION: Admin Bldg Constr Adj Adjustment				
18970	11-000-221-600-85-49-I-0	OFFICE SUPPLIES/C & I	(2,069.80)	

Teaneck Board of Education Transfer List  
Transfers 1/31/2021

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
18970	11-000-221-500-85-50-H-D	CAR ALLOW & MILEAGE/C&I		2,069.80
			\$ (2,069.80)	\$ 2,069.80
EXPLANATION: CarAllow&Mileage Adj Adjustment				
18972	11-000-261-610-89-49-1-0	MAINTANCE SUPPLIES WDRL M-RSV	(57,207.94)	
18972	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT		57,207.94
			\$ (57,207.94)	\$ 57,207.94
EXPLANATION: ContractsBldgMaint Adj Adjustment				
18975	12-000-261-730-89-32-1-D	MAINTENANCE EQUIPMENT	(1,150.46)	
18975	12-000-230-730-71-32-0-0	EQUIPMENT/CENTRAL OFFICE		1,150.46
			\$ (1,150.46)	\$ 1,150.46
EXPLANATION: MAINT. EQUIPMENT Adjustment				

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

\_\_\_\_\_  
DATE

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**Professional Development**

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**Name:** Amy Morik

**School or Department:** Whittier – Educational Services

**Conference/Seminar/Workshop:** Personal, Professional, & Social Justice: Responding to Bias, Prejudice & Racism - Social workers are encouraged to participate in workshops regarding Ethics, Social, and Cultural Competence in order to enhance their understanding of these issues so as to better serve their students and families.

**Location:** Virtual (Zoom)

**Dates:** 3/12/2021

**Estimated Cost:** \$100.00 (District Funded)

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**Name:** Steven Finkelstein

**School or Department:** Torah Academy of Bergen County (Non-Public)

**Conference/Seminar/Workshop:** Cognitive Behavioral Therapy - group didactic sessions together with practice and role-play, with emphasis on skill building of therapy tools and techniques.

**Vendor:** The Feeling Good Institute

**Location:** Virtual

**Dates:** Mondays (13 Sessions) starting 1/11/21 (7:00-8:45pm EST)

**Estimated Cost:** \$720.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-T)

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**Professional Development**

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Name: Paola Arias  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Exploring New Jersey Learning Standards: Preparing for Implementation of the 2020 World Language Standards  
Location: Virtual Conference  
Dates: April 15, 2021 (1/2 AM)  
Estimated Cost: \$0.00 – Substitute Required (No Funding Required)

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Name: Marisol Urena  
School or Department: Thomas Jefferson Middle School  
Conference/Seminar/Workshop: Exploring New Jersey Learning Standards: Preparing for Implementation of the 2020 World Language Standards  
Location: Virtual Conference  
Dates: April 15, 2021 (1/2 AM)  
Estimated Cost: \$0.00 – Substitute Required (No Funding Required)

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Name: Odette Vovra  
School or Department: Whittier Elementary School  
Conference/Seminar/Workshop: Exploring New Jersey Learning Standards: Preparing for Implementation of the 2020 World Language Standards  
Location: Virtual Conference  
Dates: April 15, 2021 (1/2 AM)  
Estimated Cost: \$0.00 – Substitute Required (No Funding Required)

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Name: Melissa Simmons  
School or Department: Business Office  
Conference/Seminar/Workshop: Eagle Institute (Leadership Development & Empowering Leader)  
Location: Belmond Charleston Place, Charleston, South Carolina  
Dates: July 20 – 23, 2021 (in – person workshop)  
Estimated Cost: \$2,865 (includes registration, airfare, lodging and meals) (District Funded)

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**Fundraising Activities by School**

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School or Department: Teaneck High School

Fundraising Activity: Fancloth - Sports Related Apparel

Sponsoring Organization: Girls Volley Ball

Name of sponsors: Mr. Jason McDonald - Staff

Participants: Team Members to the community, staff, family and friends.

Location(s): Fancloth Online Sales Fundraising

Date(s): March 20, 2021 - April 20, 2021

Estimated funds to be raised by this activity: \$1000

Funds to sponsoring organization: 100%

EXPLANATION: The funds will be used season ending dinner, senior gifts, camp, and scholarships for returning players.

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**ADDITIONAL Fundraising Activities by School**

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School or Department: Teaneck High School

Fundraising Activity: Sports Apparel

Sponsoring Organization: Softball Team

Name of sponsors: James Lagomarsino, Coach

Participants: Soft ball Team will sell team apparel to the Teaneck community via flyers to purchase online

Date(s): March 31, 2021 – April 12, 2021

Location (s): Online sales

Estimated funds to be raised by this activity: \$700 - \$1,200

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used to fund game day meals while traveling, senior day & gifts, personalized uniforms and equipment not paid by the athletic budget.



## Tuitions

Student ID#	Placement	Tuition	Start Date	1:1 Aide
104509	New Alliance Academy	\$34,920.00	3/1/2021	

**Clinicians**

<b>Student ID#</b>	<b>Placement</b>	<b>Discipline/Rate</b>	<b>NOT TO EXCEED</b>
	Kid Clan Service Inc.	Evaluations, OT \$295.00, PT \$295.00, Monolingual Speech \$335.00, Monolingual Social \$300.00, Monolingual Educational \$400.00, Monolingual Psychological \$400.00, Bilingual Speech \$425.00, Bilingual Social \$395.00, Bilingual Educational \$475.00, Bilingual Psychological \$475.00	\$5,000.00
	Supreme Consultants	Evaluations - Bilingual Spanish \$750.00	\$5,000.00
	Hillmar LLC	Evaluations - Bilingual Spanish \$550.00	\$5,000.00
	The Bilingual Child Study Team	Evaluations - Bilingual Spanish \$900.00 Translations of reports \$80 per page	\$5,000.00
	Speech & Hearing Associates	\$575 Central Auditory Evaluation \$275 Comprehensive Peripheral Audiological Evaluation	\$5,000.00
	Hackensack UMC	\$966 Central Auditory Processing Evaluation \$493 Classroom Observation/In-service/Training \$797 Audiologic Evaluation	\$2,000.00
		<b>Total</b>	<b>\$27,000.00</b>

## 2021-2022 District Enrollment and Planning Workbook

**Directions -- Please read before completing the form.**

1. Select your county and district name from the drop-down list. The spreadsheet will automatically fill in your projected universe of eligible children based on 2020-21 1st Grade ASSA data and the district's targeted or universal preschool program status
2. Fill in the remaining current and projected enrollment information below. Under "2020-21 Actual Enrollment," enter your **actual enrollment on October 15, 2020**. Under "2020-21 Projected Enrollment," enter the total number of three- and four-year-olds the district plans to serve full-day. The totals and percentages below each table will calculate automatically.
3. Each row represents a mutually exclusive category. Do not count any child on more than one line, or an overcount will result.
4. Only special education students who receive their entire instructional program in an inclusive environment should be listed under "Classified special education children in regular education classrooms (full-time only)."

County and District
Bergen County, Teaneck Twp, 5150

2020-21 Early Childhood Universe	
Total Projected Universe of At-Risk Eligible Preschoolers	442
Projected Universe of At-Risk Eligible Three-Year-Olds	221
Projected Universe of At-Risk Eligible Four-Year-Olds	221

2020-21 ACTUAL ENROLLMENT (10/15/2020)		
	Full-Day Three-Year-Olds	Full-Day Four-Year-Olds
In-District Programs		
At-risk eligible general education children in general education classrooms	64	107
Classified special education children in general education classrooms (full-time only)	3	11
Classified special education children in self-contained preschool disabled classrooms	5	46
General education children from other LEA's paying tuition		
Charter Schools		
At-risk eligible general education children in general education classrooms		
Classified special education children in general education classrooms (full-time only)		
Classified special education children in self-contained preschool disabled classrooms		
General education children from other LEA's paying tuition		
Contracted Head Start Programs		
General education children in general education classrooms		
Classified special education children in general education classrooms (full-time only)		
General education children from other LEA's paying tuition		
Other Contracted Private Provider Programs		
General education children in general education classrooms	37	45
Classified special education children in general education classrooms (full-time only)		
Classified special education children in self-contained preschool disabled classrooms		
General education children from other LEA's paying tuition		
<b>Total Current At-Risk Eligible General Education Enrollment</b>	<b>101</b>	<b>152</b>
<b>Total Current General Education Enrollment</b>	<b>101</b>	<b>152</b>
<b>Total Current Enrollment</b>	<b>109</b>	<b>209</b>

2021-22 PROJECTED ENROLLMENT		
	Full-Day Three-Year-Olds	Full-Day Four-Year-Olds
In-District Programs		
At-risk eligible general education children in general education classrooms	80	145
Classified special education children in regular education classrooms (full-time only)	10	20
Classified special education children in self-contained preschool disabled classrooms	48	36
General education children from other LEA's paying tuition		
Charter Schools		
At-risk eligible general education children in general education classrooms		
Classified special education children in general education classrooms (full-time only)		
Classified special education children in self-contained preschool disabled classrooms		
General education children from other LEA's paying tuition		
Contracted Head Start Programs		
At-risk eligible general education children in general education classrooms		
Classified special education children in general education classrooms (full-time only)		
General education children from other LEA's paying tuition		
Other Contracted Private Provider Programs		
At-risk eligible general education children in general education classrooms	45	45
Classified special education children in general education classrooms (full-time only)		
Classified special education children in self-contained preschool disabled classrooms		
General education children from other LEA's paying tuition		
<b>Total Projected Enrollment</b>	<b>183</b>	<b>246</b>
<b>Total At-Risk Eligible Projected Enrollment</b>	<b>125</b>	<b>190</b>
<b>Universe of At-Risk Eligible Children</b>	<b>221</b>	<b>221</b>
<b>Percent of Universe Projected to be Served, By Age</b>	<b>56.6%</b>	<b>86.0%</b>
<b>Percent of Total Universe Projected to be Served</b>	<b>71.3%</b>	

All Current Preschool Children	318
Current District Preschool Children	236
Current Charter School Children	-
Current Enhanced Head Start Children	-
Current Other Private Providers	82
% Current Children in Private Provider Settings	25.8%
Total Current Regular Education Students	253
Total Current Inclusion Students	14
Total Current Self-Contained Students	51
% Current Special Needs Children Included	21.5%
Current Classrooms (General Education plus Inclusion)	23

All Projected Preschool Children	429
Projected District Preschool Children	339
Projected Charter School Children	-
Projected Enhanced Head Start Children	-
Projected Other Private Providers	90
% Projected Children in Private Provider Settings	21.0%
Total Projected Regular Education Students	315
Total Projected Inclusion Students	30
Total Projected Self-Contained Students	84
% Projected Special Needs Children Included	26.3%
Projected Classrooms (General Education plus Inclusion)	23

Projected Universe	442
Projected Percent of Universe Served	71.3%

New Jersey Department of Education  
Division of Early Childhood Education

Preschool Education Aid  
2021-22 DISTRICT BUDGET PLANNING WORKSHEET

District:  
Teaneck Twp

County:  
Bergen

Resident General Education Students	Projected Enrollment	Estimated Preschool Education Aid (PEA)
Projected GENERAL EDUCATION Enrollment in District	225	\$3,089,475
Projected GENERAL EDUCATION Enrollment in Head Start	0	\$0
Projected GENERAL EDUCATION Enrollment in Providers	90	\$1,388,970
Projected GENERAL EDUCATION Enrollment in Charter Schools	0	\$0
	315	\$4,478,445

Tuition from Individuals	
Tuition from Other LEAs	
Prior Year PEA Carryover	
Minimum Amt for Students w/Disabilities in Gen Ed Classrooms*	\$411,930
Additional Amt for Students w/Disabilities in Gen Ed Classrooms	

Total Estimated Preschool Education Aid, Tuition, Carryover, and Special Education Funding	\$4,890,375
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Description	Account Number	Amount Budgeted
<b>INSTRUCTION</b>		
<b>20-218-100-</b>		
Salaries of Teachers	20-218-100-101	\$1,192,078
Teacher Salaries		\$1,160,078
Relief Teacher Salaries		\$32,000
Teacher stipends for professional development		
Substitute teacher stipends		
Other Salaries for Instruction	20-218-100-106	\$885,730
Teacher Assistant Salaries		\$885,730
Teacher Assistant stipends for professional development		
Substitute teacher assistant stipends		
Unused Vacation Payment to Terminated/Retired Staff	20-218-100-199	
Purchased Professional and Educational Services	20-218-100-321	
Other Pur. Serv. (400-500)	20-218-100-500	
Tuition to Other LEA's within the State - Regular	20-218-100-561	
Supplies and Materials	20-218-100-600	\$34,000
Other Objects	20-218-100-800	\$12,000
<b>SUBTOTAL – INSTRUCTION</b>		<b>\$2,123,808</b>
<b>SUPPORT SERVICES</b>		
<b>20-218-200-</b>		
Sal. of Supervisors of Instruction	20-218-200-102	\$135,182
Sal. of Principals/Asst. Principals/Program Directors	20-218-200-103	\$140,973
Sal. of other Professional Staff	20-218-200-104	\$155,600
Sal. of Secretarial & Clerical Assistants	20-218-200-105	\$40,116
Other Salaries	20-218-200-110	\$149,638
Fiscal Specialist		\$65,413
Custodian		\$49,225
Security guard		\$35,000
Family/Parent Liaison	20-218-200-173	\$86,149
Facilitator/Coach	20-218-200-176	\$87,500
Unused Vacation Payment to Terminated/Retired Staff	20-218-200-199	
Personnel Services - Employee Benefits	20-218-200-200	\$486,958
Purchased Educational Services - Contracted Pre-K	20-218-200-321	\$1,301,651
Purchased Educational Services - Head Start	20-218-200-325	\$0
Other Purchased Professional - Education Services	20-218-200-329	\$1,400
Other Purchased Professional Services	20-218-200-330	
Cleaning, Repair and Maintenance Services	20-218-200-420	\$10,000
Rentals	20-218-200-440	\$55,000
Contracted Services - Transp (Btw Home & Sch.)	20-218-200-511	\$93,000
Contracted Services (Field Trips)	20-218-200-516	
Travel	20-218-200-580	
Miscellaneous Purchased Services	20-218-200-590	\$10,000
Supplies and Materials	20-218-200-600	\$5,000
Other Objects	20-218-200-800	\$1,400
<b>SUBTOTAL – SUPPORT SERVICES</b>		<b>\$2,759,567</b>
<b>FACILITIES ACQ. CONSTR. SERVICES</b>		
<b>20-218-400-</b>		
Instructional Equipment	20-218-400-731	\$5,000
NonInstructional Equipment	20-218-400-732	\$2,000
<b>SUBTOTAL – FAC. ACQ. &amp; CONSTRUCTION</b>		<b>\$7,000</b>
<b>TOTAL</b>		<b>\$4,890,375</b>

\*\*\*Minimum Amt for Students w/Disabilities in Gen Ed Classrooms\* is calculated by applying the estimated PEA county rate to each classified special education child in general education classrooms (full-time only) entered in Table 1, based on their program. This is the estimated minimum amount needed to educate such students; any additional amounts needed may be entered on the subsequent line, "Additional Amt for Students w/Disabilities in Gen Ed Classrooms".





# Contractor's Cost Proposal - Summary (L/E/M)

ESCNJ State Approved Coop #65MCECCPS

Date: February 18, 2021

Re: IQC Master Contract #: 20/21-03  
JOC Work Order #: 074705.00  
Owner PO #:  
Title: Teaneck Thomas Jefferson MS - Ceilings  
Contractor: Murray Paving and Concrete  
Proposal Value: \$212,999.13

<b>CEILING - AREA MATERIALS STAGING FIRST FLOOR</b>	<b>\$693.50</b>
<b>CEILING - AREA MATERIALS STAGING GROUND FLOOR</b>	<b>\$346.75</b>
<b>CEILING - AREA MATERIALS STAGING SECOND FLOOR</b>	<b>\$1,387.01</b>
<b>CEILING - AREA ROOM GRID LAYOUTS</b>	<b>\$25,049.47</b>
<b>CEILING - CLASSROOM 101 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM 102 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM 103 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 104 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 105 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 106 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 107 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 108 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 109 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 110 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 112 BAND ROOM (1000 SF CORTEGA 823)</b>	<b>\$6,422.40</b>
<b>CEILING - CLASSROOM 113 VOCALMUSIC (850 SF CORTEGA 823)</b>	<b>\$5,459.04</b>
<b>CEILING - CLASSROOM 201 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM 202 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM 203 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 204 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 205 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 206 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 207 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 208 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 209 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 210 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 211 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>

**Contractor's Cost Proposal - Summary (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

<b>CEILING - CLASSROOM 212 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 213 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 214 (1100 SF CORTEGA 823)</b>	<b>\$7,064.64</b>
<b>CEILING - CLASSROOM 215 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>CEILING - CLASSROOM 216 / PREP (1300 SF CORTEGA 823)</b>	<b>\$8,349.12</b>
<b>CEILING - CLASSROOM 217 (1200 SF CORTEGA 823)</b>	<b>\$7,706.88</b>
<b>CEILING - CLASSROOM 218 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM 222 (400 SF CORTEGA 823)</b>	<b>\$2,568.96</b>
<b>CEILING - CLASSROOM GROUND G1 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM GROUND G2 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM GROUND G3 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - CLASSROOM GROUND G4 (900 SF CORTEGA 823)</b>	<b>\$5,780.16</b>
<b>CEILING - SMALL NURSE OFFICE 120b (200 SF CORTEGA 823)</b>	<b>\$1,520.64</b>
<b>CEILING - STAFF LOUNGE 121 (700 SF CORTEGA 823)</b>	<b>\$4,495.68</b>
<b>LIGHTING - ESTIMATED 24X48 LED FIXTURES 410 +/- TOTAL (BY B.O.E - NIC)</b>	<b>\$0.00</b>
<b>Proposal Total</b>	<b>\$212,999.13</b>

This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percentage of NPP on this Proposal:** %



# Contractor's Cost Proposal - Detail (L/E/M)

## ESCNJ State Approved Coop #65MCECCPS

Date: February 18, 2021

Re: IQC Master Contract #: 20/21-03  
 JOC Work Order #: 074705.00  
 Owner PO #:  
 Title: Teaneck Thomas Jefferson MS - Ceilings  
 Contractor: Murray Paving and Concrete  
 Proposal Value: \$212,999.13

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
<b>CEILING - AREA MATERIALS STAGING FIRST FLOOR</b>					
1	01 66 19 00 0002		CY	Transfer Delivered Material Between Floors Via Stairs, Per FloorQuantity equals volume of materials multiplied by number of floors traveled.	\$693.50
				Installation	
				Quantity	Unit Price
				40.00	18.06
				x	x
				Factor	Total
				0.9600	693.50
				=	
				8,850 SF MATERIALS STAGING FIRST FLOOR AREA	
<b>Subtotal for CEILING - AREA MATERIALS STAGING FIRST FLOOR</b>					<b>\$693.50</b>
<b>CEILING - AREA MATERIALS STAGING GROUND FLOOR</b>					
2	01 66 19 00 0002		CY	Transfer Delivered Material Between Floors Via Stairs, Per FloorQuantity equals volume of materials multiplied by number of floors traveled.	\$346.75
				Installation	
				Quantity	Unit Price
				20.00	18.06
				x	x
				Factor	Total
				0.9600	346.75
				=	
				3,500 SF MATERIALS STAGING GROUND FLOOR AREA	
<b>Subtotal for CEILING - AREA MATERIALS STAGING GROUND FLOOR</b>					<b>\$346.75</b>
<b>CEILING - AREA MATERIALS STAGING SECOND FLOOR</b>					
3	01 66 19 00 0002		CY	Transfer Delivered Material Between Floors Via Stairs, Per FloorQuantity equals volume of materials multiplied by number of floors traveled.	\$1,387.01
				Installation	
				Quantity	Unit Price
				80.00	18.06
				x	x
				Factor	Total
				0.9600	1,387.01
				=	
				14,650 SF MATERIALS STAGING SECOND FLOOR AREA	
<b>Subtotal for CEILING - AREA MATERIALS STAGING SECOND FLOOR</b>					<b>\$1,387.01</b>
<b>CEILING - AREA ROOM GRID LAYOUTS</b>					
4	01 22 20 00 0016		HR	LaborerFor tasks not included in the Task Catalog and as directed by owner only.	\$25,049.47
				Installation	
				Quantity	Unit Price
				280.00	93.19
				x	x
				Factor	Total
				0.9600	25,049.47
				=	
				GENERAL LABOR ALL AREAS LAYOUT ROOMS 27,000 SF TOTAL	
<b>Subtotal for CEILING - AREA ROOM GRID LAYOUTS</b>					<b>\$25,049.47</b>
<b>CEILING - CLASSROOM 101 (900 SF CORTEGA 823)</b>					
5	09 51 13 00 0020		SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)	\$3,991.68
				Installation	
				Quantity	Unit Price
				900.00	4.62
				x	x
				Factor	Total
				0.9600	3,991.68
				=	
				12 - LIGHTS	
6	09 53 23 00 0005		SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System	\$1,788.48
				Installation	
				Quantity	Unit Price
				900.00	2.07
				x	x
				Factor	Total
				0.9600	1,788.48
				=	

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**Subtotal for CEILING - CLASSROOM 101 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - CLASSROOM 102 (900 SF CORTEGA 823)**

7	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
				Quantity	Unit Price	Factor	=	Total	
		Installation		900.00	4.62	0.9600		3,991.68	
			12 - LIGHTS						
8	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
				Quantity	Unit Price	Factor	=	Total	
		Installation		900.00	2.07	0.9600		1,788.48	

**Subtotal for CEILING - CLASSROOM 102 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - CLASSROOM 103 (700 SF CORTEGA 823)**

9	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
10	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 103 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 104 (700 SF CORTEGA 823)**

11	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
12	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 104 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 105 (700 SF CORTEGA 823)**

13	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
14	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 105 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 106 (700 SF CORTEGA 823)**

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**CEILING - CLASSROOM 106 (700 SF CORTEGA 823)**

15	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
16	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 106 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 107 (700 SF CORTEGA 823)**

17	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
18	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 107 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 108 (700 SF CORTEGA 823)**

19	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9- LIGHTS						
20	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 108 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 109 (700 SF CORTEGA 823)**

21	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
22	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 109 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 110 (700 SF CORTEGA 823)**

23	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**CEILING - CLASSROOM 110 (700 SF CORTEGA 823)**

24	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 110 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 112 BAND ROOM (1000 SF CORTEGA 823)**

25	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$4,435.20
				Quantity	Unit Price	Factor	=	Total	
		Installation		1,000.00	4.62	0.9600		4,435.20	
26	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,987.20
				Quantity	Unit Price	Factor	=	Total	
		Installation		1,000.00	2.07	0.9600		1,987.20	

**Subtotal for CEILING - CLASSROOM 112 BAND ROOM (1000 SF CORTEGA 823) \$6,422.40**

**CEILING - CLASSROOM 113 VOCALMUSIC (850 SF CORTEGA 823)**

27	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,769.92
				Quantity	Unit Price	Factor	=	Total	
		Installation		850.00	4.62	0.9600		3,769.92	
28	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,689.12
				Quantity	Unit Price	Factor	=	Total	
		Installation		850.00	2.07	0.9600		1,689.12	

**Subtotal for CEILING - CLASSROOM 113 VOCALMUSIC (850 SF CORTEGA 823) \$5,459.04**

**CEILING - CLASSROOM 201 (900 SF CORTEGA 823)**

29	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
				Quantity	Unit Price	Factor	=	Total	
		Installation		900.00	4.62	0.9600		3,991.68	
			12 - LIGHTS						
30	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
				Quantity	Unit Price	Factor	=	Total	
		Installation		900.00	2.07	0.9600		1,788.48	

**Subtotal for CEILING - CLASSROOM 201 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - CLASSROOM 202 (900 SF CORTEGA 823)**

31	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
				Quantity	Unit Price	Factor	=	Total	
		Installation		900.00	4.62	0.9600		3,991.68	
			12 - LIGHTS						
32	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
				Quantity	Unit Price	Factor	=	Total	
		Installation		900.00	2.07	0.9600		1,788.48	

**Subtotal for CEILING - CLASSROOM 202 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - CLASSROOM 203 (700 SF CORTEGA 823)**

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**CEILING - CLASSROOM 203 (700 SF CORTEGA 823)**

33	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
34	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 203 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 204 (700 SF CORTEGA 823)**

35	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
36	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 204 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 205 (700 SF CORTEGA 823)**

37	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
38	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 205 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 206 (700 SF CORTEGA 823)**

39	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
40	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 206 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 207 (700 SF CORTEGA 823)**

41	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**CEILING - CLASSROOM 207 (700 SF CORTEGA 823)**

42	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 207 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 208 (700 SF CORTEGA 823)**

43	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						

44	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 208 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 209 (700 SF CORTEGA 823)**

45	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						

46	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 209 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 210 (700 SF CORTEGA 823)**

47	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						

48	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 210 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 211 (700 SF CORTEGA 823)**

49	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						

50	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity	Unit Price	Factor	=	Total	
		Installation		700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 211 (700 SF CORTEGA 823) \$4,495.68**

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**CEILING - CLASSROOM 212 (700 SF CORTEGA 823)**

51	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
52	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 212 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 213 (700 SF CORTEGA 823)**

53	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
54	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 213 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 214 (1100 SF CORTEGA 823)**

55	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$4,878.72
			Installation	Quantity	Unit Price	Factor	=	Total	
				1,100.00	4.62	0.9600		4,878.72	
			16 - LIGHTS						
56	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$2,185.92
			Installation	Quantity	Unit Price	Factor	=	Total	
				1,100.00	2.07	0.9600		2,185.92	

**Subtotal for CEILING - CLASSROOM 214 (1100 SF CORTEGA 823) \$7,064.64**

**CEILING - CLASSROOM 215 (700 SF CORTEGA 823)**

57	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	4.62	0.9600		3,104.64	
			9 - LIGHTS						
58	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				700.00	2.07	0.9600		1,391.04	

**Subtotal for CEILING - CLASSROOM 215 (700 SF CORTEGA 823) \$4,495.68**

**CEILING - CLASSROOM 216 / PREP (1300 SF CORTEGA 823)**

59	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$5,765.76
			Installation	Quantity	Unit Price	Factor	=	Total	
				1,300.00	4.62	0.9600		5,765.76	
			20 - LIGHTS						

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**CEILING - CLASSROOM 216 / PREP (1300 SF CORTEGA 823)**

60	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$2,583.36
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,300.00	2.07	0.9600		2,583.36	x	

**Subtotal for CEILING - CLASSROOM 216 / PREP (1300 SF CORTEGA 823) \$8,349.12**

**CEILING - CLASSROOM 217 (1200 SF CORTEGA 823)**

61	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$5,322.24
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,200.00	4.62	0.9600		5,322.24	x	
									31 - LIGHTS

62	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$2,384.64
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,200.00	2.07	0.9600		2,384.64	x	

**Subtotal for CEILING - CLASSROOM 217 (1200 SF CORTEGA 823) \$7,706.88**

**CEILING - CLASSROOM 218 (900 SF CORTEGA 823)**

63	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
		Installation	Quantity	Unit Price	Factor	=	Total		
			900.00	4.62	0.9600		3,991.68	x	
									12 - LIGHTS

64	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
		Installation	Quantity	Unit Price	Factor	=	Total		
			900.00	2.07	0.9600		1,788.48	x	

**Subtotal for CEILING - CLASSROOM 218 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - CLASSROOM 222 (400 SF CORTEGA 823)**

65	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$1,774.08
		Installation	Quantity	Unit Price	Factor	=	Total		
			400.00	4.62	0.9600		1,774.08	x	
									9 - LIGHTS

66	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$794.88
		Installation	Quantity	Unit Price	Factor	=	Total		
			400.00	2.07	0.9600		794.88	x	

**Subtotal for CEILING - CLASSROOM 222 (400 SF CORTEGA 823) \$2,568.96**

**CEILING - CLASSROOM GROUND G1 (900 SF CORTEGA 823)**

67	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
		Installation	Quantity	Unit Price	Factor	=	Total		
			900.00	4.62	0.9600		3,991.68	x	
									16 - LIGHTS

68	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
		Installation	Quantity	Unit Price	Factor	=	Total		
			900.00	2.07	0.9600		1,788.48	x	

**Subtotal for CEILING - CLASSROOM GROUND G1 (900 SF CORTEGA 823) \$5,780.16**



**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

**CEILING - CLASSROOM GROUND G2 (900 SF CORTEGA 823)**

69	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
			Installation	Quantity	Unit Price	Factor	=	Total	
				900.00	4.62	0.9600		3,991.68	
			16 - LIGHTS						
70	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
			Installation	Quantity	Unit Price	Factor	=	Total	
				900.00	2.07	0.9600		1,788.48	

**Subtotal for CEILING - CLASSROOM GROUND G2 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - CLASSROOM GROUND G3 (900 SF CORTEGA 823)**

71	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
			Installation	Quantity	Unit Price	Factor	=	Total	
				900.00	4.62	0.9600		3,991.68	
			16 - LIGHTS						
72	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
			Installation	Quantity	Unit Price	Factor	=	Total	
				900.00	2.07	0.9600		1,788.48	

**Subtotal for CEILING - CLASSROOM GROUND G3 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - CLASSROOM GROUND G4 (900 SF CORTEGA 823)**

73	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,991.68
			Installation	Quantity	Unit Price	Factor	=	Total	
				900.00	4.62	0.9600		3,991.68	
			16 - LIGHTS						
74	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,788.48
			Installation	Quantity	Unit Price	Factor	=	Total	
				900.00	2.07	0.9600		1,788.48	

**Subtotal for CEILING - CLASSROOM GROUND G4 (900 SF CORTEGA 823) \$5,780.16**

**CEILING - SMALL NURSE OFFICE 120b (200 SF CORTEGA 823)**

75	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$887.04
			Installation	Quantity	Unit Price	Factor	=	Total	
				200.00	4.62	0.9600		887.04	
			4 - LIGHTS						
76	09 51 13 00 0020 0093		For >50 To 200, Add						\$140.16
			Installation	Quantity	Unit Price	Factor	=	Total	
				200.00	0.73	0.9600		140.16	
77	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$397.44
			Installation	Quantity	Unit Price	Factor	=	Total	
				200.00	2.07	0.9600		397.44	
78	09 53 23 00 0005 0116		For >50 To 200, Add						\$96.00
			Installation	Quantity	Unit Price	Factor	=	Total	
				200.00	0.50	0.9600		96.00	

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 074705.00  
**Job Order Title:** Teaneck Thomas Jefferson MS - Ceilings

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**Subtotal for CEILING - SMALL NURSE OFFICE 120b (200 SF CORTEGA 823) \$1,520.64**

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**CEILING - STAFF LOUNGE 121 (700 SF CORTEGA 823)**

79	09 51 13 00 0020	SF	2' x 4' x 3/4" Square Edge, Mineral Fiber Acoustical Ceiling Panel (Armstrong Ultima®)						\$3,104.64
				Quantity		Unit Price		Factor	Total
		Installation		700.00	x	4.62	x	0.9600	= 3,104.64
			12 - LIGHTS						
80	09 53 23 00 0005	SF	2' x 4' Grid, 15/16" T Bar Ceiling Suspension System						\$1,391.04
				Quantity		Unit Price		Factor	Total
		Installation		700.00	x	2.07	x	0.9600	= 1,391.04

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**Subtotal for CEILING - STAFF LOUNGE 121 (700 SF CORTEGA 823) \$4,495.68**

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**LIGHTING - ESTIMATED 24X48 LED FIXTURES 410 +/- TOTAL (BY B.O.E - NIC)**

81	26 51 19 00 0045	EA	2' x 4', 4,800 Lumens, Volumetric, Lay-In/Troffer LED Fixture (Lithonia 2RTL4)						\$0.00
				Quantity		Unit Price		Factor	Total
		Installation		0.00	x	478.48	x	0.9600	= 0.00

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**Subtotal for LIGHTING - ESTIMATED 24X48 LED FIXTURES 410 +/- \$0.00**  
**TOTAL (BY B.O.E - NIC)**

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**Proposal Total \$212,999.13**

This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percentage of NPP on this Proposal: %**



# Murray Contracting

210 S. Newman St., Hackensack, NJ 07601

~~December 17, 2019~~

Revised 8/31/2020

Thomas Jefferson Middle School

655 Teaneck Road – Teaneck, New Jersey 07666

## PROPOSED SUSPENDED CEILINGS – VARIOUS ROOM AREAS

Provide and install new suspended ceilings at existing various classroom areas below existing 12x12-Inch adhered ceiling tiles. All required materials, equipment, temporary protection per area based on daily prevailing wage labor rates.

### GENERAL SCOPE:

- Stage materials at each room and layout grids to formulate general lighting placement patterns.
- Install new aluminum 15/16-Inch T Bar suspended ceiling grids 24x48-Inch typical layouts.
- Provide wire attachments and bracing supports for new recessed lighting fixtures.
- Install new 24x48-Inch acoustical ceiling panel tiles – Armstrong “Cortega 823” all areas.
- General debris removals, clean-up.

### AREAS OF PROPOSED ROOM LOCATIONS:

Ground Floor – G1, G2, G3, G4

First Floor – 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, ~~111~~, 120b, 121 **112, 113**

Second Floor – 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218 **222**

### EXCLUSIONS AND NOTES:

**WE EXCLUDE:** Permits / Fees, Lighting Fixture Removals, New Lighting Installation, Fire Alarm Devices, Speakers, Painting, Structural Repairs, Mechanical Systems, Window Treatments, furnishing Removals

**NOTE:** General average classroom new suspended ceiling grid patterns are based on Nine (9) light fixture placement locations.

**NOTE:** All work is based on normal daily working hours per room / area phasing unoccupied spaces.

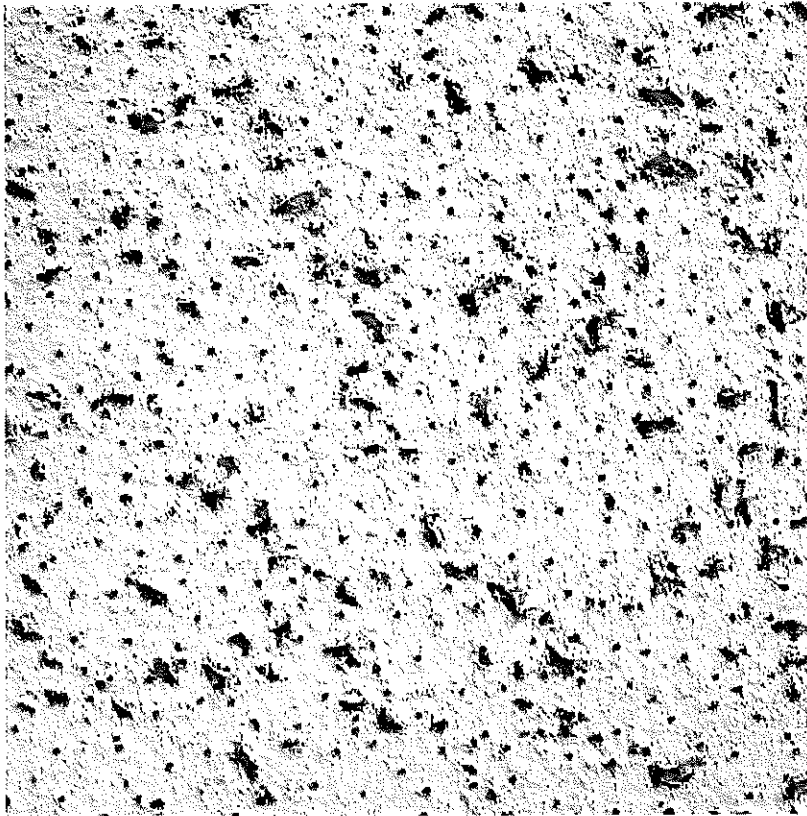
**NOTE:** Estimated total approximate of 410 +/- amount of lighting fixtures required (By Others – NIC)

PHONE  
201-670-0030

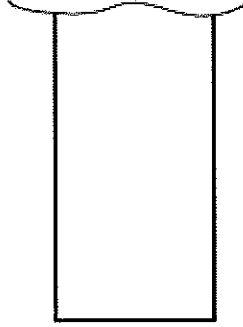
EMAIL  
Dominick@Murraycontracting.net

FAX  
609-674-0588

# CORTEGA: 823



## EDGE



Square Lay-In 15/16 in

## DIMENSIONS



24 in x 48 in x 5/8 in

## ACOUSTICS

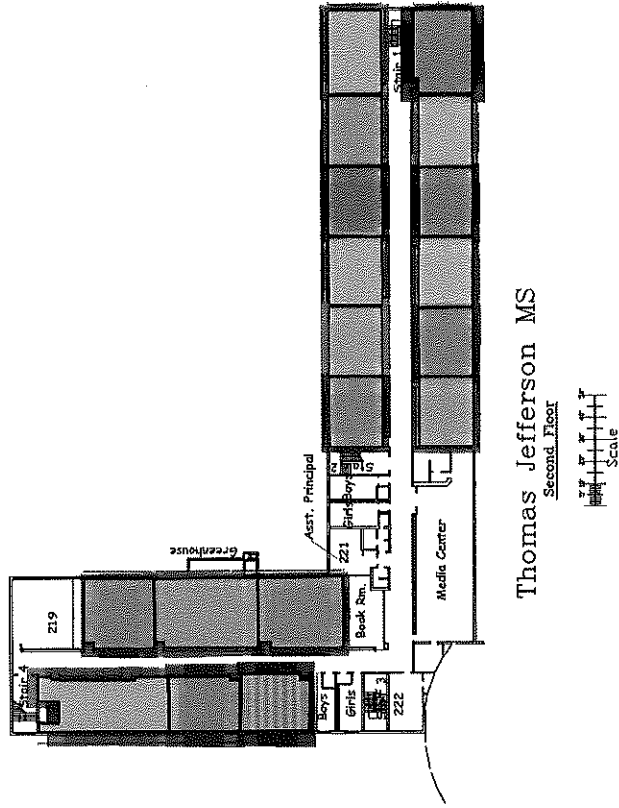
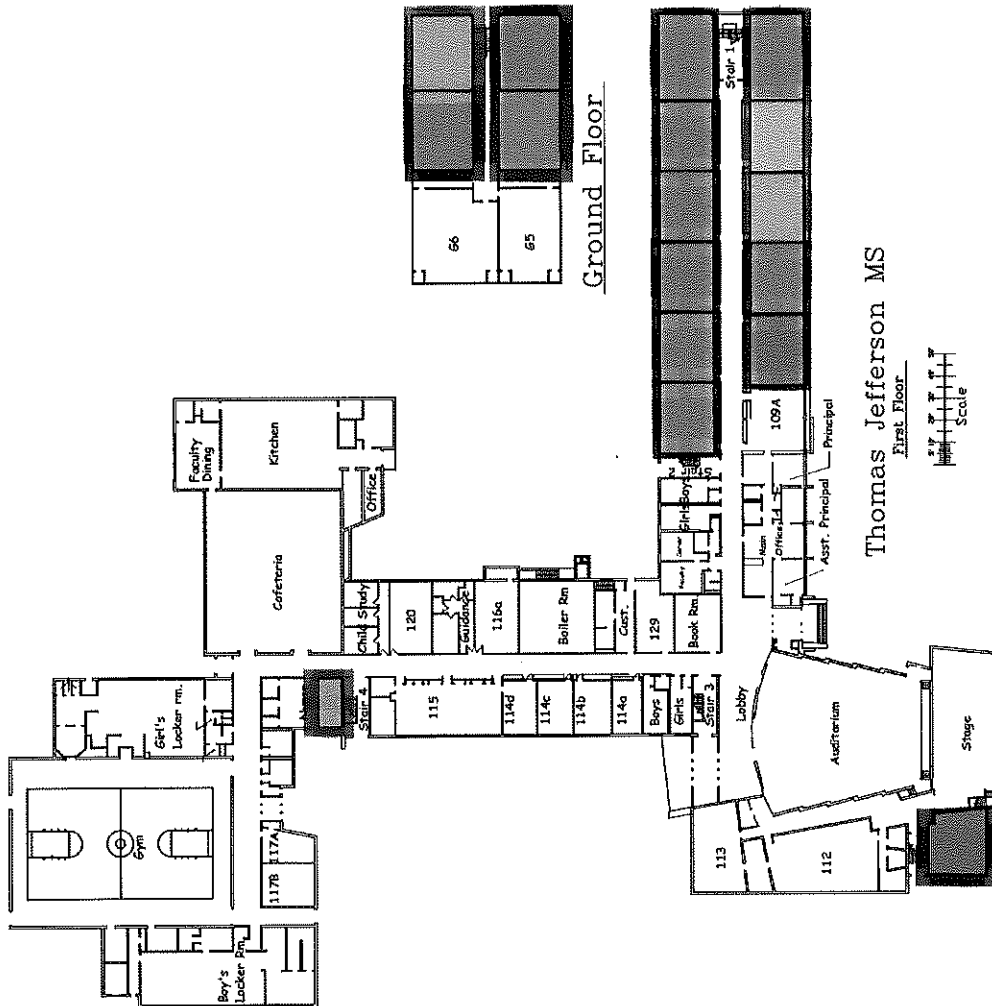
0.55 NRC  
35 CAC

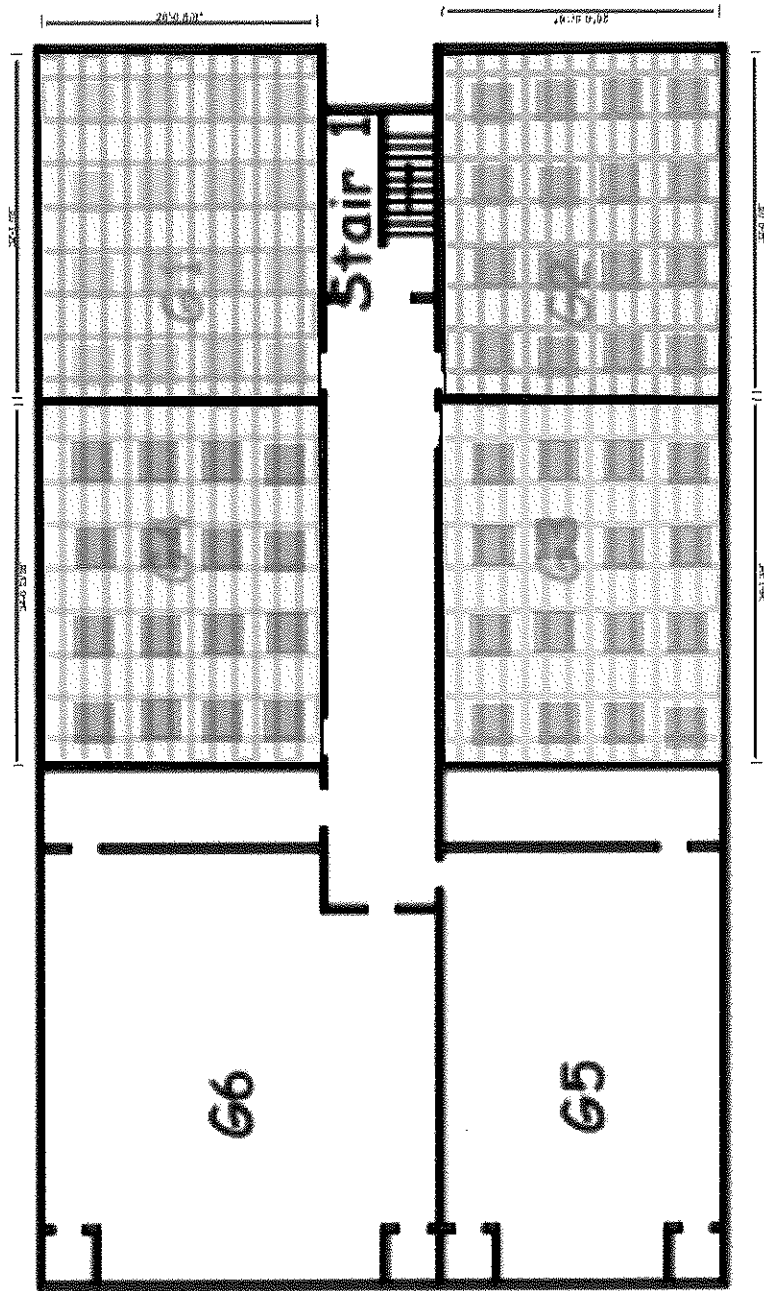
**NOTE: Shape drawings are not to scale.**

CORTEGA | 823

## PERFORMANCE

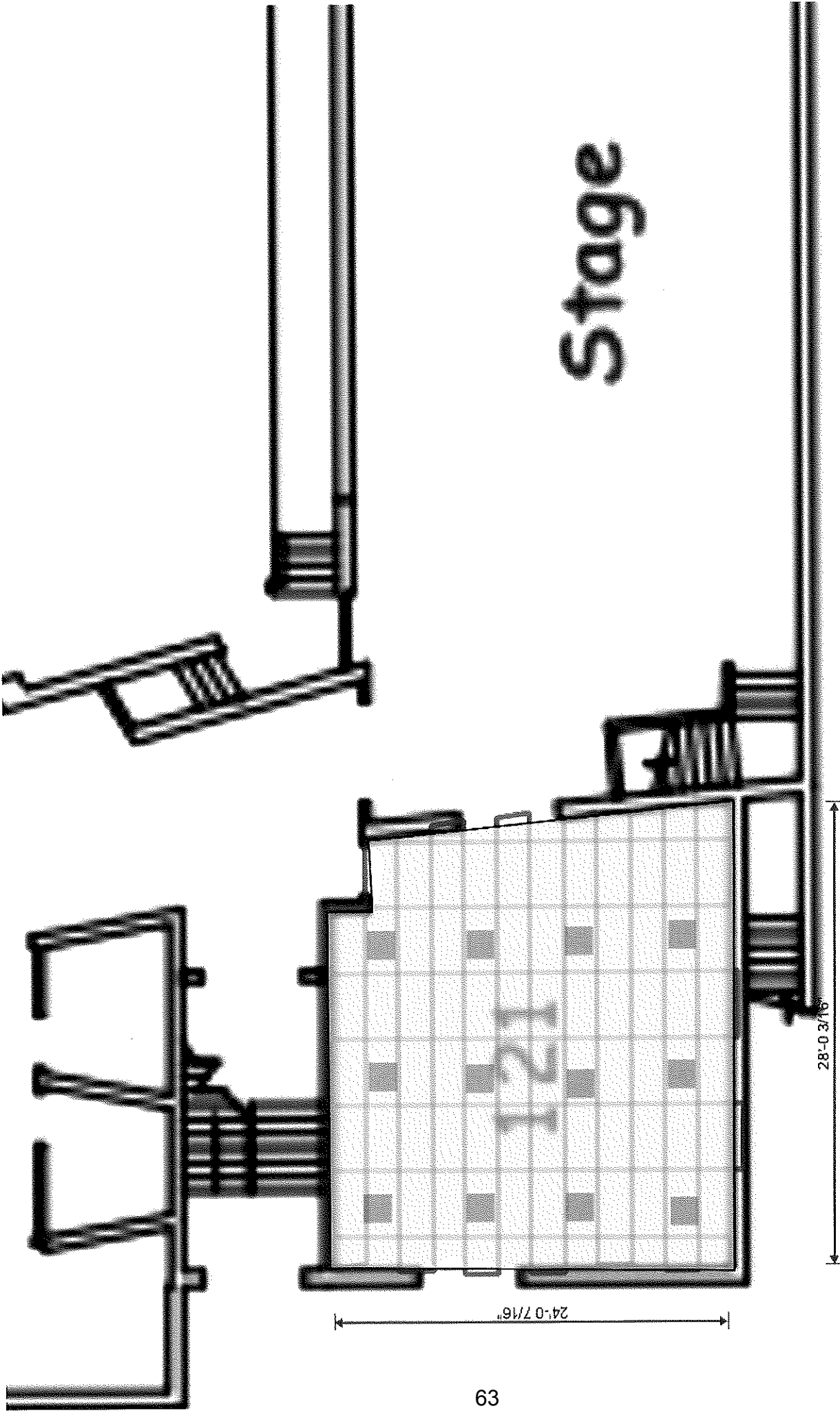
- Economical
- Non-directional visual reduces scrap and installation time (excludes Second Look items)





# Ground Floor

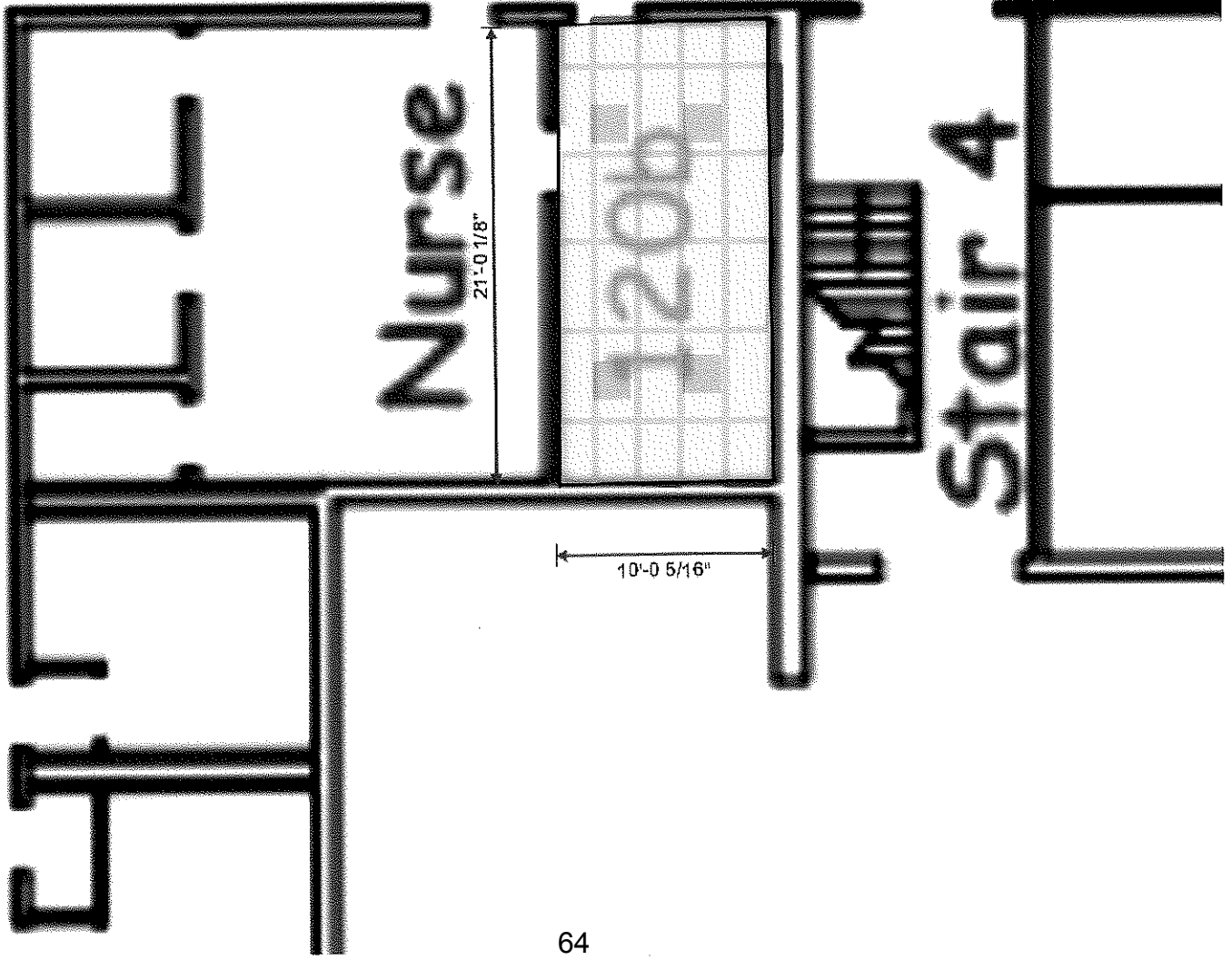
# Stage



Cafe



Child Study



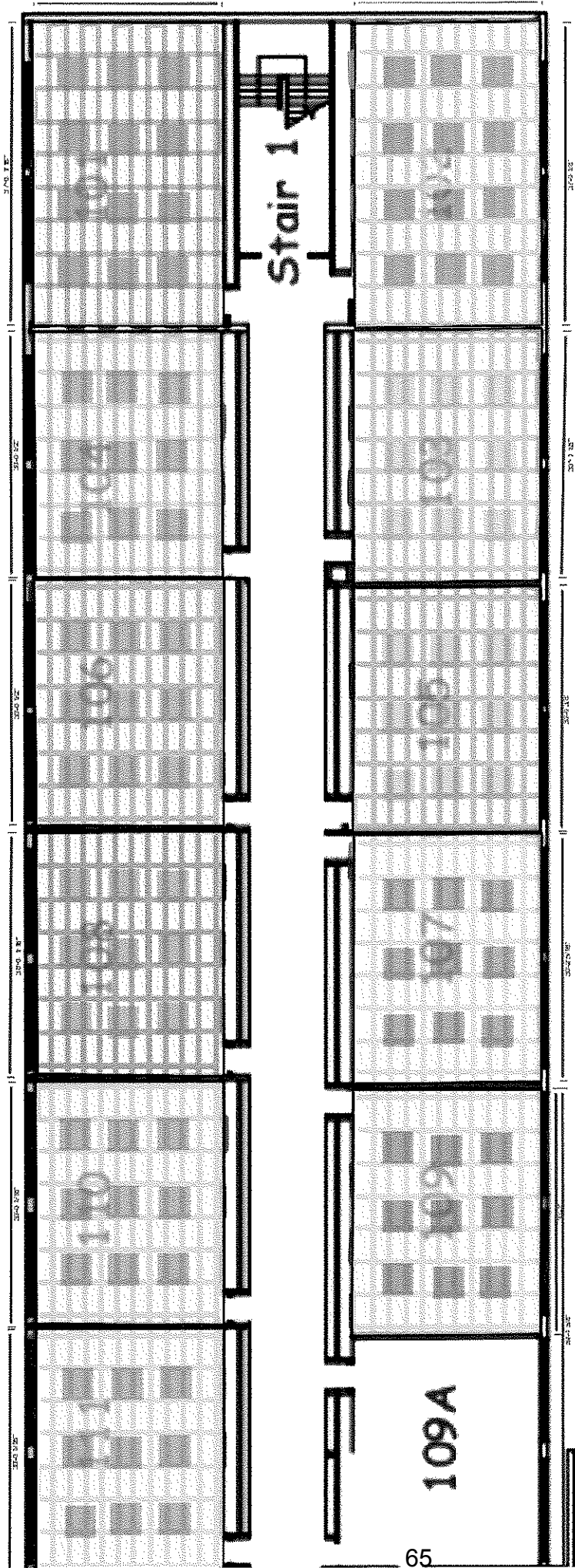
Nurse

21'-0 1/8"

10'-0 5/16"

Stair 4

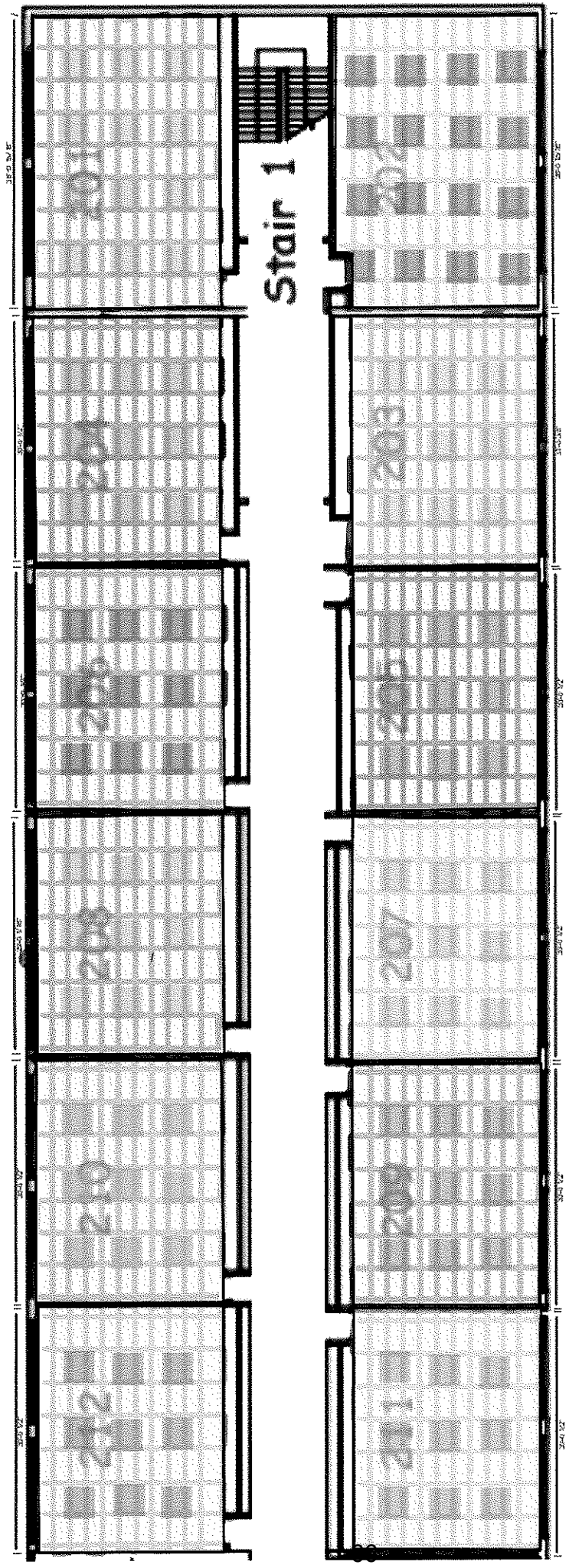




Principal

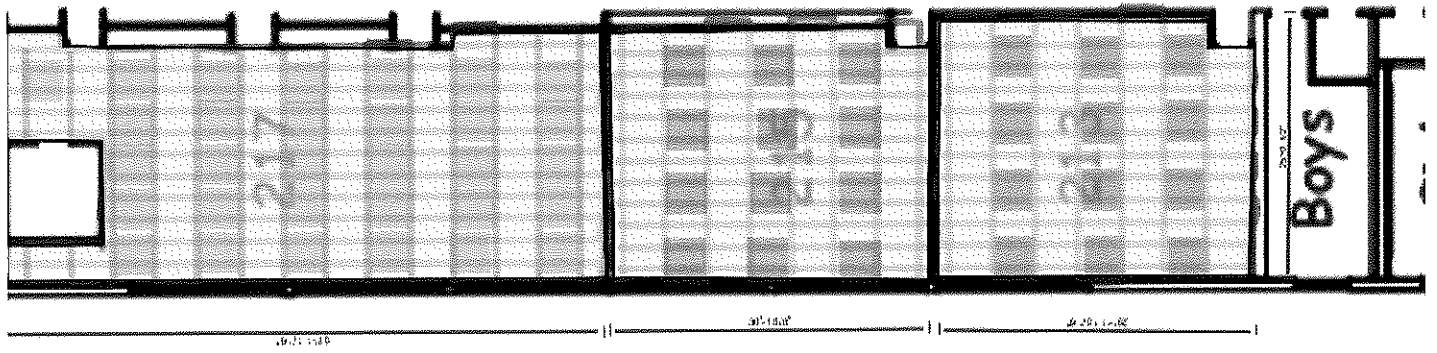
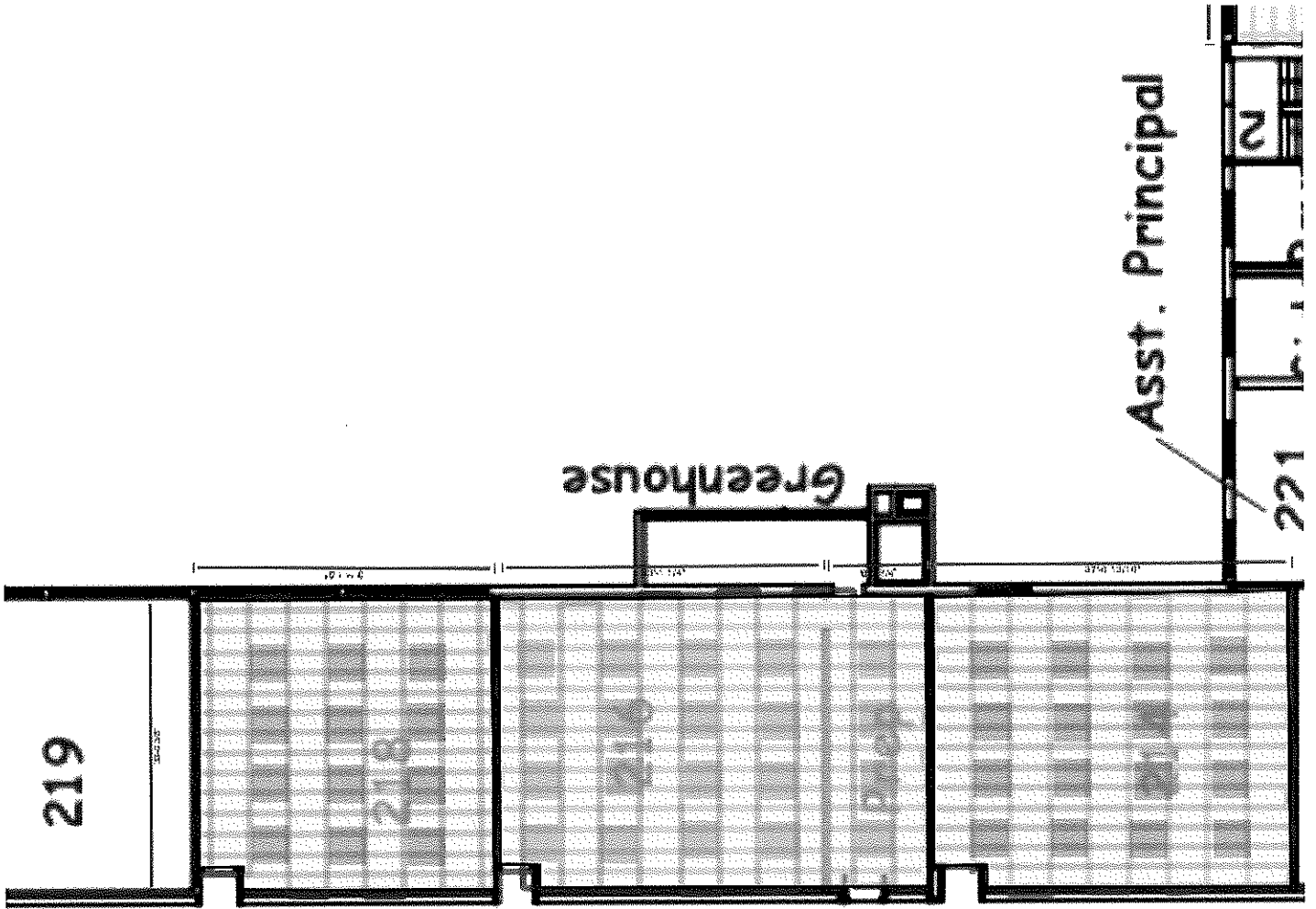
# Jefferson MS

First Floor



# Jefferson MS

## 1 Floor



**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY  
UNSPECIFIABLE SERVICE  
Broker of Record Services—Health Benefits**

TO: Members of the Teaneck Board of Education  
FROM: Melissa Simmons--School Business Administrator/Board Secretary  
DATE: March 10, 2021  
SUBJECT: Board Resolution--Contract for Broker of Record Services—Health Benefits

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: Fairview Insurance Agency Associates, Verona, New Jersey 07044  
Cost: Flat Fee \$44,000  
Duration: April 1, 2021-June 30, 2022  
Purpose: Broker of Record Services—Health Benefits

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1) (a) (ii) and N.J.A.C. 5:34-2.3(b)].

I do hereby certify to the following:

**1. Provide a clear description of the nature of the work to be done:**

Fairview Insurance Agency Associates shall provide Broker of Record services—Health Benefits pursuant to EUS procurement EUS/RFP #02-21 as issued by the Business Office.

**2. Describe in detail why the contract meets the provisions of the statute and rules:**

The procurement of insurance consulting services pursuant to N.J.S.A. 18A:18A-5 (a) (10) meets the provisions of the law.

**3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:**

Not applicable.

**4. Describe the informal solicitation of quotations:**

The proposals were sent to various respondents and the contract was awarded through the EUS/RFP process

**5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.**

Melissa Simmons  
Melissa Simmons, School Business Administrator  
Board Secretary

3/12/21  
Date

**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY  
UNSPECIFIABLE SERVICE  
Broker of Record Services—Property & Casualty**

TO: Members of the Teaneck Board of Education  
FROM: Melissa Simmons--School Business Administrator/Board Secretary  
DATE: March 10, 2021  
SUBJECT: Board Resolution--Contract for Broker of Record Services—Property & Casualty

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: Burton Agency, Inc., Westwood, New Jersey 07675  
Cost: No Additional Fees  
Duration: April 1, 2021-June 30, 2022  
Purpose: Broker of Record Services—Property & Casualty

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1) (a) (ii) and N.J.A.C. 5:34-2.3(b)].

I do hereby certify to the following:

**1. Provide a clear description of the nature of the work to be done:**

Burton Agency, Inc., shall provide Broker of Record services—Property & Casualty pursuant to EUS procurement EUS/RFP #01-21 as issued by the Business Office.

**2. Describe in detail why the contract meets the provisions of the statute and rules:**

The procurement of insurance consulting services pursuant to N.J.S.A. 18A:18A-5 (a) (10) meets the provisions of the law.

**3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:**

Not applicable.

**4. Describe the informal solicitation of quotations:**

The proposals were sent to various respondents and the contract was awarded through the EUS/RFP process

**5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.**

Melissa Simmons  
Melissa Simmons, School Business Administrator  
Board Secretary

3/12/21  
Date

## CAREN SPOONER

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### EXPERIENCE:

Bergen County Special Services School, Paramus NJ

March 2018-present

#### **Accountant**

- Review and sign off on monthly purchase orders, and assist with accounts payables,
- Manage SNEARS reimbursements, lunch application, bond reimbursements and SEMI reports.
- Responsible for monthly journal entries, deposits, bank reconciliations, accounts receivable invoice receipts entries and data management
- Handle all administrators and staff work related travel, including board approval and reimbursements  
Monitor consultants and professional providers budget and expenses

Bergen County Special Services Schools, Paramus NJ

#### **Payroll Assistant**

- Updated State of New Jersey Report of Contribution (ROC) including employee retro salary information
- Maintained employees' pension data in Computer Solution Inc. (CSI) for payroll processing
- File and distribute employee pensions payroll certification; scan documents to data base

Bergen County Special Services Schools, Paramus NJ

#### **Purchasing Agent**

- Worked in collaboration with purchasing manager to approve purchase orders
- Prepared resolution and award letters, and organized bid logs with current bids and contracts,
- Assisted with bid openings, request for quotes (RFQ), request for proposal (RFP), affirmative action, political disclosure, and Iran statement request

Roseville Community Charter School, Newark, NJ

#### **Business Manager/Purchasing Agent**

Oct. 2011- June 2017

- Prepared and administered the school payroll, providing accounting documents and controls to meet state and local auditing requirements,
- Maintained contractual salaries, stipend and payment as approved by the board of education
- Reconciled and transmitted all payroll agency deductions, including FICA state and federal taxes, quarterly pension report, health benefit, professional dues, tax sheltered annuity programs and garnishments
- Assisted staff in learning payroll processes and systems by delivering informational presentations at new hire orientation
- Troubleshooted and resolved staff inquiries and concerns, and ensured comprehensive employee understanding of policies and procedures as needed
- Effectively maintained communications and work cooperatively with administration to resolve payroll issues and concerns
- Handled all documentation and forms for TPAF, PERS, DCRP, State of New Jersey Pension Plan, including loans, back deduction, retirement, withdrawals and interfund transfer
- Collaboratively work with administrators in creating and updating procedures in accordance with New Jersey school law, state, board of education rules and regulations and contractual obligations
- Reviewed the reconciliation of the school financial accounts including federal and state monthly and quarterly reporting, annual W2's, and 1099
- Managed the distribution of payroll to budget line-item account and budgetary codes and changes

Schomburg Charter School, Jersey City, NJ

Sept. 2010-Dec. 2011

#### **Treasurer of School monies**

- Managed bank reconciliation statements immediately upon receipt
- Submitted written report for all bank accounts and generated monthly treasury report

# CAREN SPOONER

Jersey City Board of Education, Jersey City, NJ

Nov. 2008 – Aug. 2009

## Accountant

- Worked in collaboration with budget manager on budget to resolve over expensed account line item
- Reconciled financial management reports and prepared journal entries as needed
- Calculated payroll encumbrances each month for budget funding accuracy
- Reconciled bank and petty cash accounts using QuickBooks
- Computed all financial management reports for management

Red Bank Charter School, Red Bank, NJ

Aug. 2008 – Jan. 2009

## Business Manager

- Worked remotely 50% of the time
- Managed the areas of accounting, budget, purchasing, capital planning, human resources, the child nutrition program and assisted with strategic planning
- Assisted with meeting agenda and attended Board meeting

Essex Valley School, West Caldwell, NJ

Nov. 2006 – Dec. 2007

## Business Manager

- Managed operations, budgeting, financial reporting, purchasing, payroll, accounts payables
- Responsible for reviewing controls, procedures, and policies for compliance with State and Federal rules and regulations
- Implemented new accounting program that closely follow the chart of accounts and financial reporting

Gray Charter School, Newark, NJ

Sept. 2003 – Sept. 2006

## Business Manager

- Maintained the day-to-day function of the business office, and oversaw the preparation of the district payroll and payroll tax returns
- Handled record keeping including grants processing and payment
- Managed all purchase orders and check disbursements for vendors
- Verified and posted all books and records to the general ledger
- Prepared board agenda and monthly board secretary reports
- Managed personnel files and records, pension accounts, and medical and dental insurance benefits
- Supervised the Food Service department

## COMPUTERS SKILLS

- FileMaker Pro
- CDK Systems

- Microsoft office
- Computer Solutions

- Docuware
- QuickBooks

## Volunteer

New Jersey Performing Arts Center, Newark, NJ

Sept. 2017-Present

## EDUCATION:

Masters in Business Administration - Management

Salem International University, Salem, WV

Bachelor of Science in Finance

NJ City University, Jersey City, NJ

## CERTIFICATE:

Qualified Purchasing Agent, SBA